



STRATEGIC AVIATION SPECIAL INTEREST GROUP
of the Local Government Association

Strategic Aviation Special Interest Group

Minutes of Meeting

Friday 20 August 2010, Local Government House at 11.00a.m.

1. Apologies for Absence and New Attendees

The Chairman welcomed new attendees to the meeting.

The list of those present and apologies received is at **Appendix A (pg.7)**.

2. Constitutional Matters – Election of Chairman and Vice Chairman and Updated Constitution 2010/11.

The group **agreed** that Cllr Jamie Macrae, Cheshire East Council, would continue as Chairman for the group for 2010/11, and that Cllr Ian Lake, Surrey County Council, and Cllr Jackie Cheetham, Uttlesford District Council, would continue as Vice Chairmen for the group for 2010/11.

The group **agreed** the amended Constitution, to take account of the Government's removal of the regional planning tier.

EDITOR'S NOTE: The 2010/11 SASIG Constitution is hereby **enclosed** with these Minutes.

3. Minutes of Meeting on 26 March 2010 and Matters Arising

The Minutes of the meeting held on 26 March 2010 were agreed by the group as a correct record.

The Director informed the group that efforts to further promote SASIG activity were ongoing; and that a full update on passenger figures, broken down per airport, would be presented to the group at the next meeting.

4. Report of the Chairman's Advisory Group Meeting held 30 July 2010

The Chairman, Cllr Jamie Macrae, introduced the report, noting that the group would be able to focus its activities when the coalition Government had finalised its policy direction. Cllr Macrae also referred to the action in the paper, which encouraged SASIG member Authorities to write to the Government to set out how the 2003 Air Transport White Paper was no longer relevant, and to stress that the Government should collaborate with both SASIG and the local Government sector more widely in determining development of national aviation policy.

5. SASIG Finance Report – 2009/10 Out-turn Account and Revised 2010/11 Budget

The group **noted** the 2009/10 out-turn account.

The group **agreed** to use the new SASIG literature - 'SASIG – Developing UK Aviation Policy' and 'SASIG Policy Principles & Statement' - within their own Authorities, as well to other Authorities and at relevant events and meetings.

The group **agreed** that involvement with the Airport Regions Conference (ARC) be reviewed.

The Director informed the group that payment had been received from Ealing LB for the outstanding 2009/10 subscription; but that 2009/10 subscriptions were still outstanding from Doncaster MBC, Harlow DC and Winchester CC. These have been pursued with the intention of retaining these Authorities in membership and recovering these debts.

Among the efficiency savings identified, the two-year deal negotiated with DeHavilland Information Services Ltd. for public affairs briefing, provided a reduced rate for the period to the end of November 2011.

6. National aviation policy update

Cllr Macrae welcomed observer attendees Terry Ellames (Shepway District Council), James Cutting (Suffolk County Council) and Adam Nilsson (Newcastle City Council) to the meeting.

The group discussed the following points of the report:

- The remit and membership of the Government's proposed South East Airports Task Force were still awaited, but the need for SASIG involvement was stressed.
- The group discussed the national planning system, noting that the Town and Country Planning Association (TCPA) were in favour of regional decision-making structures, and that the Decentralisation and Localism Bill would take forward Government proposals on devolution and greater localism. The group also noted that, as part of these wider discussions, the future of National Policy Statements (NPSs) was as yet unclear.
- The group said that the European Commission was likely to progress its request for a robust plan from the Government setting out how the UK will comply, by 2015 or sooner, with the EU-wide air quality target for atmospheric concentrations of nitrogen dioxide (NO₂) The group noted that the UK's position would be aided by the coalition Government's decision to cancel plans for a third runway at Heathrow Airport.
- The previously planned increase in Air Passenger Duty (APD) rates will come into force in November 2010, as the proposed change to a Per Plane Duty (PPD) has been postponed.
- The group noted progress with the HS2 Ltd. high-speed rail project, and said that the approach taken by the New Economics Foundation (nef) in assessing the value of a third runway in Heathrow could equally be applied to the high-speed rail project. The group felt there was a greater role for SASIG to take in this debate.

The High Court Judgment of March 2010 on the legal challenge to the Heathrow expansion consultation was recorded as a resounding success.

The group **agreed**:

- that individual SASIG member authorities support SASIG's representations to the Government setting out how the 2003 Air Transport White Paper is no longer relevant and the importance of the Local Authority perspective being taken onboard in the current development of aviation policy.
- that during these uncertain times of disjointed policy and financial re-evaluation, it be promoted as widely as possible the importance of SASIG continuing to perform its functions – influencing policy, Local Authority representation, information provision and coordination.
- that the group make representations in support of SASIG's involvement in the Government's 'South East Airports Task Force', as well as a 'Regional Airports Task Force' that the Government has been urged to set up.
- that the group promote development and adoption of the Social Return on Investment (SROI) approach to the economic analysis of airport developments, in order to improve the quality of such economic analyses.

7. Noise management and reduction regime

The group noted that airport operators had submitted Noise Action Plans (NAPs) to the Department for Transport (DfT), and that the DfT had indicated that some of these NAPs were currently of concern.

The group agreed to provide input to the upcoming Government consultation on the 2012–2018 night flying regimes for the three airports designated for noise and vibration (Heathrow, Gatwick & Stansted) in order to ensure the existing features of both 'movement limits' and 'quota counts' are retained in this noise control regime. The consultation is as expected to be launched any time from October 2010.

8. Airport Surface Access Strategies

The group agreed the proposed principles relating to airport surface access strategies. Members noted that these strategies would have a considerable environmental impact, and discussed the possible implementation of a series of measures to reduce private transport in the vicinity of airports.

9. Designation of Airports

The group **noted** the report.

10. Costs to Local Authorities of security measures at airports

The group **noted** the report.

11. SASIG annual report to LGA Executive, April 2010

The group **noted** the report.

Presentations

The group heard a presentation from Stephen Turner, representing the Department for Environment, Food & Rural Affairs (Defra), on the Noise Policy Statement for England (NPSE). This policy document and further information is available via the Defra website:

<http://www.defra.gov.uk/environment/quality/noise/policy/index.htm>

The group heard a presentation from David Joseph, SASIG Policy Officer, on the latest developments and new material for the SASIG website (www.sasig.org.uk). A trial will be operated during October and December 2010 with the Bulletin articles being provided on the website, in the membership-only secure area of the site. Feedback requests will be circulated to the group at the end of this trial. Please contact the sasig office if you require a reminder of the log-in details for your Authority (sasig@surreycc.gov.uk, (020) 8541 9459).

EDITOR'S NOTE: Please see the **enclosed** notes of this SASIG website presentation.

The next SASIG meeting will be on 26 November 2010 at Local Government House, Smith Square, London, SW1P 3HZ.

Strategic Aviation Special Interest Group

Attendance list

Present	Authority
Cllr Nigel Shaw	Broadland DC and Norfolk CC
Cllr Carolyn Rule	Cornwall Council
Elizabeth Cook	Cornwall Council
Cllr Keith Brockwell	Crawley Borough Council
Cllr Mike Carver	East Hertfordshire District Council
Cllr John Jowers	Essex County Council
Zhanine Oates	Essex County Council
Cllr Andrew Gibson	Hampshire County Council
Cllr Mark Gough	Harlow District Council
Cllr Ian Reay	Hertfordshire CC
Steve Bailes	Hertfordshire CC
Rob Gibson	Hounslow LB
Cllr Christopher Hersey	Mid Sussex District Council
Stephen Tilbury	Mid Sussex District Council
John Coates	Richmond upon Thames LB
Cllr Ian Lake	Surrey CC
Philip Roxby	Surrey CC
Robert Muir	Tandridge DC
Will Cockerell	Uttlesford DC
Steve Mayner	Wandsworth LB
Cllr David Sleight	Wokingham BC
Cllr Jamie Macrae	SASIG Chairman
Anna Mahoney	SASIG Director
David Joseph	SASIG Policy Officer
Geraldine Gallagher	SASIG Information Officer
Paul Johnston	Local Government Association
Attendees – Observer Authorities	
Terry Ellames (observer)	Shepway District Council
James Cutting (observer)	Suffolk County Council
Adam Nilsson (observer)	Newcastle City Council

Apologies list

Apologies	Authority
Cllr David Rowlands	Buckinghamshire County Council
Cllr Budge Wells	Central Bedfordshire Council
Stephen Murdoch	Cornwall Council
Jordan Whaley	Cornwall Council
Cllr Andrew Bosmans	Doncaster MBC
Aileen Carlisle	Hillingdon LB
Cllr Jim Sanson	Horsham District Council
James Williams	Horsham District Council
Adam Dracott	Horsham District Council
Carol Lee	Richmond upon Thames LB
Cllr Alan Jones	Tandridge District Council
Brian White	Thanet District Council
Cllr Jackie Cheetham	Uttlesford District Council
Cllr Lionel Barnard	West Sussex County Council
Cllr Pieter Montyn	West Sussex County Council
Ros Howell	West Sussex County Council
Cllr Barry Thompson	Windsor and Maidenhead RB
Terry Gould	Windsor and Maidenhead RB
Richard Worrall	SASIG Honorary President



STRATEGIC AVIATION SPECIAL INTEREST GROUP
of the Local Government Association

Item 2b

**Mission Statement and Terms of Reference for the
STRATEGIC AVIATION SPECIAL INTEREST GROUP
of the Local Government Association**

Mission Statement

SASIG works for Local Authorities in a strategic manner on national aviation policy so as to reconcile economic, social and environmental issues in a sustainable way.

Terms of Reference

- 1 The Strategic Aviation Special Interest Group (SASIG) shall provide the forum within the Local Government Association (LGA) for all local authorities to discuss strategic aviation policies and major aviation issues. It is likely to be of greatest interest to those authorities affected by or interested in a major or regional airport providing a range of domestic and international services.
- 2 SASIG will contribute to the work of the LGA in responding to Government and the European Commission on all aviation issues that have a strategic planning, transportation, land use or environmental health dimension. SASIG, where appropriate, will work through and in conjunction with the LGA. SASIG will make representations direct to Government and elsewhere arising directly from the SIG's special interest. SASIG shall not act in a way that conflicts with or undermines LGA policy as a whole or damages the interests of member authorities.
- 3 SASIG will develop its role and pursue its objectives in accordance with an annual work programme which will be kept under review so as to ensure consistency with LGA policy and meet with the aspirations of a wider membership.
- 4 SASIG will operate under the following constitution:
 - (i) Each authority in membership is entitled to designate one Member and/or one officer to attend each meeting of the Strategic Aviation Special Interest Group.
 - (ii) Whilst the Strategic Aviation Special Interest Group will seek to work by amicable agreement amongst the authorities, the formal position is that only one person from each member authority is entitled to vote.
 - (iii) There is no objection to additional Members and officers attending meetings to observe and speak with the permission of the Chairman.
 - (iv) A Chairman's Advisory Group and a Technical Officers Group, with representatives drawn from around airport locations on the Strategic Aviation Special Interest Group, will be maintained to assist in taking initiatives forward but with no specific executive powers unless so authorised or at times when urgency dictates that responses must be made between meetings.
 - (v) A Chairman and up to three Vice Chairmen will be elected annually to ensure a broad geographical spread of interest.
 - (vi) The role of Honorary President may be filled by an appropriate person.

- (vii) The Strategic Aviation Special Interest Group shall submit an annual report to the LGA and shall table other reports for LGA meetings as and when necessary.
 - (viii) The Strategic Aviation Special Interest Group shall set an annual subscription rate for membership based on an assessment of its likely annual expenditure on staff, consultants, printing/publicity and other costs. These costs will be apportioned between member authorities on a formula to be agreed.
 - (ix) Authorities joining SASIG in any quarter of the financial year shall pay the relevant proportion of the annual subscription.
 - (x) Authorities shall be advised of the forthcoming subscriptions each autumn for their approval. The absence of a response to the contrary indicates approval.
 - (xi) Authorities resigning from SASIG shall give notice in writing prior to the end of the financial year.
- 5 The Strategic Aviation Special Interest Group will keep its working methods and subscriptions under review with the aim of setting the subscription for all members at the lowest practical level. The current subscriptions are listed below.
- 6 Surrey County Council will provide financial management services to SASIG and ensure that all income and expenditure is controlled and audited within their normal practices.

Annual Membership Subscriptions for 2010/11

Districts around regional airports	£790
Districts distant from London airports	£790
Districts close to London airports	£1,580
Unitaries around regional airports	£1,580
Unitaries distant from London airports	£1,580
Unitaries close to London airports	£3,160
Counties around regional airports	£1,580
Counties distant from London airports	£1,580
Counties close to London airports	£4,740

August 2010

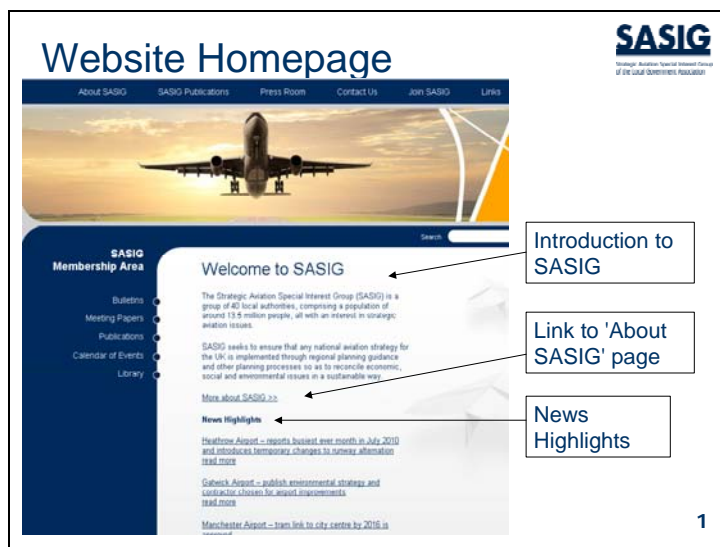
Presentation: 'SASIG Website Update' David Joseph, SASIG Policy Officer

Slide 1



This presentation re-introduced the website to the membership as well as highlighting some of the key developments that have been made to the site over the past few months.

Slide 2



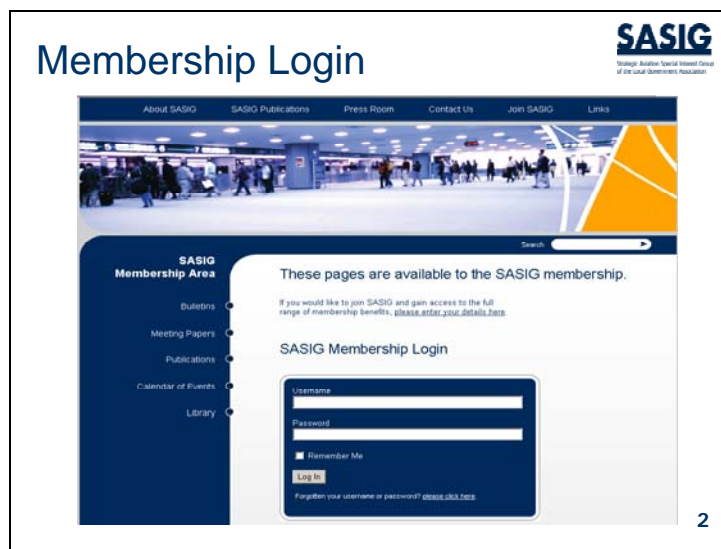
The website itself consists of two main panels:

- the public access panel which is horizontal and runs across the top of the site; and
- the members only area which is vertical and sits to the left hand side of the website. This panel can only be accessed with a valid username and password.

This presentation aimed to take the group through the membership area of the site, highlighting key pages and sections of the website.

When users initially access the SASIG website what they will find is that they are directed to our new homepage. This homepage provides a clear introduction to the group as well as providing links to our latest literature.

Slide 3

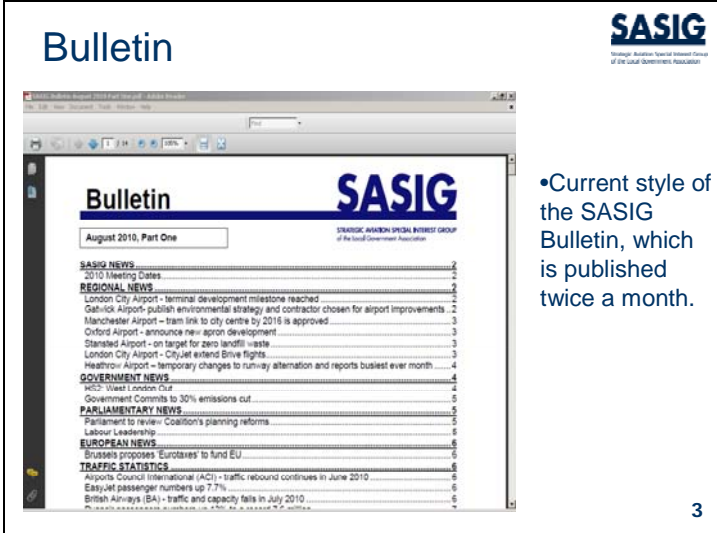


Once the user has provided their login details they will be able to access the material within the restricted membership area of the website.

Note: If you currently do not know of your Authorities login details, please do not hesitate to contact the SASIG office in order for us to provide you with your Authorities username and password.

Slide 4

Bulletin



SASIG
STRATEGIC AIRPORTS SPECIAL INTEREST GROUP
of the Local Government Association

Bulletin
August 2010, Part One


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3

•Current style of the SASIG Bulletin, which is published twice a month.

This is the current style of the Bulletin that is produced twice a month in PDF format. It consists of a user-friendly table, which contains the headlines of each article on the first page and once clicked on will take you to the page in the document that contains the entire article.

Slide 5



SASIG
STRATEGIC AIRPORTS SPECIAL INTEREST GROUP
of the Local Government Association

Heathrow Airport - temporary changes to runway alternation and reports busiest ever month

10 August 2010

For six weeks from 13 September 2010, essential maintenance work will be taking place on taxiways connecting Heathrow's northern runway with the rest of the airfield. This means that Heathrow will not be able to alternate daytime use of the runways as published during this period, although night-time alternation will be unaffected.

This work is taking place due to the fact that some of the asphalt taxiways next to Heathrow's northern runway are laid on top of concrete blocks. Regular maintenance checks have shown that some of these blocks could become unstable, which can cause the asphalt to heave up. BAA, the airport operator, has stated that for safety reasons the blocks need to be replaced to avoid debris getting into aircraft engines.

The major part of the work will take six weeks, and this means that when the airport is on westerly operations during this time, the southern runway will be utilised for the majority of arrivals and the northern runway for departures. This will mean that people living under these arrivals and departures routes will not receive the usual half-day respite from aircraft noise.

Additionally, Heathrow Airport had its busiest ever month in July 2010, with 6.7 million passengers - 3.5% up on the July 2009 total, airport operator BAA has reported. The month included Heathrow's busiest-ever day - Sunday July 18 - when 232,000 passengers passed through the airport.

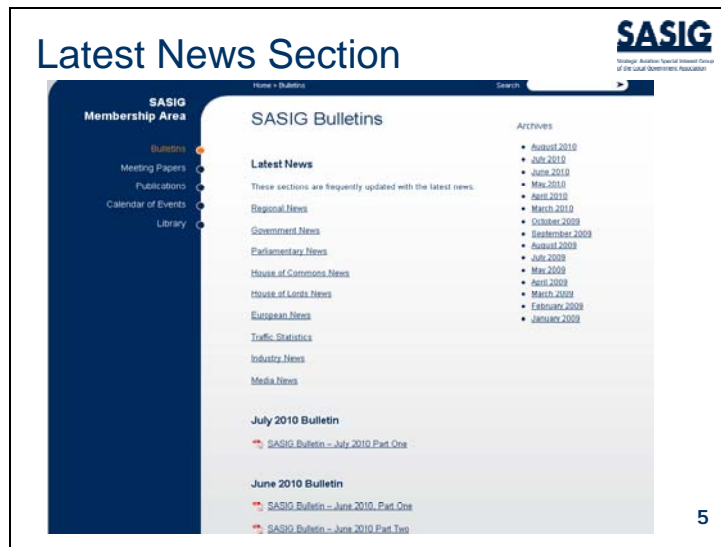
Driving the growth at Heathrow last month was the European market, which increased 9.5%: the number of air transport movements was up 2.9%, while cargo activity remained very strong with a 19.1% increase at Heathrow.

GOVERNMENT NEWS

4

This slide is an example illustrating the style in which we currently report articles to the membership. The Bulletin is often reported alongside email alerts, which is issued when there are specific pieces of news of relevance to the membership.

Slide 6



The 'Latest News' section is a section of the site that has been live since October 2010.

Essentially, this is a web version of the current Bulletin. It will retain the same headings and sub-headings as featured in the PDF format e.g. Regional News, Houses of Commons News etc, which once clicked on takes you to the latest articles that have been uploaded in those sections and is displayed in chronological order.

Users are also be able to search for news items by month using our archives feature (which sits on the right hand side off the site) as well as being able to use the search function (the white box in the top right hand corner of the site) to search for key terms or points of reference to locate an article that the user requires. These two facilities aim to keep the site as user-friendly as possible.

Slide 7



This screenshot is an example of one of the sub-sections 'Regional News'. Each article that is uploaded on to the site consist of a headline and read more links, which are both hyper-linked to the entire article itself. This page also provides the first few lines of each article in order to give the user a brief intro to the article itself and the option of deciding whether or not they would like to read the full item.

Slide 8



This is an example of a full article from 'Regional News'.

Once again this section of the website has be trailing since October 2010 alongside the current style Bulletin. Whilst this is on trial we will be carrying out an online Bulletin evaluation in order to gain the memberships views as to how they would like to receive their information in the future.

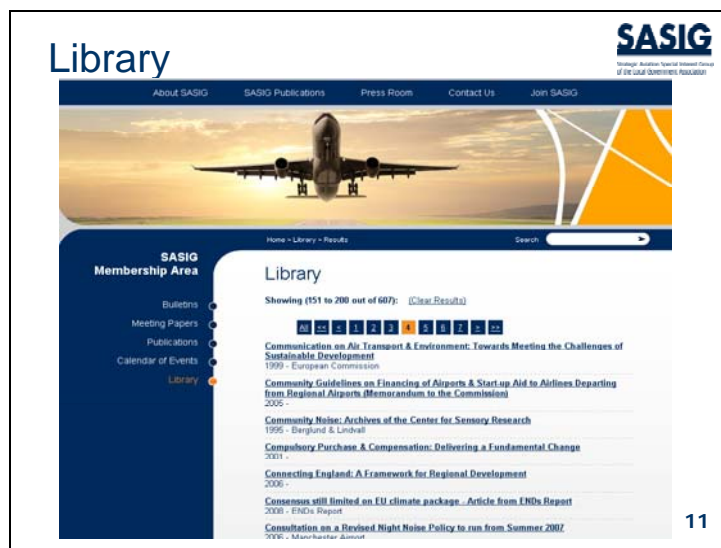
It must be mentioned that the membership have and will continue to receive email alerts from SASIG on particular items of interest to the group.

Slide 11



When users click on an individual event itself they are able to see the full details for the event with information on speakers and topics as well as delegate fees.

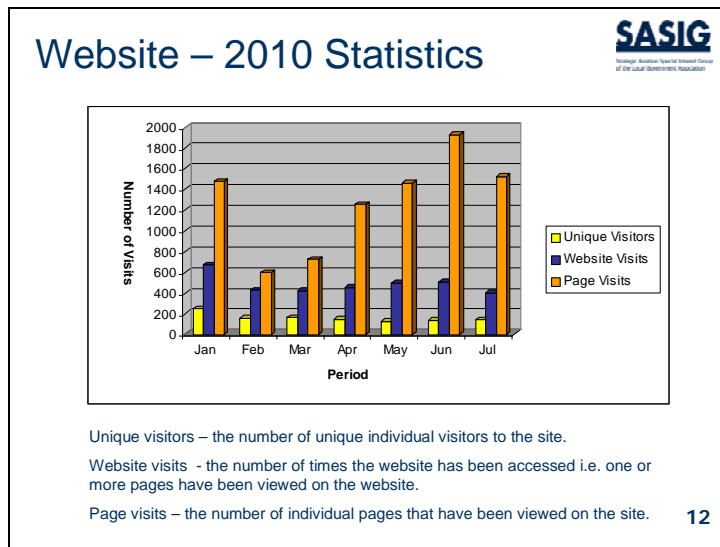
Slide 12



The library section on the website details all of the literature that we currently withhold in our library available for members to request as necessary. This has been recently updated and members are able to search for the publications that they need using the search bar feature.

Please do contact us if there is any literature in the library that you would like to view.

Slide 13



We have recently received an update detailing the statistics for SASIG website visits for the January – July 2010 period. What is shown is that we are seeing the number of pages being access on the website increasing, which is a positive trend. We have also been able to see that the number of unique visitors to the site, i.e. the number of actual visitors to the site irrespective of how many pages have been viewed has remained at a constant level. It can also be viewed that the actual website visits – the number of times the website as been accessed i.e. viewed one or more pages, has also remained stable.

Slide 14



This slide illustrates some of our website visitor statistics.

Thank you to those who have visited the site, and we look forward to seeing more of you visiting in the future.

Slide 15



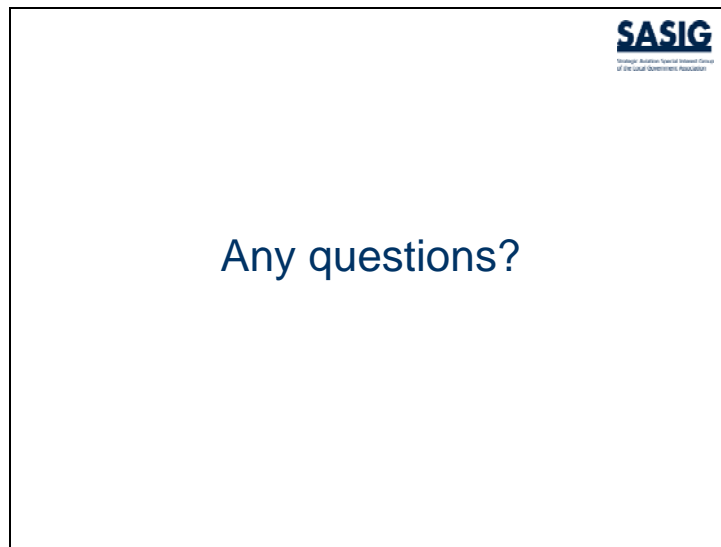
The external website links page is one that has been recently introduced in the public access area of the site.

If a member of the public were to view this page they would only be able to see the Local Authorities that currently make up our membership. Our membership are able to click a link at the bottom of this page to see a full list of external links that we currently have, which will include airlines, airport operators and airports, NGOs and Government departments. We are currently in the process of establishing links with a number of Government departments and other parties.

The page features a direct link to the website designated by the member and also features the Authority logo and a brief introduction from each Local Authority. We would like to continue building on the success of this page over time with assistance from the membership and aim to have links to all our member Authorities by the end of the year.

Note: An email was sent out to the membership on 1 June 2010 regarding obtaining a brief introduction, Authority logo and reciprocal links to our member Authorities websites. From the responses received we have been able to put together the above page. We would like to see additional responses from the remaining Authorities in order to place more reciprocal links onto this page.

Slide 16



Thank you for taking the time to read through this presentation. I hope that this has been informative and assisted the group with use of the SASIG website.

Do please contact the SASIG office with any further questions that you may have regarding the website.