

**Minutes of the meeting of the London City Airport Consultative Committee
held on 6th September 2016 at 4.30pm
at City Aviation House, London City Airport**

Present: Gary Hodgetts (Airport Director) , Glynis Webb (Vice Chair), Duncan Alexander (Chair) , Pat Holland (Custom House), Toni Cox (Royal Docks Management Authority), Neil Pearce (Silvertown), Julia Dunlop (Silvertown), Frank Rosillo-Calle (Canning Town), Howards Shephard (Canary Warf), Giovanna Grandoni (Richard House Hospice), Leigh-Jayne Miller (Gallions Point Marina Ltd), Joy-Caron Canter Thishan (Royal Docks Learning & Activity Centre), Joan Deslandes (Kingsford Community School), John Stewart & Robert Barnstone (Hacan East), Lindsey Clavel (Passenger Representative), John Shaw (Passenger Representative), Richard Storer (Crossrail), Mari Grigoriadou (Swiss Airlines), Janette Withey (East London Chamber of Commerce), David Hyde (Department of Transport), Robert House & Ken Baker & Richard Goodman (Met Police), Pat Murphy (Royal Docks), Dave Whittaker (Newham)

Also in attendance from LCY : Rachel Ness, Anthony Angol, James Shearman, Alexandra Varlyakova, Tim Halley, Fabienne Gress, Andrew Scott

Apologies: Liam McKay (LCY), Tracy Smith (Royal Docks), Robin Whitehouse & Mark Partridge (Newham), Mike Luddy (Royal Docks Management Authority)

Note: not all attendees signed the attendance sheet so please notify the LCACC Secretary on lcacc.secretary@londoncityairport.com if you have not been included in the above list.

1. Opening remarks and runway incursion

The Chair opened the meeting and highlighted the sensible security arrangements that the Airport had put in place in order to enter the meeting following the morning runway incursion by protestors. The Chairman suggested that the meeting should not to be unduly distracted by this unfortunate incident as it is a now a police matter and that the airport was undertaking a thorough review.

Quite rightly a number of Committee Members stated that the matter should not be “brushed aside” and should be openly discussed as it was a serious security breach and caused significant disruption to travellers and businesses. In addition some felt that the airport should perhaps have done more from a PR perspective to counter the claims of the protesters.

The CFO (Patrick Burrows) of the Airport provided his assurances that a full review would take place and that the Committee would be kept informed of the outcomes. He assured the Committee that the airport regularly reviews its security measures with all agencies and that it does offer a very safe environment. These arrangements are also regularly audited independently.

The Chair reiterated that at this very early stage of the review process there really is not much to add but did recognise the deep concerns that some must have following the event and apologised if it was felt he was attempting to marginalise the issue.

An update on the matter will be requested at the next meeting.

2. Minutes of the meeting on 31st May 2016

These were approved by the Committee with no items being raised.

3. Appointment of Secretary to the Consultative Committee

The position of Secretary was up for election. In accordance with government guidelines and the Committee Constitution, the position needs to be filled for the next three year term. The position was publicly advertised and interviews held according to LCY procedures. Following the interviews, a preferred candidate was identified, George Masters. George's profile was circulated to members prior to the meeting and is attached to these minutes.

The Chair explained that unfortunately George could not attend the meeting in person due to unforeseen Parliamentary duties. He did point out that George had already proved his commitment and capability in assisting the development of the website, drafting the first paper on sub-committees and preparing the agenda.

The Chair duly recommended that George be elected which was "seconded" by the Vice-Chair Glynis Webb. As a result George was elected new Secretary of the Committee for the next term.

4. Matters arising

Patrick Burrows provided an update on the recent CADP approval and answered questions from the floor.

The CFO stated that although the planning is approved there is still a lengthy process to be undertaken including the compulsory purchase of the adjacent dock bed and meeting the required planning pre-requisites. This would probably mean that the work would not probably start until Summer 2017. The construction work will likely be completed in two distinct phases within a continuous build programme, but the detail is still being worked out and the whole effort would take several years to complete.

There are three main components of the expansion:

- The airport will have 25 stands which will be able to accommodate larger, more modern regional jets
- There will be a parallel taxi way which will allow for increased runway utilisation
- The terminal will see further expansion to improve passenger facilities

A question was asked regarding job creation and apprentices. Patrick stated that some 1,600 additional jobs will be created with a priority being placed on local recruitment and an additional 500 jobs during the construction phase.

The CFO also pointed to the difficult issue of finding suitable local candidates but also stated that the airport does offer support and classes to assist applications to pass the required verbal and numerical reasoning tests.

Anthony Angol confirmed that the airport does attend local school recruitment fairs and in his own update gave an overview of the efforts that the airport undertakes to recruit people from the local community.

The Passenger Representative enquired about the future proportion of space allocated for passengers versus retail concessions. The CFO highlighted that the current West Pier Upgrade work is aimed at addressing the passenger experience by providing larger gate-rooms and seating in the upstairs area where only 3 concessions have been granted.

A general discussion took place regarding the processing of people at the airport especially during this year's summer peak where resources and space were stretched and frequent business travellers were mixed with large groups often comprising of young families.

In addition the matter of poor toilet facilities on arrival was raised. Ideas such as providing a fast path for regular travellers, passenger surveys and child facilities were also aired.

The Chair highlighted the importance of creating effective sub-committees so that passenger experience concerns and ideas can be voiced and explored in more depth. As the airport is in a unique expansion phase there is still time to shape the detailed plans and now is the time to make this important input.

On behalf of the Committee, the Chair thanked the CFO for his attendance which was greatly appreciated given the security issues faced that day and thanked the CFO as well as covering the future plans for the airport.

5. New Sub-Committee Structure

A draft paper for Sub Committee Constitutions and their composition has been circulated in advance of the meeting.

The Chair explained the process whereby the appropriate Airport representative would take the lead and strive to hold two meetings prior to the next LCACC Committee Meeting. The first would be to discuss, amend and ratify the Constitution and Terms of Reference (objectives and outputs) for the sub committees and the second to be a working session on the chosen subject areas.

There is currently an imbalance in the expressions of interest and the Chair asked members to consider this and come forward with any last minute expressions by 13th September.

Following an open discussion it was generally agreed that only three Sub-Committees be formed as follows:

- Commerce, Airport Facilities & Terminal Operations (this reflects more the nature of the main users of the airport)
- Community
- Airspace and Environment

The Chair will circulate a new list for the subcommittees with an element of "suggesting" certain Committee seats participate in the relevant sub-committee.

LCACC Composition

In addition to Sub-Committees the proposal by the member for Silvertown to include the West Silvertown Foundation in the LCACC was accepted.

The member for East London Chamber of Commerce felt that the London Chamber of Commerce & Industry (LCC&I) should be present. The Chair stated that he had had e-mail difficulties with the LCC&I and they agreed to work together to resolve this.

It was also raised that The University of East London should also be given consideration as some departments/students may be able to conduct useful projects as part of their studies.

The Chair closed this agenda item by welcoming any further suggestions for inclusion in the Committee.

6. Airport Reports

The airport reports are attached to these minutes. The key matters arising were as follows:

Environment

- The location of the permanent noise monitors was clarified.
- It was felt that a special project to monitor noise levels at Custom House should be conducted and the Vice Chair offered that the roof of the medical centre might be made available for this. The airport will consider this.
- Local residents praised the airport for the low noise levels related to the night works taking place.

Airport Director

- Additional discussions took place regarding passenger flows and how to alleviate issues, guide passengers, increase off airport check-in etc. These again warrant more in-depth discussion in the forthcoming Sub-Committee meetings.

Community (no matters arising)

Planning

- 42 planning conditions need to be complied with prior to CADP works starting
- The Annual Airport Performance Report was published on schedule and is now available in full with all Appendixes on the new LCACC web site www.lcacc.org
- The Airport Monitoring Officer highlighted the process and role that he plays. He in particular drew attention to Appendix 1 of the Airport Annual Report where he reviews the Airports compliance.
- The Chair suggested that that it might be useful to have a small dedicated section on the LCACC web site that describes the role, process and links to the required documentation of the Airport Monitoring Officer.

7. Report on the UKACC AGM

The Chair had previously circulated the notes from the UKACC and highlighted three points:

- The DfT are exploring the concept of an Independent Commission on Aircraft Noise (ICAN) which the Airport is aware of and that he will track and inform the Committee of any developments.
- That the CAA had issued its annual report on the performance of UK airports to assist people with disabilities. LCY was reported to have “marginally missed its targets”. The Chair reported that he had already raised this matter with the airport who will report on the next meeting what measures they are undertaking to improve their current ratings.
- There was both formal and informal praise given to the service of Stuart Innes the former UKACC Support Officer and LCACC Secretary.
 - The Chair will be invite Stuart to a LCACC function prior to the end of the year and the Chair, Vice Chair and one of the Airport Directors will aim to visit the former LCACC Chair in the near future

8. AOB

Cars and parking

A local resident and Committee member pointed to a specific safety issue of parked cars in the local vicinity. The Airport agreed to look into the matter immediately.

This led to a general debate regarding the short, medium and long term issues of cars and taxis and their negative impact on the local community and environment.

Members were pleased that progress is underway to improve matters. The Airport Police staff are working closer with the local neighbourhood team to address issues and the Council is in the process of rolling out residents only parking in the most adversely impacted areas.

LCACC Web Site

Gary Hodgetts congratulated the Chair on the new web site who in turn praised the Airport IT team in meeting the deadline for a new site.

The Chair pointed out that web the site belonged to the entire Committee and its participants and that feedback for its ongoing development is very welcome.

General meeting processes

On a number of occasions during the meeting attendees were asked to speak up and also announce who they were and who they represented prior to making their intervention or statement. The Chair would request that this becomes standard practice.

In addition the LCACC will adopt the suggestion that name badges with titles are issued and returned at each meeting.

In future we will also open the meeting with a roll-call so that we can have an accurate record of attendees, absences and received apologies.

These points will assist greatly in allowing Committee members get to know each other better and also in maintaining an accurate record of the meeting.

9. Date of next meeting

The Committee will next meet on Tuesday 6 December 2016, at 4.30pm at Civil Aviation House, London City Airport.

Summary of Action Items:

	What	Who	When
1	Airport to report on the findings of the review into the runway protest	LCY	Report at next meeting
2	Discuss, amend and ratify Sub Committee Constitutions and Terms of Reference	LCY representative to take the lead	By next meeting
3	Hold first Sub-Committee working sessions	LCY representative to take the lead	By next meeting
4	Contact London Chamber of Commerce to encourage participation	Chair/Secretary & East London Chamber of Commerce Rep/LCY Community Lead	By next meeting
5	Contact University of East London to encourage participation	LCY Community Lead	By next meeting
6	Consider noise monitoring project for Custom House Area	LCY Environment Lead	Report at next meeting
7	Create a section on the website for the Airport Monitoring Officer	Chair/Secretary/Airport Monitoring Officer	ASAP
8	Invite Stuart Innes to a function and visit the former Chair	Chair, Vice Chair & LCY	ASAP
9	Address the local parking concerns raised at the meeting	LCY Environment lead	ASAP
10	Ensure name badges are issued	LCY/Secretary	At next meeting