# MINUTES OF THE ANNUAL GENERAL MEETING OF THE BRISTOL AIRPORT CONSULTATIVE COMMITTEE HELD IN THE BRISTOL ROOM AT BRISTOL AIRPORT ON WEDNESDAY 25TH JULY 2012

Meeting commenced: 2.30pm Meeting concluded: 4.03pm

#### **Present:**

Peter Lacey Chairman

Simon Spooner CBI

Stephen Grove GTMC/ABTA

Peter Taplin SW Region and Bristol TUC

Councillor Colin Smith Bristol City Council

Councillor Peter Edwards Bath and North East Somerset Council

Councillor Basil Bucknell Backwell Parish Council

Councillor Tony Heaford Chew Valley Cluster of Parishes

Councillor Hilary Burn Cleeve Parish Council

Councillor Roz Willis Weston-super-Mare Town Council

Councillor Gill Patch Winford Parish Council
Councillor Christine Turton Wrington Parish Council
Councillor Jane Bollen Yatton Parish Council

#### Also in attendance:

Alan Davies, Planning & Environment Director, Bristol Airport

Jacqui Mills, Public Relations Manager, Bristol Airport

Mike Littleton, Community Relations Manager, Bristol Airport

Chris Ware, Head of Security, Bristol Airport

Inspector Barney Gardom, Avon and Somerset Police

Margaret Thornton, Secretary (part of meeting)

Hannah Cushen, Operations Director, Goblin Combe Centre (part of meeting)

Vicky Brice, Secretary One member of the public

#### 1370. APOLOGIES FOR ABSENCE

Apologies for absence were received from Robert Sinclair (Chief Executive, Bristol Airport), Robert Durie (GWE Business West) and Councillor Annabel Tall (North Somerset Council).

### 1371. ELECTION OF CHAIRMAN

Mr Peter Lacey had, in accordance with the Constitution, been elected in 2010 to serve as Chairman of the Committee for a three year period until 2013.

**RESOLVED:** that the position of Chairman of the Committee be noted.

#### 1372. MEMBERSHIP OF THE COMMITTEE 2012/13

The membership of the Committee, as set out in the Constitution, had been circulated with the agenda papers and filed in the minute book.

**RESOLVED:** that the membership of the Committee be noted.

# 1373. DECLARATIONS OF INTEREST FOR LOCAL AUTHORITY ELECTED MEMBERS

The Chairman read out a statement advising of changes in legislation regarding the declaration of interests. The Code of Conduct 2003 had been replaced under the Localism Act 2011 with local authorities now adopting their own codes, which would need to include the registration and declaration of Disclosable Pecuniary Interests and dispensation arrangements. Members representing local authorities would need to ensure that they complied with the code adopted by their local authority.

No declarations of interest were submitted by local authority elected members at this meeting.

#### 1374. ELECTION OF VICE-CHAIRMAN FOR 2012/13

Mr Taplin, the current Vice Chairman, was nominated to remain as Vice Chairman for 2012/13. Mr Taplin indicated that he would be willing to do so and no further nominations were forthcoming.

**RESOLVED:** that Mr Taplin be elected as Vice-Chairman of the Committee for 2012/13.

# 1375. APPOINTMENT OF SECRETARY FOR 2012/13

The Chairman advised that Mrs Margaret Thornton, Secretary of the Committee, had indicated that she wished to retire. He thanked Mrs Thornton, on behalf of the Committee, for all her hard work and commitment over the years. Members of the Committee also expressed their appreciation. Mr Davies presented Mrs Thornton with a bouquet of flowers thanking her for her support and wishing her all the best for the future. The Chairman advised that Mrs Vicky Brice would be willing to assume the role of the Secretary with the Committee's agreement.

**RESOLVED:** that Mrs Vicky Brice be appointed as Secretary to the Committee for 2012/13.

# 1376. DATES AND TIME OF MEETINGS OF THE CONSULTATIVE COMMITTEE FOR 2012/2013

The Chairman advised that the draft dates had been arranged to accord with the constitution, as far as possible, whilst seeking to avoid holiday periods and dates of planning committee meetings. **RESOLVED:** that the meetings be held at 2.30pm in the Bristol Room at Bristol Airport on the following dates:-

Wednesday 7 November 2012 Wednesday 30 January 2013 Wednesday 1<sup>st</sup> May 2013 Wednesday 31<sup>st</sup> July 2013 – Annual General Meeting.

# 1377. MINUTES - 25<sup>TH</sup> APRIL 2012

## a) Confirmation of Accuracy

The Minutes of the meeting of the Airport Consultative Committee held on 25<sup>th</sup> April 2012, copies of which had been previously circulated, were submitted for approval and adoption.

In response to a question, officers confirmed that Councillor Annabel Tall represented North Somerset Council at the Committee meetings but understood she was also one of the district councillors covering the Yatton Ward (which incorporated Cleeve).

A request was made for the minutes of the meetings administering the Bristol Airport Local Community Fund to be circulated to local authority representatives in draft form (i.e. prior to the circulation within the Committee agenda papers) to ensure members kept up to date. Mr Davies advised that, whilst this was strictly a matter for that body, he believed that this request could be accommodated.

**RESOLVED:** that the minutes of the meeting held on 25<sup>th</sup> April 2012 be confirmed as a correct record and be signed by the Chairman.

#### b) Matters arising

Mr Davies referred to minute 1360 in which a member had suggested that an aircraft had flown over Cleeve at 1,300 feet and had been incredibly loud. Whilst this was an accurate report of the meeting, on checking the Tracker system the aircraft had actually flown just south of Cleeve at 2,000 feet and recorded 77.3 decibels at the Congresbury noise monitor which had been at the lower end of the top 20 noise events, so had not been exceptionally loud.

# 1378. APPOINTMENT OF REPRESENTATIVE TO SERVE ON THE AIRPORT'S TRANSPORT FORUM

Councillor Mrs Willis, the current representative, was nominated to remain as representative of this Forum for 2012/13. Councillor Mrs Willis indicated that she would be willing to do so and no further nominations were forthcoming.

**RESOLVED:** that Councillor Mrs Willis be appointed as representative to serve on the Airport's Transport Forum.

# 1379. REPORT OF THE COMMITTEE'S REPRESENTATIVE ON THE AIRPORT'S TRANSPORT FORUM FOR 2011/12

Members received a report on the progress of work related to the Transport Forum. This included updates on the Bristol Flyer Service, Local Sustainable Transport Fund, Staff Travel Plan and other transport related schemes. Councillor Mrs Willis pointed out that special lockers for bikes at Temple Meads would be followed by a secure bicycle shelter in October. It was also noted that the Great Western Franchise would now be starting in July 2012.

Mr Davies advised that North Somerset Council had needed to amend its drainage scheme on the A38 at Lulsgate Bottom due to an objection by one or more of the Commoners. Alternative schemes were being considered.

Members welcomed the increased usage of the Flyer and would welcome statistics as to what capacity was being used. Mr Davies expected it was used to about 20-30% of its capacity and whilst utilisation figures could be provided they may not be meaningful, as the Flyer was scheduled to run at 10 minute intervals so that it could be relied upon, rather than trying to run it to coincide with flights.

Mr Davies confirmed that the bus stop adjacent to Hobbs Lane was available for passengers travelling to the airport and into town and that a number of applications were being processed for bus passes from residents of Barrow Gurney.

## 1380. BRISTOL AIRPORT'S SURFACE ACCESS STRATEGY

Members received a report on the progress achieved during the year on the implementation of targets within the Surface Access Strategy. There had been a 15.8% increase in the use of the flyer compared to last year, with nearly 10% of passengers using public transport. Bus passes were being issued. In response to a question, Mr Davies was confident that the Staff Travel Plan targets were being met.

# 1381. PRESENTATION – GOBLIN COMBE/BRISTOL AIRPORT PARTNERSHIP IN NATURE CONSERVATION

The Committee received a presentation from Mrs Cushen, Operations Director at Goblin Combe Centre.

Mrs Cushen advised that the Centre managed 130 acres of woodland and, as a charity, provided education, training and employment programmes for those in need. The Centre had worked in partnership with Bristol Airport to develop two sites — a nature conservation area at Cornerpool Farm (with trees, hedging, gates, eco-piles for reptiles and bat boxes) and a nature trail at Downside Road (including information boards, hedges and a flight path for bats). A number of long term unemployed people had been selected to work on the projects, which as well as developing these sites, had given these

individuals the opportunity to learn new skills, gain qualifications and a reference – with some 60% of the first group gaining employment. Work would be continuing on the projects in the Autumn. Mrs Cushen thanked Bristol Airport for the opportunity. Mr Davies had welcomed the expertise of the Centre in improving natural conservation (one of the planning conditions for the Airport) and members applauded the Centre, the commitment of those involved and the success of the projects. Whilst the sites were not open to the public, it was hoped that organised tours (e.g. for schools) could be arranged in future. Mrs Cushen responded to a number of questions regarding the bats and trees. Mr Davies confirmed that the landscape mound to the south of the car park would be constructed as part of the car park extension works and that the landscape conditions would be discharged before the car park work commenced.

#### 1382. DRAFT AVIATION POLICY FRAMEWORK

The Committee received the Executive Summary of the draft policy document which aimed to provide a sustainable framework for UK aviation based on the principles of collaboration and transparency, together with key extracts on noise, environmental impacts and the process of working together. A copy of these papers is filed in the minute book.

The Chairman drew particular attention to the section on Airport Consultative Committees and the consultation question as to whether such a committee should play a stronger role. The deadline for responses was 31<sup>st</sup> October 2012 and members were encouraged to make their views known, or agree a mechanism to respond at a later date.

Members generally considered that Airport Consultative Committees should continue and that this Committee was adhering to many of the points raised. It was felt that the Committee would benefit by the inclusion of a tourism professional as tourism was so key to employment, prosperity and investment. Funding had been made available for tourism at North Somerset Council and other examples, such as Destination Bristol, also existed. Councillor Mrs Willis undertook to raise this issue at both North Somerset and Weston Councils. Mr Davies advised that the Government's 2003 guidance to Airport Consultative Committees would be updated and consulted upon, following the conclusion of the Aviation Policy consultation.

A member considered that a higher emphasis should be placed on environmental and climate change issues and that an independent regulator should check the monitoring and complaints systems in place at airports. It was noted, however, that the aviation service was highly regulated and bound by legislation.

Members agreed that this Airport was transparent in terms of the information it provided to the Committee, particularly relating to noise data and members expressed a view that the role of the Committee was one of consultation and advice – not managerial.

**RESOLVED:** that members wishing to make any further comments on the draft framework submit their views to the Chairman by 1<sup>st</sup> October 2012 (peter.lacey@somerset.gov.uk) to enable the Chairman to circulate a draft response to put forward the view of the Committee (including minority views) by 31<sup>st</sup> October 2012.

## 1383. QUESTIONS TO THE AIRPORT MANAGEMENT

The Committee received a question to the Airport Management submitted by Councillor Ms Burn on noise limits and penalties, and the reply thereto, a copy of which is inserted in the Minute Book.

**RESOLVED:** that the question from Councillor Burn and the reply be noted.

# 1384. Chief Executive's Report

Mr Davies presented the report of the Chief Executive. The following key points were noted.

# a) Overview of Current Activities

Passenger numbers in the previous quarter had increased by 3.2% when compared to last year and continued to rise. Easyjet had introduced a new unit, there were higher passenger numbers with fewer aircraft and there had been an Alitalia aircraft (to transport Italian students studying at the University of the West of England) and two successful visits from the Red Arrows. Winter would remain a challenging time.

## b) Planning Approvals

The Committee received a report updating on the status of various planning approvals. The main updates related to the surface access, the community fund, noise control scheme, the Public Transport Steering Group and the introduction of a Taxi Code of Practice.

## c) Passenger Experience Improvements

The security expansion was in place and working well, as was the second immigration point. The land-side toilets had been refurbished and retail catering outlets had been improved, with the emphasis on local food. A Dixon's travel store was also open.

# d) Capital Projects

The aircraft stands were complete and had been officially opened by the Secretary of State for Transport. This project included fixed electrical ground power and a noise fence in accordance with planning conditions. The primary radar replacement was being installed.

#### e) New Routes

The new route to Naples had commenced since the last meeting and the Zurich service had been confirmed for winter 2012/13. Feedback from the Routes Conference was positive. A charter service for Airbus was expected to transfer from Filton to Bristol Airport when Filton closes at the end of the year. It was noted that this was an important service involving a small aircraft with several flights per day. A member expressed disappointment that there was no direct flight to Hanover.

In response to a question, Mr Davies advised that the current financial climate and any withdrawal of countries from the Euro was considered as part of the Airport's risk management but that the level of impact of such issues on passenger numbers and flights would be difficult to predict.

**RESOLVED:** that the report and information be noted.

#### 1385. POLICING AT THE AIRPORT

Inspector Barney Gardom advised that crime at the Airport continued to decrease and, as such, any incidents would now have a bearing on the percentage figures. He was confident that the Police would be able to deal with any issues impacting on Bristol from the Olympics and reported that the threat level category for inbound aviation had been reduced from "severe" to "substantial". The Regional Taxi Enforcement Operation had been very successful with a number of vehicles being taken off the road. The Police had also assisted the Fire Section whilst the fire officers drove their vehicles on public roads — to make them better equipped to respond to incidents as Category Two responders. In response to a question, Inspector Gardom advised that an individual had been arrested in relation to the operation of a car parking business.

**RESOLVED:** that the information be noted.

### 1386. STATISTICS

#### a) Passenger

The Committee received a report, a copy of which is inserted in the Minute Book, setting out comparable passenger statistics for the six month period from 1<sup>st</sup> January to 30<sup>th</sup> June during both 2011 and 2012 (the headings of the tables within the report would be amended to reflect this timescale). The report would also be amended to show the total night time movements in April 2012 as 165 (not 136).

## b) Aircraft Movements

The Committee received a report, a copy of which is inserted in the Minute Book, setting out aircraft movements between January and June 2012.

## c) Flyer Volumes

The Committee received a graph, a copy of which is inserted in the Minute Book, setting out the total passenger volumes for the Bristol Flyer Service for the period January 2003 to April 2012.

**RESOLVED:** that the reports and graph be noted.

## **1387. NOISE MANAGEMENT**

The Committee received a report, a copy of which is inserted in the Minute Book, identifying the number of complaints relating to noise received on a monthly basis for the period January to June 2012; the number of aircraft movements during the same period; the reasons for the complaints; and the types of aircraft. It was noted that the figure for April 2012 should read "14".

In response to a question, Mr Littleton advised that he had responded to the points raised in a letter by Councillor Mrs Burn. He would re-send the reply, as it had not yet been received. He had confirmed in response to her concern the C-17 military flights had been carried out in accordance with normal procedures. It was important to accommodate RAF flights were possible. Councillor Ms Burn accepted this but also referred to the impact on residents.

**RESOLVED:** that the report be noted.

## 1388. SERVICE QUALITY REPORT

The Committee received a report, a copy of which is inserted in the Minute Book, identifying customer feedback and complaints on services provided by the Airport for the period 1<sup>st</sup> April to 30th June 2012.

It was noted that a number of complaints related to the walkway and Mrs Mills confirmed that the Airport was aware of the issues and were looking at ways to address these. Some passengers, with less mobility, still wished to use the walkway and others also carried their hand-luggage. A member suggested that boards could display the number of minutes to the gate, but this was fraught with problems as the time taken was different for each individual and experience had shown that it was better to display the distance. Baggage trolleys were being considered and, on a longer term, a moving walkway may be investigated.

**RESOLVED:** that the report be noted.

#### 1389. PEOPLE UPDATE

The Committee received a report, a copy of which is inserted in the Minute Book, updating on the HR System Implementation, World Host Training, Business-Wide induction and changes in personnel.

**RESOLVED:** that the report be noted.

#### 1390. BRISTOL AIRPORT LOCAL COMMUNITY FUND

The Committee received the minutes of the meeting held on 15<sup>th</sup> June 2012, which were tabled at the meeting and are inserted in the Minute Book. A total of £33,428 had been donated so far this year to 10 projects. Mr Davies confirmed that a grievance procedure was under consideration and that North Somerset Council had its own complaints procedure. He stated that the administration of the fund adhered to the S106 agreement and that Bristol Airport had met its obligations. It was noted that the Committee was not the correct forum to discuss individual applications. Mrs Mills advised that the day organised by the North Somerset Agricultural Society had been cancelled due to bad weather and the cheque had been returned accordingly. A grant for this event may be re-considered next year.

**RESOLVED:** that the minutes of the meeting held on 15<sup>th</sup> June 2012 be noted.

#### 1391. BRS PRESS RELEASES

The Committee received copies of BRS press releases issued during the period 26th March 2012 to 29th June 2012, copies of which are inserted in the Minute Book.

Particular reference was made to the Fly2Help Charity and to the Young Carers event at Bristol Airport. It was understood that this event was organised by Airbus but a member considered it a shame that the young carers at Crossroads in North Somerset had not been included, and hoped that they could be involved in a future event.

**RESOLVED:** that the BRS press releases be noted.

## 1392. MINUTES - ENVIRONMENTAL EFFECTS WORKING PARTY

The Committee received the Minutes of the last meeting of the Environmental Effects Working Party held on 11<sup>th</sup> July 2012, a copy of which is inserted in the Minute Book. This included information on noise monitoring data.

**RESOLVED:** that the Minutes of the Environmental Effects Working Party held on 11<sup>th</sup> July 2012 be noted.

### 1393. ITEMS OF GENERAL INTEREST

The Committee received a report, a copy of which is inserted in the Minute Book, updating members on the UK Airport Consultative Committees' Annual Meeting. This included a review of the secretariat support service, membership criteria and subscriptions, the Aviation Policy framework, rails links, consultation requirements relating to airspace change proposals, UK border control and protecting the consumer. Further aviation updates were noted.

**RESOLVED:** that the report be noted.

# 1394. ANY OTHER BUSINESS

Councillor Willis welcomed Vicky Brice to her first meeting, on behalf of the Committee.

# 1395. DATE OF NEXT MEETING

The next meeting of the Committee would be held at 2.30 pm on Wednesday, 7th November 2012.

There being no further business the meeting was declared closed.