

**Minutes of the meeting of the Edinburgh Airport Noise Review Panel (EANRP) on 11th
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 Kevin would chair this meeting and Robert the following one.

Approval of Minutes of meeting on 28th October 2020 and matters arising

The Minutes of the previous meeting of 14th October and action points were now approved by those who had attended with Bruce Finlayson adding that it had been agreed to take a further look at contact for schools when reviewing where the questions were being sent out.

Janice Hogarth had forwarded details of her security and storage of information to the panel as requested at the last meeting.

Approval of remit

Robert had circulated a further draft of the remit which had been agreed by the panel. Bruce raised a further question but it was agreed that the remit was now finalised.

Update re approval on DPA/GDPR forms by EAL

The draft Privacy Notice and Privacy Standard for the members of the EANRP that Robert Carr had drawn up had been approved by EAL by Gus McLeod and EAL had now forwarded this to their legal people for their advice. Gordon Robertson was hoping to have this signed off by their legal team on Thursday and hoped to be able to send this out members of the EANRP for their consideration. Robert Carr added that everyone would have to be happy to sign these documents before receiving any personal information on the Review. **(Gordon Robertson to forward final DPA/GDPR forms to the panel)**

Gordon Robertson agreed to host the information notice on the EACC website.

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

The panel considered views which had been circulated by email before the meeting.

Gordon Robertson asked the question about who the panel was talking to and questioned the need for the introduction to include such significant background information and history about EANAB and their MOU. He suggested that the panel should be simply asking people what they think with very little preamble which could skew their answers.

It was agreed that the introduction was too long and the information could be obtained by adding the link to the EANAB website for people to review. Lindsay Cole also suggested that there was no need for the history and this was generally agreed by all.

Ray Godfree had forwarded, as most people had agreed, the final list of questions which would only require the general feedback box at the end of the survey which both Kevin Lang and Robert Carr were in agreement.

Pippa Plevin added that there would probably be a need to carry out a follow up with some people to look more deeply into their answers and suggestions.

Kevin commented that he thought the questions had been signed off and agreed by everyone with the thoughts that they were broad enough to give a wide scope in the answers. Bruce Finlayson had produced some further ideas which he had circulated for consideration and in light of the recent ICCAN report and their questions, it was suggested that there should be one more review with a decision to be made and the questions signed off at the next meeting.

The introduction should perhaps highlight some of the issues such as funding and support and Kevin Lang agreed to review this **(Action Kevin Lang to redraft intro)**

Feedback had been received from Graham Lake from Gatwick Airport noise Board and it was felt that the proposed review questions should be reconsidered in light of this feedback. There was some surprise at the way their review had been conducted and the comments.

A final check was suggested on the questions and Bruce Finlayson will forward his questions again for consideration by all with a response back to Bruce **(Action Bruce Finlayson and All Panel members)**

Ray will then collate them and send out to us again before we meet on 25th November **(Action Ray Godfree)**

Methodology of distribution of the survey

It was agreed that a specific e mail address should be created for the responses and Janice Hogarth will set this up.**(Action Janice Hogarth)** Gordon Robertson would send out the review "survey" via an EAL dot mailer system which would not appear as having been distributed by EAL and the responses would be sent to Janice Hogarth **(Janice to liaise with Anna Light at EAL)**

The responses would be held by Janice but it was noted that the data cannot be forwarded to EANAB or anyone else under GDPR regulations unless the person if questioned specifically was in agreement. Some responses would be anonymous and could not be responded to as previously agreed.

The EAL database would be used for the distribution of the survey which would encompass people with an interest in the airport and who had asked to receive information about the airport **(Action Janice Hogarth & Gordon Robertson to liaise)**

Update on names on stakeholders list

Ray Godfree had sent an updated list to the panel members with a traffic light system of those who may be worth sending details of the survey too but Gordon Robertson felt that this could be short circuited via the EAL listing of community councillors, MSPs and MPs. The only part they did not have was the parent councils. Once again Ray Godfree was thanked by Kevin for all his hard work on compiling this list.

It was agreed that we should have a final list for review for the next meeting to make sure everyone was covered **(Action Gordon Robertson)**

Communication with other noise boards

A response had been received from Gatwick with regard to the e mail sent by Kevin Lang but nothing had been heard back so far from Heathrow which was being chased.

Could Colin Flack advise re Birmingham **(Action Janice Hogarth)**

It was agreed that the panel should not delay in moving on and waiting for responses. International airports such as Amsterdam and Frankfurt was proving difficult to get the right contacts and it was suggested that maybe ICCAN could help. (Action Janice Hogarth with ICCAN and AMS contacts)

Next Steps

Theses had broadly been covered off but Bruce Finlayson asked about the possibility of using an external reviewer such as Ipsos Mori ? This was deferred to the next meeting as it could cause a delay on achieving any results.

ICCAN responses to the questions should be sent to Janice Hogarth for collation by 30th November **(Action all panel members)**

AOCB

Pippa would continue to look at the Google Groups set up and test with Robert Carr who was unsure if his work IT system would accept this form of Groups **(Action Robert Carr and Pippa Plevin)**

The date of the next meeting would be on Wednesday 25th November at 1800 to be chaired by Robert.