

## Programme Coordination Board – Meeting 4 Minutes

30 March | 10.00-12.00

Compass Centre, Heathrow

Members	Additional Attendees
██████████ (Chair) - Independent	██████████ (Secretariat) - DfT
Caroline Low (CL) – DfT	██████████ - DfT
Ros Smith-Reid (RSR) – DfT	██████████ – HAL
Emma Gilthorpe (EG) – HAL	██████████ – HAL (part)
██████████ – HAL	██████████ – HAL (part)
██████████ – CAA	██████████ – CAA
Apologies: ██████████	

### 1.0 Minutes and Actions – 22<sup>nd</sup> Feb

- 1.1 CL welcomed everyone to the meeting and stated that unless there were any objections, ██████████ would be chairing the PCB meetings moving forwards.
- 1.2 Minutes from previous meeting were agreed.
- 1.3 Majority of actions complete, with a few outstanding:
  - 1.3.1 170222/01 HAL to note their understanding of current policy and principles with regard to Surface Access
  - 1.3.2 170222/03 HAL and DfT to identify key airspace milestones to be added to both the short term (1 year) and longer term plan (action ongoing).
- 1.4 HAL also noted that the governance structure involving airlines is almost agreed and they would be sending a letter to CAA shortly to confirm.

### 2.0 Update from Working Groups

- 2.1 A brief update with the key points being:
  - 2.1.1 DfT are meeting the airlines on 2<sup>nd</sup> April to give an update on the consultation progress, timings and the importance of responding.
  - 2.1.2 CL requested a more detailed update on the modelling work around Surface Access.
  - 2.1.3 ██████ suggested he speak to chairs of working groups once a month. All members agreed this was a good approach.

**Action 170330/01** – HAL to provide a more detailed update on the modelling work at the next PCB meeting.

**Action 170330/02** – Secretariat to provide ██████ with contact details of all sub-group chairs in order to organise monthly catch ups.

### 3.0 Airspace Governance

- 3.1 The PCB discussed the 3 key risks surrounding airspace change as well as the proposed airspace governance structure. The discussion predominantly focused on the relationship and reporting structure between the groups, and propriety considerations.
- 3.2 ██████ took the board through the relationship between the DCO and Airspace Change Process (ACP) and noted that HAL are going to be actively engaging

local communities within the process and taking them through the design principles initially. In HAL's second planned consultation they will display route design envelopes which provide some indications of routes on the ground. HAL also noted that they are discussing these principles with the Planning Inspectorate to ensure suitability for the DCO process. HAL outlined that it would take time to provide detail on airspace changes due to the need to work through the design process. CL emphasized the importance of explaining to others why the process takes time.

- 3.3 [REDACTED] asked the board whether they were content with the proposed airspace governance structure and the draft ToR for the AWG. Everyone agreed the governance structure, subject to the role of the LTMA optimisation group being confirmed, and were broadly content with the draft ToR although these will need a final check to ensure they align to propriety principles. It was noted that the ToR may evolve with time and that there may still be a few changes to the wording before a version is finalised. [REDACTED]

- 3.4 Following a question about wider constraints on airspace, [REDACTED] noted that this was a question that the LTMA optimisation group should be looking at.

- 3.5 [REDACTED] noted that it would be important to stay realistic about what could be achieved collaboratively given that different SE airports would be seeking different outcomes. This was understood by the board and HAL noted that they are already engaging with other airports regarding airspace change.

[REDACTED]

#### 4.0 Long-term Planning

- 4.1 [REDACTED] noted that the 1 year plan currently used by the board is a useful tool however too detailed for the PCB. It would be more useful to have a more high-level plan with a RAG status against each element that can be evaluated quickly at the beginning of each meeting.

- 4.2 The board commented on some of the interfaces highlighted in the long-term planning paper:

- 4.2.1 2<sup>nd</sup> interface (regulatory decision points) – CAA would welcome knowing timescales for when HAL are seeking more certainty around different aspect of regulation. [REDACTED] mentioned the need for early work on the approach to displaced users given their current programme timescales.
- 4.2.2 3<sup>rd</sup> interface (role of NATS in airspace change) – needs to be reworded or removed.
- 4.2.3 Final interface (domestic connectivity etc.) – seems to be a broad interface which would benefit from being broken down further.

- 4.3 [REDACTED] confirmed that there was no action required from the PCB on this paper.

**Action 170330/04** – DfT/HAL to review format of 1 year plan and produce a simplified draft for the next PCB meeting.

**Action 170330/05** – HAL to update interface register to reflect comments from the board.

**Action 170330/06** – HAL to review timescales associated with regulatory decision points and feedback to CAA either bilaterally or at an upcoming PCB.

## **5.0 Update on Financing**

- 5.1 ■ took the board through the HAL financing timeline highlighting that they developed the quicker and cheaper option in summer 2016 and that they are currently refreshing the business case. HAL offered to take DfT/CAA through all the financing work that was done back in 2015/2016 and both CAA and DfT accepted this offer. CAA noted that they would like this session to have a focus on equity as well as debt and MG requested feedback from the session at the next PCB.
- 5.2 CL stated that there will need to be a refresh on financeability to provide assurance when making recommendations to Ministers on whether to designate the National Policy Statement. EG noted this point and commented that until a clear masterplan is agreed it will be harder to provide all relevant details, however a central case with assumptions could be put together for September / October for the purposes of providing this assurance.

**Action 170330/07** – EG to provide update on financing following on from shareholder call in April.

**Action 170330/08** – HAL, DfT and CAA to arrange a financing recap session.

## **6.0 Design Options**

- 6.1 HAL are currently assessing all feasible options with regard to scheme design including in relation to the M25 as this is a significant cost component. There are 2 key interactions with the M25 – the runway itself and J14/14a, so HAL have been assessing a wide range of runway lengths.
- 6.2 CL noted that the draft NPS does stipulate a 3500m runway and the environmental analysis has been based on that length runway. CL also noted that the ability to deliver respite to the local communities is important for the DfT.
- 6.3 EG noted this point and explained that airlines and HAL are working through all the options.
- 6.4 ■ commented that the Options Steering Group should finish their review by the end of May. An update on progress was requested at the next PCB meeting on 10<sup>th</sup> May.
- 6.5 ■ queried whether Air Quality was being considered in the runway length analysis and ■ took an action to find out.
- 6.6 The PCB then moved on to discuss junction 14/14a of the M25 with HAL noting that they are looking at options to close/move the junction so that they can create aprons to the west.

**Action 170330/09** – ■ to provide update on whether Air Quality is being considered in the options analysis.

## **7.0 Top 5 Risks**

- 7.1 ■ thanked everyone for sharing their risks and suggested reflecting/updating on the risks every other meeting as well as requesting that HAL add their mitigation measures for the next iteration.

7.2 There was some additional discussion around creating a joint issues log which HAL took as an action to draft a first version to be presented at the next PCB meeting.

**Action 170330/10** – HAL to draft issues log and present at next PCB.

**Action 170330/11** – HAL to share mitigation measures for their top risks.

## **8.0 AOB**

8.1 There were some follow up administrative points regarding moving meetings to a regular slot as well as ensuring all papers had the appropriate classifications and a unique identifier.

8.2 There was some further discussion around two stage landings/take offs with HAL noting that they are taking this to trial (although not at a 5% gradient) and would follow up on the progress and outcomes at future meetings.

8.3 Future agenda items to include an update on the options shortlisting as well as surface access progress.

**Action 170330/12** – Secretariat to find suitable day and time for regular meetings and set up accordingly

**Action 170330/13** – Secretariat to classify and provide unique identifiers for all current papers