

[REDACTED]

Airport Capacity Programme Board (ACPB)

12 December 2017

Attendees

Board Members		
Caroline Low	Rupesh Mehta	Sacha Hatteea
Jack Goodwin	[REDACTED]	Farha Sheikh
Tony Poulter	[REDACTED]	[REDACTED]
Rosemary Hopkins	Jill Adam	Sarah Bishop
Brett Welch	Philip Andrews	
Other attendees		
[REDACTED] – item 3	[REDACTED] – items 5,7	[REDACTED] – item 5
[REDACTED] – item 6	[REDACTED] – item 6	[REDACTED] – item 7
[REDACTED] – item 9		[REDACTED] (observing)
[REDACTED] (Secretariat)	[REDACTED] (Secretariat)	[REDACTED] (observing)

Apologies	[REDACTED], Tim Stamp, Lucy Chadwick, Roger Jones, [REDACTED], [REDACTED], [REDACTED], James Adutt
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Note

1. Minutes & Actions

- 1.1. Caroline Low (CL) welcomed everyone to the meeting and apologised for the reordering of the agenda.
- 1.2. CL invited the board's responses to the minutes from the 15 November meeting, to which there was a suggested clarification of paragraph 3.6 regarding the parliamentary dashboard.
- 1.3. [REDACTED] ([REDACTED]) then pointed the board towards the action tracker, highlighting that a few actions were either planned for later in this meeting, such as updates on airspace modernisation (Action 171018/7), governance forward look (Action 171018/7), aviation strategy / ACP interface (Action 171115/7) and Con 1 (Action 171115/9). The remaining actions are on track for subsequent presentation at future ACPB meetings, including an update on buses and coaches.

2. Programme update

- 2.1. [REDACTED] introduced the Programme Dashboard, highlighting that the first oral evidence sessions for the Transport Select Committee (TSC) on the revised draft Airports

[REDACTED]

NPS had been held on 4 Dec. A further TSC evidence session is scheduled to take place on 18 December, with two further sessions planned for early 2018. [REDACTED] reported that c.7000 responses had been received to date following the launch of the further consultation on the revised draft Airport NPS and Sacha Hattea (SH) confirmed that c. 6000 of these were campaign responses. [REDACTED] also highlighted that HAL are expected to make an announcement on 14 December regarding their "Con 1", which will launch on 17 January and run for 10 weeks.

Action 171212/1 HAL Con 1 documentation to be circulated to board members when it is available.

2.2. [REDACTED]

2.3. [REDACTED] asked the board to note that the Forward Look of Decisions section of the dashboard has been replaced by the separate document titled Key Decisions Forward Look that will be presented later in the meeting.

2.4. In the Long Term Delivery sections of the dashboard, [REDACTED] highlighted that a paper would be presented at the January ACPB meeting on the assurance review of HAL's delivery plans.

2.5. CL invited any questions from the board regarding the Programme Dashboard and Risk Register. Jill Adam (JA) suggested it could be helpful to look at the difference between current and target risk exposure, particularly if there has been little change in current exposure for some time (ie – are mitigating actions having an impact on risk exposure and moving us towards the target level). [REDACTED]

[REDACTED] welcomed JA's insight and would feed back to the programme office regarding the revision of the risk register.

3. Communications update

3.1. [REDACTED] ([REDACTED]) provided a verbal update to the board on communications activities. He advised that the comms dashboard sent to the Secretary of State could be circulated after the meeting if board members found this helpful.

3.2. [REDACTED] reported that the paid advertisement to raise awareness of the further consultation would end this week; this included Facebook posts and other social media. SH noted that there been an increase in the number of calls to the consultation enquiry line.

3.3. [REDACTED] reported that recent media coverage had been concentrated on the sale of the Monarch slots which had led to GAL making a greater case for expansion. [REDACTED]

[REDACTED]

[REDACTED]

noted that the TSC oral evidence session on 4 December went well with fairly quiet coverage. [REDACTED] added that Heathrow Hub's appearance had received positive responses.

3.4. [REDACTED] highlighted that the Minister for Aviation has made a number of visits, including to NATS, Southampton Airport and Gatwick Airport, as well as attending an Airlines UK Dinner.

3.5. Lastly, [REDACTED] noted that he expected to return to the board in January with an update on the comms programme to support a positive vote on any final NPS, as previously actioned.

Action 171212/2 Secretariat to circulate the communications dashboard after the meeting.

4. Roads update

4.1. Philip Andrews (PA) presented an update for the board's information. PA summarised that Highways England (HE) are currently considering a draft of the Deliverability Report to HAL which assesses the construction and operational impacts of HAL's preferred M25 crossing option. The report was commissioned by HAL. PA confirmed that a similar report has not been commissioned on costs. PA noted that the Deliverability Report would be considered by the Heathrow Strategic Roads Board (HSRB) this week.

4.2. PA stated that the draft Memorandum of Understanding (MoU) between HE and HAL had been shared in November with the ACPB board members for comments.

4.3. [REDACTED] ([REDACTED]) questioned whether during HAL's Con 1 was the right time to agree costing and commissioning issues with HAL. PA noted HAL's concerns relating to ensuring there is one consistent set of costs.

4.4. CL asked when we expected to hear back from HE regarding the remit letter. Rupesh Mehta (RM) noted that a response had been received and that this will be discussed in more detail at the HSRB on 13 December.

4.5. Tony Poulter (TP) asked whether there is a unified DfT perspective on the proposed M25 works. TP noted that the Roads ExCo paper (included in the papers) and the ACPB update appeared to be written from slightly different perspectives. PA noted that this issue had been raised at BICC and ExCo and that the importance of having a unified position and consistent messaging is recognised.

4.6. [REDACTED] asked for a readout from the ExCo meeting on 12 December. [REDACTED]

[REDACTED] CL added that ExCo agreed with the objectives and formal governance process set out.

[REDACTED]

5. Managing Government risks in relation to proposed expansion

5.1.

[REDACTED]

5.2.

[REDACTED]

5.3.

[REDACTED]

5.4.

[REDACTED]

[REDACTED]

6. Airspace update

6.1. [REDACTED] ([REDACTED]) and [REDACTED] ([REDACTED]) provided a verbal update for the board's information on airspace modernisation and presented a timeline.

6.2. [REDACTED] noted that NATS intends to produce a fuller version of the Southern England airspace 'masterplan' by summer 2018 and that Martin Rolfe met with the Secretary of State on this in November. Regular trilateral meetings between DfT Aviation Directorate, NATS (Martin Rolfe) and the CAA (Andrew Haines) are now established and the need for a new senior delivery group for the masterplan is also being considered.

6.3. [REDACTED] talked the board through the timeline, noting the key risks to timely delivery. [REDACTED] highlighted that airspace change proposals for a third runway at Heathrow

[REDACTED]

need to be submitted to the CAA by 2023 in order for the runway to be operational in 2026.

6.4. CL questioned the confidence in the timeline. [REDACTED]

6.5. [REDACTED]

6.6. [REDACTED]

6.7. [REDACTED] suggested the descriptions on the 'orange boxes' on the timeline could be clarified. SB confirmed that this was a simplified version of the R2 and R3 airspace consultations, but could provide a more in depth timeline for those that would like it.

Action 171212/4 SB to provide clarification regarding timeline to members upon request.

7. Update on Government's relationship with HAL

7.1. [REDACTED] ([REDACTED]) presented his paper to the board, which provided an update on Government's relationship with HAL. He asked the board to note that an announcement would be made by HAL on 14 December regarding the launch of Con 1, which is planned to launch on 17 January 2018 and run for 10 weeks, closing on 28 March 2018.

7.2. [REDACTED] stated that Con 1 is expected to comprise of two distinct elements; a detailed planning element and an airspace change element. Documentation for Con 1 will be circulated when it is available, as previously actioned.

7.3. [REDACTED] stated that the Permanent Secretary attended a dinner with HAL's Board and shareholders on 21 November. [REDACTED]

[REDACTED] and stated that the team is now considering options going forward such as setting out in writing the nature of Government's relationship with HAL post any NPS designation in the Blight Contract and the Relationship Framework Document (RFD).

7.4. [REDACTED]

[REDACTED]

[REDACTED] A meeting will also be held on 19 December between the Permanent Secretary, John Holland-Kaye and Lord Deighton, [REDACTED].

7.5.

7.6.

7.7. JG replaced CL as chair of the meeting at this point.

8. Rail update and Heathrow rail schemes update

8.1. Farha Sheikh (FS) presented a brief update to the board, updating the board on the Heathrow Rail Access Programme and upcoming milestones.

8.2. FS highlighted that the Strategic Outline Business Case (SOBC) for Western Rail Link to Heathrow (WRLtH) will be extensive, but this would be shared with the board in January and would be presented at BICC on 5 February.

Action 171212/5 SOBC for WRLtH to be shared with ACPB in January.

8.3. Rosemary Hopkins (RH) asked whether there was a revised timeline on market engagement and if the Secretary of State was comfortable with this timeline. FS confirmed that this timescale had been suggested by the Secretary of State. FS clarified the nature of the market engagement work being procured.

8.4.

Action 171212/6 Paper on HAL engagement, based on ExCo discussion, to be presented to ACPB in January

8.5. [REDACTED] queried sharing the BICC summary with the Airport Surface Access Steering Group, as stated on page 2 of the update, because HAL attend this group. [REDACTED] also questioned whether there was a clear roadmap for determining the proportioning of costs for rail surface access schemes.

8.6. JA noted the high level plan for the WRLtH SOBC included in the update and asked whether there was more detailed work beneath this on the underpinning assumptions for the business case. FS stated that there was and that this work is being overseen by the Heathrow Rail Programme Board.

9. Aviation strategy and airport capacity interface

- 9.1. [REDACTED] ([REDACTED]) presented an update to board on how the interfaces between the Aviation Strategy and Airport Capacity Programme would be managed. This built on his previous update to the board in November.
- 9.2. [REDACTED] stated that before the designation of any Airport NPS, some of the policies in the Aviation Strategy would be subject to joint development. Existing groups, such as Heads of Division, will be used to address any identified conflicts prior to outputs being shared with ACPB for discussion before approval from the Aviation Strategy Board.
- 9.3. [REDACTED] highlighted that some policies reviewed by the Aviation Strategy may impact on the objectives of airport expansion. JG added that not all aspects of the Aviation Strategy will be reported to ACPB – only those that have a direct relevance to airport expansion.
- 9.4. [REDACTED] ended his update by asking for any questions on the Governance and Policy Development Structure, to which there were none.

10. Governance Forward Look

- 10.1. [REDACTED] presented the draft of the Key Decisions Forward Look document to the board. She explained that the document sets out the governance for key decisions leading up to any NPS designation. [REDACTED] noted that the document highlights that April would be a particularly busy time for decisions. [REDACTED] noted that the document was draft and that further work is required to plan in more detail the governance chains including dates. [REDACTED] welcomed feedback from the board on the paper.
- 10.2. RH thanked [REDACTED] for the document as a helpful start to capturing the various board decisions expected.
- 10.3. RM raised the role of the Project Hexagon Steering Group and how the intention is for this forum to be used to consider decisions beyond Project Hexagon (eg market engagement and WRLtH). FS suggested that in light of this it would be helpful to invite the Chair of the Project Hexagon Steering Group to attend a future ACPB and review the ToR for this group as appropriate.

Action 171212/7 Invitation to ACPB to be extended to [REDACTED] (Project Hexagon)

- 10.4. JA queried whether it was credible for items 3, 4 and 6 all to be presented in February given the short timescales. [REDACTED] agreed and asked whether the detailed choreography had been planned to ensure that documents/decisions are put to the relevant boards at the right times. [REDACTED] noted that further work with the leads for each of the items/decisions is underway to confirm the arrangements including whether items would be reviewed by correspondence or at meetings.
- 10.5. RM added that although several boards could receive presentations, the content can sometimes differ per board. JA suggested that using the same material could save on extra workload but the 'exam questions' should be tailored

[REDACTED]

to each board. Workstream leads should be clear on setting out what they want to achieve from each board or governance forum.

11.AOB

11.1. JG thanked the board and asked if there was any other business or comments, to which there were none.