

Minutes of the meeting of the Edinburgh Airport Noise Review Panel (EANRP) on 12th January 2021

The meeting was held remotely via Microsoft Teams.

Attendees

Robert Carr, EACC Chair and Joint Convener of EANRP, **Cllr Kevin Lang** as EACC EANRP representative and Joint Convener of EANRP, **Janice Hogarth** as Secretary to the EACC (and minute taker for the EANRP), **Lindsay Cole**, the Chair of EANAB and member of EACC, and **Ray Godfree, Pippa Plevin & Bruce Finlayson** as EANAB EANRP representatives. **Gordon Robertson** as EAL Representative.

It had been agreed that Kevin would chair this meeting and Robert the following one.

Approval of Draft Minutes of meeting on 16th December 2020 and matters arising

The Minutes of the previous meeting of 16th December were approved with minor adjustments noted and the action points were also approved.

Lindsay was asked to report back on the questions raised by EANAB and whether the answers provided had been considered sufficient. Lindsay confirmed that this had been actioned. There was still a question from Bruce regarding a link to the minutes of the meeting which Pippa advised had now been linked to the EACC web page.

Update on Privacy Notice

Gordon Robertson advised that data loss insurance was handled by the EAL finance team. EAL were currently looking at extending insurance to cover the panel or alternately bespoke options. Gordon apologised for the time it was taking but added that the finance team had needed to understand the set-up of the panel. Gordon hoped to have an update over the next few days and will circulate the details. Thanks were recorded to Gordon for his help with this and Robert Carr emphasised the need to establish the area of risk for the panel members v privacy. **(Action: Gordon Robertson to circulate an update on the privacy notice EANRP.)**

The privacy standard document form would accept an electronic signature and members of the panel were urged to forward these to Janice if they had not already done so **(Action: remaining panel members to forward signed copy of privacy standard form to Janice)**

It was agreed that the privacy notice would be held by Janice and details posted on the web page of the EACC.

Update on response re pre-Christmas e mail

The pre-Christmas e mail had been distributed to the stakeholder list, EACC and EANAB members. Aberdour Community Council had responded with some questions about the panel and Ray Godfree asked if there had been many bounce backs which Gordon said he would check on and revert. **(Action: Gordon Robertson to check and report back re any e mails not delivered and details of the number of bounce backs.)**

Update on process map

Gordon advised that he had not managed to complete the updated Process map but will complete this and forward soonest. **(Action: Gordon Robertson to update the process map and circulate to EANRP members)**

Update on the electronic mock-up of the Consultation Document

Gordon commented that he had not liked the graphics on the version he had received and so he was revising this and awaiting new copy. **(Action: Gordon Robertson to circulate the new mock up with amended graphics to EANRP panel when it is received.)**

Update re contact with other noise boards.

Both Gordon and Lindsay had spoken but there was still no responses from any of the noise boards which was possibly due to people being on furlough.

Distribution of survey timetable

It was agreed that the survey needed to be sent out by the end of January with an 8-week consultation period (31st March) and a 4-week reminder. It was agreed that a meeting on the 26th January should be able to formally sign off all the consultation material.

Pippa was asked to point the completed survey to google forms. **(Action: Pippa & Gordon to liaise on the survey and google forms)**

Kevin will circulate a clean copy of the agreed introduction and final questions as well as the proposed text of a covering e mail **(Action: Kevin to forward a clean copy of introduction, questions and draft of covering e mail to EANRP members)**

AOCB

The next meeting was scheduled for 26th January