

Programme Coordination Board – Meeting 3 Minutes

22 February | 15.30-17.00

GMH, London

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

1.0 Minutes and Actions – 22nd Jan

- 1.1 CL welcomed everyone to the meeting.
- 1.2 Minutes from previous meeting were agreed.
- 1.3 Majority of actions complete, with a few outstanding:
 - 1.3.1 170123/04 – 1 year plan to be updated to include elements involving the public with interdependencies planned to be incorporated on the longer term plan.
 - 1.3.2 170123/05 – Long term planning workshop to take place between HAL and DfT on 20th March. CAA noted the importance of making sure airlines had sight of the key milestones. The plan would initially be produced as a draft and then there would be further engagement with airlines and other stakeholders to further develop it. CL requested a draft of the long term plan at the next meeting.
 - 1.3.3 179123/09 – Hillingdon are not currently engaging with DfT despite attempts to do this therefore DfT do not see any merit in writing to them on behalf of HAL. HAL will continue to treat Hillingdon in the same manner as other local authorities so that they understand the process. ██████ noted that the Thames Tideway Tunnel project had a similar issue with a local authority and that there is merit in keeping a log of all engagement attempts to support the DCO application to PINS.

2.0 Update from Working Groups

- 2.1 Surface Access Steering Group – in addition to the update provided, RSR noted that there had been a meeting between John Holland-Kaye, ██████████ and Lucy Chadwick to discuss the joint approach to working. This was followed by a slightly wider discussion on various elements of Surface Access.
 - 2.1.1 DfT noted that they understood HAL to be leading on the M25 aspect but that rail was more complex and therefore would like HAL to work closely with them.
 - 2.1.2 CL questioned how important the rail schemes are to the programme with respect to planning. HAL noted that they have not yet done the environmental impact assessment and it is not yet possible to forecast everything.
 - 2.1.3 CL questioned whether the rail schemes were critical to airlines. ██████ noted that surface access costs are always going to be controversial

to airlines but thinks that they would like to know more upfront even if a large range is given in terms of costs. EG noted that they had been clear when providing models to airlines that a Surface Access contribution was not included. ■■■ highlighted the importance of having fixed criteria/using policy to guide the negotiation around rail schemes and if the policy needs to be updated then the CAA needs to know as soon as possible. The Surface Access Steering Group will take forward the understanding of the policy and principles.

Action 170222/01 – HAL to note their understanding of current policy and principles with regard to Surface Access.

- 2.2 Airlines Update Group – to be covered later in the meeting
- 2.3 Communications Working Group – DfT noted that they found the communications update on HAL's sustainability strategy very helpful.
- 2.4 Economic Regulation Update Group – ■■■ noted that the first meeting was productive and also further highlighted the need for all 4 sides (HAL, CAA, DfT and Airlines) to work together and to make sure that discussions around certain topics are not left too late in the process.
- 2.5 Airspace Working Group – RSR noted that there had been a useful session with HAL on what the future airspace working group may look like. HAL proposed a group which contained both HAL and DfT (other members still to be confirmed) aimed at managing the interdependencies related to the 3rd Runway. From a wider airspace perspective, it was noted that it would be useful to have a wider airspace working group which would incorporate all the airports in the South East. However, this is something that should be taken forward by NATS.

Action 170222/02 – HAL to draft ToR for airspace working group and a paper on timelines and interdependencies, both to be presented at the next PCB

3.0 Progress Against Milestones

- 3.1 DfT are on track with current milestones and noted that the wider aviation strategy will start to be delivered in the next couple of months. The first release of the strategy will incorporate a road map that shows plans going forwards.
- 3.2 CAA are also on track with their milestones and will be releasing their first S.16 report on 28th February and a decision on Category B planning costs.
- 3.3 HAL too are generally on track with their milestones however a couple of elements have slipped by a month including the requirements register and affordability guidelines.

Action 170222/03 – to identify key airspace milestones to be added to the 1 year plan and airspace milestones to also be used at the long term planning meeting on 20th March.

4.0 Stakeholder Engagement Update (including Airline Governance Structure)

- 4.1 Community – HAL felt that the response of the community continues to stay quite balanced with no major shifts. HAL have been engaging with various groups and noted that they have nearly completed the door knocking for land checks. HAL has seen some protest activity but noted it was more climate focused rather than local opposition.
- 4.2 Local Authorities – HAL and the Local Authorities have been meeting to agree an approach to consulting on strategic planning.

- 4.3 TfL – HAL met with TfL earlier in the week and work is ongoing to try and establish ways of working.
- 4.4 Airlines – HAL hoping to have the governance structure with Airlines in place by April. There will be a joint expansion board which will focus on the strategy and have a number of working groups feeding into it. There was some further discussion regarding who would sit on these boards/groups from the airlines and ■ highlighted the importance of ensuring that potential new entrants are included in these groups

5.0 Consultation Updates

- 5.1 DfT gave a brief update on the NPS consultation noting that they had completed 7 of the 20 local events (this update was based on information in the public domain in line with the Statement of Approach)..
- 5.2 CAA also noted that they were in the middle of a consultation which is the start of a much longer term process.
- 5.3 HAL provided an overview of their first consultation (Con1) which is currently planned for August 2017.
 - 5.3.1 HAL are in the process of tendering for consultation agencies and noted that their event locations and geography are yet to be defined but that they would welcome lessons that DfT had learnt with regard to logistics.
 - 5.3.2 DfT asked HAL to be really clear in their communications regarding the consultation that Con1 will be running before DfT has determined the outcome of the draft NPS consultation and that their consultation does not prejudge the outcome. It should also be clear that HAL's consultation is separate to DfT's consultation.
 - 5.3.3 ■ highlighted that Con1 is going to purely be around the principles and options. EG noted that HAL need to do lots of optioneering with regard to scheme design as there is some pressure from the airlines not to move the M25 therefore HAL will need to be able to justify why this can/can't be done.
 - 5.3.4 CL reiterated the point that after the DfT consultation on the draft NPS closes there is no way that Heathrow can feed into the process. It was additionally noted that if the scheme design changes and it impacts the economic benefits etc. then DfT may need to re-consult.

Action 170222/04 – HAL to present various options relating to M25 at the next PCB.

6.0 AOB

- 6.1 Domestic Connectivity – it was suggested that there is a separate meeting/group where the interdependencies and the process regarding Domestic Connectivity can be discussed. Discussions on this area would not be able to cover the aspects being consulted on in the draft NPS.
- 6.2 Members decided on their priorities to discuss at the next meeting on 30th March.
- 6.3 ■ also noted that it would be helpful for all parties to briefly present their top 5 risks at the next PCB.

Action 170222/05 – DfT and HAL to set up a meeting to discuss Domestic Connectivity

Action 170222/06 – All parties to produce brief paper on top 5 risks and present at the next PCB in March.