



**Independent Commission on Civil Aviation Noise**  
**1st BOARD MEETING**  
 Wednesday 27 March 2019 at 1pm  
**ICCAN Offices, Spaces, Guildford**

**Board members present:**

Robert Light, Head Commissioner  
 Howard Simmons, Commissioner  
 Simon Henley, Commissioner  
 Colin Noble, Commissioner

**ICCAN staff in attendance:**

Sam Hartley, Secretary to the Commission  
 Emma Strahan, Private Secretary and Business Support Officer (minutes)

**Guests:** None

**Apologies:** None

Item No	Agenda Item	Minutes	Actions Agreed
1	<b>Approval of previous minutes and matters arising</b>	No previous minutes to review and no matters arising as this was first meeting. Existing declarations as declared were noted and no new declarations of interest were made.	<b>None</b>
2	<b>Introduction to ICCAN: presentation and discussion</b>	<p>Slides appended to minutes.            Key discussion points:</p> <ul style="list-style-type: none"> <li>- ICCAN visits and meetings with stakeholders need to ensure fair spread and impact across industry/government/community groups</li> <li>- ICCAN acknowledges that one of the main challenges will be working with the ongoing and entrenched issue of trust between the industry and community groups</li> <li>- ICCAN sees inconsistent data information, communications, complaint response, consultation and relationships between industry and community groups as some of the key areas to start to address</li> <li>- ICCAN intends to further understand the current consequences for the industry of not following the rules or guidance produced by other bodies</li> <li>- ICCAN intends to further understand who is responsible for the levels of noise in all areas across the industry</li> </ul>	<p><b>SH/RL</b></p> <p><b>None</b></p> <p><b>SH/RL</b></p> <p><b>SH/RL</b></p> <p><b>SH/RL</b></p>

	<b>Introduction to ICCAN: presentation and discussion</b> (continued)	- ICCAN believes that is beneficial to build on relationships or processes that already work locally but acknowledges that these will not always be replicable across all areas and this will be taken into consideration, alongside proportionality of response when issuing best practice guidance	<b>SH/RL</b>
<b>3</b>	<b>ICCAN strategy 2019-21: presentation and discussion</b>	Slides appended to minutes. Key discussion points: - ICCAN acknowledges that it is more than a two-year piece of work to add value to the wider debate around aircraft noise. - Based on initial stakeholder engagement and building on the draft terms of reference from the Government, the strategy is being built around three strategic objectives. The detailed strategy document will be circulated to the commissioners with a view to this being agreed and finalised by 12 April. - ICCAN intends to issue some best practice guidance on a range of issues within the first year of its strategy, have identified some long-term research projects that will impact on the noise debate, and have reached a point where ICCAN can define its position on the incentivisation/regulation of airports.	<b>None</b>  <b>SH</b>  <b>SH/RL</b>
<b>4</b>	<b>ICCAN commissioner ways of working: discussion</b>	Key discussion points: - Agreed that commissioners would be allocated as the key liaison for the larger airports for ease of one consistent relationship. This was distributed as follows (subject to change and additions); HS – Heathrow, Birmingham, London City SH – Gatwick, Luton, Bristol CN – Manchester, Stansted, East Midlands RL – Airports in the devolved nations (inc. Edinburgh, Glasgow, Cardiff, Belfast, Aberdeen) - RL stated that there is an expectation that the commissioners will need to use their experience to shape any guidance published. - RL stated that due to the current staffing issues there is an expectation that commissioners will help and support ICCAN staff to scope projects and follow through to publication.	<b>HS/SH/CN/RL</b>  <b>HS/SH/CN/RL</b>  <b>HS/SH/CN/RL</b>
<b>5</b>	<b>Any other business</b>	- The board were made aware of current challenges in recruitment. ICCAN have only been able to appoint to eight of 14 posts, with only four of the eight appointments currently in post and the other four still in recruitment processes. This has impacted ICCAN's ability to start any project work at present. Work continues to address issues around this.	<b>SH</b>

	<b>Any other business</b> (continued)	- ICCAN commissioners were invited to accompany Rob and Sam on any upcoming meetings and visits. List of dates and venues to be sent out.  <b>Date of next meeting: 24 April 2019</b>	<b>ES</b>
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Signed

**Robert Light**  
**Head Commissioner - ICCAN**  
27/03/2019