

Minutes of the meeting of the Edinburgh Airport Noise Review Panel (EANRP) on 8th December 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 Kevin would chair this meeting and Robert the following one.

Approval of Draft Minutes of meeting on 25th November 2020 and matters arising

The Minutes of the previous meeting of 25th November were amended and approved with the removal of a sentence as agreed at the meeting. The updated action points produced were also agreed.

Introduction

The latest version of the introduction was discussed. Gordon, Ray and Robert had suggested some further changes. It was agreed that the introduction should have hyper-links to the EANAB website and to the specific documents on that website referenced in the introduction. Before the 16th December Kevin would make final adjustments and distribute the final version to all EANRP members for approval. **(Action: before 16th December Kevin Lang would make final adjustments to the introduction and distribute the final version to all EANRP members for approval)**

E mail address

Gordon Robertson advised that EAL had now secured the e mail address of info@EANRP.org.uk and that e mails received would be linked to Janice Hogarth's email address.

Update on DPA/GDPR forms by EAL

The Policy Standard had been distributed to EANRP members and should be signed by all members, dated and returned to Janice before 16th December. **(Action: Before 16th December the Policy Standard should be signed by all EANRP members, dated and returned to Janice Hogarth)**

Gordon intimated that he was to have a meeting the following day with the legal team to redraft the Privacy Notice which he would then circulate for approval. The terms of the revised and approved Privacy Notice would inform what would be said in the Introduction so the consultees were informed about what was being done with their responses and the information contained therein in compliance with GDPR/DPA. The form of words to go in the Introduction would then be approved. If possible, this should be achieved by 16th December. **(Action: Before 16th December Gordon Robertson would circulate the terms of the revised Privacy Notice for approval by the EANRP members and the form of words to be inserted in the Introduction informing consultees about what was being done with their responses and the information contained therein in compliance with GDPR/DPA would be agreed by the members of the EANRP)**

Distribution of the survey

Gordon had created a Process Map of how the survey would be distributed and who would be involved. This was accepted as helpful. Pippa suggested that a link should be added to what was happening via google forms. Gordon would make that change and recirculate the Process Map before 16th December. **(Action: Before 16th December Gordon Robertson would amend the Process map to insert a reference to the google form procedure and recirculate the revised Process Map.)**

Discussion followed on how long consultees should be given to respond to the survey and it was agreed that the e mail should be sent out on the week commencing 4th January with a response time given of up to 8 weeks.

Ray suggested that an e mail should be sent out before Christmas to advise people that the review consultation document would be coming out in early January. Kevin and Robert were given delegated authority by the members of the EANRP to produce the form of words by 16th December. A template with appropriate font and format would be designed by EAL so that email was consistent with the email and Consultation Document and Gordon would arrange for the email in that font and format to be sent to all on the stakeholder list before Christmas as soon as these tasks could be achieved. **(Action: Before 16th December Kevin Lang and Robert Carr would produce the form of words to go in an email to all on the stakeholder list advising that the review consultation document would be coming out in early January. EAL would design a template with appropriate font and format that email was consistent with the email and Consultation Document. Gordon Robertson would arrange for the email in that font and format to be sent to all on the stakeholder list before Christmas as soon as these tasks could be achieved.)**

A reminder would be sent to all consultees on the stakeholder list four weeks after the Consultation Document was sent to them encouraging them to respond to the Consultation Document by the closing date if they had not already done so.

Update on names on stakeholders list

Gordon advised that he had not yet forwarded the final spreadsheet of stakeholders as he had been trying to get and full up to date list of school parent teacher e mail addresses taking in the whole area but he promised to forward soonest.

(Action; Before 16th December Gordon Robertson to forward full stakeholder list to EANRP members)

Update on communication with other noise boards

Gordon Robertson had not achieved any success with a response from Heathrow and he will now liaise with Lindsay Cole to try and progress this further.

Lindsay Cole had been in contact with Frankfurt Airport and was waiting for a response

Bruce Finlayson had been in contact with Graham Lake at Gatwick Airport Noise board. It was agreed as a matter of process that communications from a member of the EANRP baring to be on behalf of the EANRP should be approved first by the members of the EANRP. **(Action: Before 16th December Lindsay Cole and Gordon Robertson to liaise on contacts with other noise boards.)**

ICCAN'S Best Practice on aviation noise paper

ICCAN'S Best Practice on aviation noise paper was noted and observations were made. It was agreed to have a detailed discussion on the ICCAN paper once the responses from the Consultation Document had been received and assessed.

Next Steps

The above actions would be taken. Before it was finalised and distributed Gordon would produce an electronic mock-up of the Consultation Document in keeping with the status of the EANRP.

(Action: Gordon Robertson to produce an electronic mock-up of the Consultation Document in keeping with the status of the EANRP for approval by the EANRP before its distribution.)

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

AOCB

The date of the next meeting would be on Wednesday 16th December at 1800 to be chaired by Robert if needed but it was agreed that hopefully the approval of most things could be conducted via e mail.