

**Minute of the meeting of the Edinburgh Airport Noise Review Panel (EANRP) on
28th October 2020**

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 Robert would chair this meeting and Kevin the following one.

Approval of Previous Minutes

Minutes of the previous meeting and action points of 14th October were approved by those who had attended.

Matters Arising on the proposed amendment to the remit

It was stressed that the objective of the review was to produce a report and make recommendations and Gordon asked who the report was going to and where it is being submitted to.

Pippa commented that the remit was becoming too complicated and that it should be looking at areas of concerns of consultees as it was not part of the EANRP remit to change the EANAB memorandum of understanding and Code of Conduct as that would be down to EANAB.

It was agreed that the additions would now be added so that the panel could move forward.

Data Protection and GDPR

Robert Carr had created two documents that would cover GDPR requirements which Gordon agreed to forward to the EAL lawyers to get it approved once approved by the panel members. Anna had been working on a generic version but it was agreed that this was a more robust and fully inclusive version.

Pippa Plevin questioned a couple of items relating to catering and political affiliations which were mentioned in the documents which were explained by Robert and Kevin.

(Action by all panel members to approve or forward any amendments by 1700 on Monday 2nd November)

Proposed Questions to be asked in the Review

Robert Carr recorded again his thanks to Ray Godfree for his latest proposed list of questions and to both Ray and Bruce for their work on the questions.

Kevin lang commented on the need to try and provide a structure to the feedback and added that the panel should not refuse any feedback which needed to be open to allow a full flow of ideas. He added that he felt that the panel were getting too bogged down in the questions And that they should be general enough so that anyone can feed in their thoughts and that perhaps there should be a box at the end for general comment.

Bruce Finlayson mentioned the recent ICCAN report which had a survey included and suggested that this could be used as a format for EANRP.

Ray Godfree followed up Kevin Lang's comment on the need to move forwards and the need to finalise the questions and get the survey out.

Pippa Plevin had created a Google Account and produced a sample survey on Google forms which she advised could link responses. Robert asked where the Google information was held and whether it was on the cloud and outside the EU. **(Action Pippa to check and advise)**

Gordon Robertson added that EAL would also have the ability to host and send out the survey as well without it appearing to have come from the airport but it was agreed that it would be better if it came from another source.

Storage of the data that would be received was the discussed and where it would be stored. It had previously been agreed that the data would be held by Janice Hogarth and responses could be anonymised. How long and where the confidential data would be stored was then reviewed **(Action Janice Hogarth to confirm IT security)**

Returning to the questions, Gordon Robertson suggested that there should be a comments box after each question and that the consultees should be informed of the reason that the panel was collecting the data. There should also be a note at the bottom of the survey with a data notice.

It was noted that there would need to be a separate set of questions for EAL.

The next stage would be to finalise an agreed introduction to the questions. **(Action Lindsay Cole, Ray Godfree and Bruce Finlayson)**

Final list of questions to be agreed **(Action by all panel members to approve or forward any amendments by 1700 on Monday 2nd November)**

There was a suggestion of Pippa creating a sample survey with sub sections to see how it looked. **(Action Pippa Plevin)**

Gordon Robertson highlighted that some people would not want to answer the questions but would maybe just want to write their views and thoughts and he asked if that would be accepted.

Discussion turned to the possibility of creating a generic e mail address for responses.

Agreement on Stakeholder List

Robert asked panel members how a list of MSP's, Councillors etc could be accessed and Pippa Plevin advised that she had a list of West Lothian e mails. There would need to be a decision would be as to whom we sent the e mails to within each organisation. Should it be to Chair and secretaries of Council or maybe CEO and environmental health councillors. Should the panel contact elected Councillors or Council members.

Kevin Lang added that the panel should choose the relevant Councils and Community Councils. Lindsay Cole added that EANAB had previously contacted over 62 council and Gordon Robertson added that he had a database of contacts.

Schools who were under the flight path would be another area to maybe look at but it would appear that teachers would be unlikely to respond and so there would be a need to maybe engage with parent councils.

Robert added that there seemed to be a good positive consensus within the group on moving forward.

Next steps and revised review timetable

It had originally been envisaged that the review would be completed by the end of the year but the questions now was whether there was a need to set a definitive date to aim for. It was agreed that there was a need to get this review right and Gordon Robertson agreed and commented that he was happy that no specific date was set.

Discussion turned to when the questions would be sent out and there was a suggestion of in the New Year. Once the questions were set, how long would it take to get the survey up and running ?

Kevin Lang and Robert Carr will write a joint letter to the other UK noise boards to ascertain how they have carried out their reviews as per the proposed letter that Robert Carr had produced And Lindsay Cole will provide the contact details **(Action Robert Carr and Kevin Lang) (Action Lindsay Cole to provide contacts at Gatwick and Heathrow)**

It was also suggested that overseas airports noise boards should be contacted such as Amsterdam and Frankfurt.

AOCB

The date of the next meeting would be on Wednesday 11th November at 1800