



Independent Commission on Civil Aviation Noise
8th BOARD MEETING
 Wednesday 27 November 2019 at 2.00pm
Spaces, Woking

Board members present:

Robert Light, Head Commissioner
 Simon Kahn, Commissioner
 Simon Henley, Commissioner

ICCAN staff in attendance:

Sam Hartley, Secretary to the Commission
 Stephen Cooke, Head of Communications and Engagement
 Andy Ginever, Business and Finance Manager
 Sheila Honey, Chief Analyst
 Emma Mead, Chief Analyst
 Emma Strahan, Private Secretary and Business Support Officer (Minutes)
 Rossy Bailey, Senior Analyst (presenting)
 JL, Senior Policy Manager (presenting)

Apologies:

Howard Simmons, Commissioner
 Colin Noble, Commissioner

Item No	Agenda Item	Minutes	Actions Agreed
		- Formal welcome to SHy and EM, job share Chief Analysts	
1	Approval of previous minutes and matters arising	- Previous minutes formally approved. - Actions from last minutes discussed and all completed. - Declarations of interest: SK reported that he has been asked to undertake work on acoustics for the new terminal at JFK, New York. The board agreed this was not a conflict of interest with his ICCAN work.	None

2	Governance update: Board Terms of Reference	<ul style="list-style-type: none">- AG presented the new Board Terms of Reference to the board. - RL suggested amendments to point 6 which should say that the SMT and other members of the secretariat (when invited) should attend board, rather than sit on the board. - With the amendment the TOR were agreed. - SH noted that we don't have the finalised, agreed Framework Agreement back from the DfT sponsor team yet. This was sent to them in June 2019. - The board wished to have it minuted that they are deeply concerned that this has not yet been finalised as ICCAN approaches a year of operation. It is unacceptable that we are operating in the public eye without the backing of the Framework Agreement and the overarching governance arrangements it provides.	AG
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3	SoNA project: agree recommendations	<p>- RBy provided an update on the SoNA Review Project. This included seeking approval for the final recommendations and details of the plan for publication.</p> <p>- RBy shared the 5 main SoNA recommendations for discussion and approval from the board:</p> <ol style="list-style-type: none"> 1. New regular attitudinal survey to provide up to date evidence for policy decisions. <p>SK asked if the timing of these was going to be recommended in the report. Review team confirmed that regularity and timing will be looked at as part of the development study. Discussion around whether this could be aligned with the five-yearly Noise Action Plan cycle.</p> <ol style="list-style-type: none"> 2. Proceeds of growth and expansion from aviation industry should fund regular attitudinal survey. <p>Whole board discussion around final phrasing of this recommendation</p> <ol style="list-style-type: none"> 3. The new attitudinal survey needs to be run by a team or body who are independent from government or industry. 4. Lessons learnt from the SoNA review should inform the design of the new regular attitudinal survey. 5. ICCAN will run a development study to test some areas which will help to shape the design of the new regular attitudinal survey. <p>- RBy shared that the plan for publication will include press releases to trade and national media, phone calls and or emails to key stakeholders, a blog and video by RL, social media posts and publication on the website. The date for publication will be flexible pending the results of the general election.</p> <p>- RBy then shared details with the board around the SoNA Development study that ICCAN is going to commission. The aims, purpose and key topics of the study were shared with the board. The development study will aim to report findings at the end of Summer 2020 with a view to a new regular attitudinal survey being undertaken in Spring/Summer 2021 and published in 2022.</p>	
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		<ul style="list-style-type: none">- RL commented that ICCAN needs to ensure complete transparency around funding streams- The board approved all the recommendations to be made by the SoNA Review project and approval for the funding required to undertake any of the recommendations- The board offered its congratulations to the SoNA review team for the completion of the work.	
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4	<p>Project Update: Land use and Planning project</p>	<ul style="list-style-type: none"> - JL gave an update on her project work. The work is ongoing and JL has not yet formalised any recommendations. The work has been informed through multiple meetings with key stakeholders across the devolved nations. - RL asked that the work include examples from other countries where Land Use Planning is seen to be more successful. - Informed discussion between board members about where the Local Authority (LA) and CAA responsibilities lie with regards to responsibility for noise. - JL noted that the ICAO Balanced Approach document was the wider reaching document with regards to setting out instruments for use within land use planning. - JL noted that one issue that has been highlighted by both LAs and airports is the fact that airports have to engage with multiple LAs during the airspace change process which highlights the need for some overarching strategic working. - JL commented on the difference between the nations of the UK in their approach to housing and planning decisions and that she will be looking at learning from best practice within her work. - Further informed discussion around the Planning Practice Guidance which was published earlier this year and the agent of change principle. - RL raised that one consideration for the work is the area of combined authorities who often present an economic reform and development agenda which may be influential in planning decisions. - RL suggested that JL explore opportunities to piggyback on broader regulatory change. - SH(c) asked how we ensure that the community get a clear voice in the planning process? - JL shared that there are different methods used in the planning space across the UK and there is scope to see how the work around planning links with the work around best practice in consultation. - RL asked that we consider the differences between development control versus planning. 	
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		<ul style="list-style-type: none">- SK stated that the CAA were a statutory consultee in the area of airfield development and asked if it was appropriate for ICCAN to explore if they should also hold this role? - SH clarified that the planning work will feed into a larger piece of work around regulation. Plus, the work will also lead to the production of some guidance in the meantime.	
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5	<p>Communications and Engagement Update: Comms Strategy</p>	<p>COMMUNICATIONS STRATEGY</p> <ul style="list-style-type: none"> - SC presented the updated Communications Strategy to the board. The key points that have been revised is that we have moved from listening to engaging as one of the key lines. - The website will have some new content, the creation of which will include all the commissioners. - There is a new and wide-ranging media strategy which we will use to build our voice, presence and credibility. - SH(c) stated that it was important that our comms are directed clearly to ensure that we don't raise expectations that we can intervene at a local level when our work is, and should be, focussed at a strategic and policy level. - SH (c) raised that it was essential that we think about how we make noise important to an industry which is currently focussed on carbon emissions. - RL suggested ICCAN could do some broader think pieces with commentary about what is happening in the wider industry. - SK asked if the board and the team should seek some training so that we can be more informed on carbon issues and how they fit with our work on noise. - Board agreed that, following the election we would write to all new MPs who have airports in or near to their constituencies. - Board discussed the possibility of holding an event in parliament for key stakeholders. - The board agreed the Communications Strategy as it had been presented to them with the additions discussed. <p>ENGAGEMENTS</p> <ul style="list-style-type: none"> - SC reflected on the number of engagements that ICCAN had managed to undertake in November, ranging from conference attendance to individual meetings and that it was a clear reflection on our commitment to involve stakeholders in our work and ensure that we are informed. - SH shared that ICCAN had held a positive session with planning students from the University of Dundee and the board passed on congratulations on the success of this. 	
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6	Any other business	<ul style="list-style-type: none"> - Measures of Success meeting on 4 December. SH set out the purpose and expectations from the commissioners for the meeting. - SH noted that he was going to ask an external speaker to come and talk to the board about the Devolved Settlement and the possible implications for our work. - SK suggested that we ask the Noise Abatement Society to come and speak to the board about their work around noise metrics. - ES confirmed that the January board meeting would move to 22 rather than 29 January 2020. - ES confirmed that there would be a working lunch training session for commissioners before the board meeting on 26 February 2020. 	<p style="text-align: center;">SH</p> <p style="text-align: center;">ES</p>
		<p>Date of next meeting: 2pm on 18 December 2019</p> <p>Working lunch with HCEB board at 1pm before next board meeting</p>	

Signed

Robert Light
Head Commissioner

Item Number	Action	Owner