

**Minutes of the meeting of the Edinburgh Airport Noise Review Panel (EANRP) on 25th
November 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 Minutes of meeting of 11th November 2020 and matters arising

The Minutes of the previous meeting of 11th November and action points were now approved by those who had attended.

Bruce Finlayson proposed that the meetings should be recorded and kept as a record of meeting held, as per the practice of the EANAB meetings. After discussion, it was agreed that a list of Action Points arising at each meeting would be prepared and distributed with the written minutes by Janice Hogarth but that the meetings would not be recorded.

Update re approval on DPA/GDPR forms by EAL

Gordon Robertson intimated that the GDPR forms had been approved by his legal department and he confirmed that he would send these out via e mail to the members of EANRP. The EANRP members should then sign and forward the forms on to Janice Hogarth by post or e mail to be stored by her. Gordon will also advise whether an electronic signature is acceptable. **(Gordon Robertson to forward final DPA/GDPR forms to the EANRP for signature and return to Janice Hogarth)**

Update on the introduction and final questions to be asked in the Review

It was observed that the version of the introduction that Kevin had been working on, and had been circulated, had not been based on the latest version sent by Bruce. It was agreed that Kevin should distribute a fresh final version for distribution to the members of the EANRP for approval. **(Action Kevin Lang to redraft and circulate the introduction for comments and approval by other members of the EANRP)**

Ray Godfree had circulated the proposed final list of questions with any amendments showing in red. These were approved.

Bruce wished it recorded that while he was not standing in the way of the approval of these questions, and had approved them, he considered that these questions, as now framed and approved, did not adequately cover the issue of whether EANAB had been effective in minimising the impact of noise.

Distribution of the survey

Gordon Robertson informed the EANRP of the benefits of the use of dot mailer for sending out the survey which was accepted by everyone as the best mechanism for this purpose.

Janice Hogarth and Anna Light had been in discussion regarding a specific e mail address for the responses to come back to which should not be an airport address. Gordon added that there may be a cost involved to set up a specific e mail address and the agreement was to obtain the address of info@eanrp.org.uk. Gordon agreed to also produce a note of the process.

(Action Gordon Robertson to establish the address of info@eanrp.org.uk and to prepare and circulate to the members of the EANRP a and note of process for the distribution of the survey)

Discussion followed on the need for a note in the introduction to comply with GDPR advising consultees of who would see their responses, the purpose for which their responses would be put and for how long their responses would be retained and how and by whom.

(Action Gordon Robertson to produce a note to be included in the introduction to cover GDPR compliance advising consultees of who would see their response, the purposes for which their response would be put and for how long their responses would be retained and how and by whom)

Questions followed on how many consultees would be sent the survey. Gordon also commented that some consultees may want to just send a response without completing the questionnaire on line and they also might wish to add evidence to their response.

The EAL database would be used for the distribution of the survey but Ray added that he had also created a stakeholder list and asked Gordon to forward his list to him to cross reference and make sure that the lists were accurate and fully encompassing.

(Action Gordon Robertson & Ray Godfree to liaise to create an omnibus list of consultees)

Update on names on stakeholders list

As noted in the previous item, Gordon undertook to complete and distribute the central spreadsheet of consultees, adding that Anna Light was looking at the contacts for schools' boards and parent groups.

Discussion turned to how the report being prepared principally for EAL and EANAB would be published. It was agreed that it should be available to consultees and also the general public by publishing it on the EANAB/EAL & EACC websites. Gordon added that there should be full transparency and that he was happy with full disclosure.

Pippa added that there would be a need for this to be GDPR compliant and advised that in addition to the above points, consultees should be told in the introduction that their responses would form the basis of a report to EAL and EANAB and would be published on the EANAB,EAL and EACC websites but the details of individual consultees would not be provided in the report.

(Action Gordon Robertson incorporate in the note in the introduction for GDR compliance mentioned above that the report would be provided to EAL and EANAB and be published on the EANAB, EAL and EACC websites but the details of individual consultees would not be provided in the report)

Update on communication with other noise boards

Lindsay Cole had obtained the details of a new contact at Heathrow (Warren Morgan and Helen Clack) but to date he had received an out of office response and so no progress had been made.

Gordon Robertson advised that he would try his contact at Heathrow and also Amsterdam and report back at the next meeting.**(Action Gordon Robertson to liaise with Heathrow and Amsterdam Airports re noise boards contacts.)**

Gordon added that he had attended an ICCAN focus meeting recently and that their report on the best practice to engage on noise should be published next week.

Next Steps

There was a lot now required to be actioned before the next meeting including finalising the introduction, finalising the form of words re GDPR and process summary plus consultees list.

Janice will publish a full list on the Action points summary to be attached to the minutes

AOCB

Pippa suggested that anyone with problems with the google group's e mail should contact her for help. **(Action Members of EANRP with ongoing google group issues to contact Pippa Plevin)**

The date of the next meeting would be on Wednesday 9th December at 1800 to be chaired by Kevin.