

## LONDON SOUTHEND AIRPORT

### Minutes of meeting No. 85 of the Consultative Committee held on Wednesday, 25 February 2015 at 2pm at Southend Airport

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| <b>Present:</b> Stuart Greengrass | Chairman   |
| David Osborn                      | Deputy Chairman  |
| Jason Ivey (JI)                   | Operations Director, Southend Airport (AOD)                          |
| Jo Marchetti (JM)                 | Community Affairs Co-ordinator, Southend Airport                     |
| Iain Campbell                     | Ipeco Holdings   |
| John Dallaway                     | Essex Chambers of Commerce   |
| Councillor Peter Elliott          | Maldon District Council  |
| Richard Evans                     | Rochford District Council  |
| Councillor Heather Glynn          | Rochford District Council  |
| Ray Howard                        | Essex County Council   |
| Councillor Vic Leach              | Rochford Hundred Association of Parish Councils                      |
| Councillor Graham Longley         | Southend Borough Council   |
| Councillor Joan Mockford          | Rochford District Council  |
| Zhanine Oates                     | Essex County Council (Officer)                                       |
| Councillor Alf Partridge          | Castle Point Borough Council   |
| Jill Reeves                       | Essex County Council   |
| Les Sawyer                        | West Leigh Residents Association                                     |
| Ron Smithson                      | Flying Clubs   |
| Councillor Mike Steptoe           | Rochford District Council  |
| Marc Taylor                       | Head of Asset Management, Southend Airport                           |
| Martin Terry                      | Southend Borough Council   |
| Derry Thorpe                      | Southend Trades Council  |
| Neil Vann                         | Southend Borough Council   |
| Kate Willard                      | Corporate Affairs Director, Stobart Group &<br>Chair, Thames Gateway |
| George Crowe (GC)                 | Secretary  |
| Emma McDonnell (EM)               | Minutes  |

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#### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Colin Seagers, and it was noted that Councillor Mike Steptoe and George Crowe would have to leave the meeting early due to other commitments.

#### 2. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all members to the meeting, including Marc Taylor, Head of Asset Management, LSA, who was presenting during the discussions.

#### 3. MEMBERSHIP

It was noted that Councillor Mrs P A Challis, Director of Thames Gateway was no longer in position, and it was agreed that Kate Willard, Chair of Thames Gateway, would be the representative.

- 3.1 G Crowe to write to Councillor Challis and thank her for her support.

**Action**  
**GC**  
**13/03/15**

#### 4. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING – 19 NOVEMBER 2014

##### Compliance with Section 106 Agreement

- 4.1 JM reported that that processes in place in relation to managing flights which departed outside the Noise Preferential Routes (NPRs) was working well, ie infringement notices issued for 1<sup>st</sup> and 2<sup>nd</sup> offences, with a £500 fine for a 3<sup>rd</sup> offence. JM also confirmed that no complaints had been raised as a result of the most recent non-compliances.

Following discussion the Committee agreed that the current system was working adequately and that the process outlined above should be reviewed again in a year's time. **Transfer to Points Forward Diary February 2016.**

**PFD  
Feb  
2016**

#### 5. AIRPORT DIRECTOR'S REPORT

The Committee reviewed the report presented by JI, covering the period November to January 2015:

##### (a) Performance

The report contained the following performance figures:

| Total aviation movements       | November | December | January | Total   |
|--------------------------------|----------|----------|---------|---------|
| 2014/15                        | 2,329    | 2,065    | 1,940   | 6,334   |
| 2013/14                        | 2,514    | 2,164    | 1,976   | 6,654   |
| Commercial movements 2014/2015 | 1,182    | 1,062    | 947     | 3,191   |
| Commercial movements 2013/2014 | 1,348    | 1,265    | 1,174   | 3,787   |
| Passengers 2014/15             | 66,988   | 73,609   | 55,023  | 195,620 |
| Passengers 2013/14             | 66,084   | 79,738   | 59,912  | 205,734 |

##### (b) Overview

Ji advised that following route evaluation, the Flybe routes to Maastricht and Antwerp have been withdrawn. The remaining services to Munster, Rennes, Caen and Groningen continue to develop well. Transun has announced a day trip charter service to Lapland during December 2015. Discussions continue with a number of airlines about new services to SEN.

#### 6. PLANNING ISSUES

The AOD's report included information about the following planning issues:

##### (a) Controlled Airspace

LSA's application for controlled airspace was approved by the Civil Aviation Authority on 28<sup>th</sup> January 2015, and will come into effect from 2<sup>nd</sup> April 2015. The original application was submitted in August 2012, and the Airport has worked closely with all stakeholders during this time to ensure that the correct consultation process was followed. The airspace approval has been well received by based operators, and will be a significant factor in attracting new business in the future.

(b) New Fire Station

A business case and preferred location for a new fire station has been presented to the Airport Board for consideration. There is currently an invitation to tender document out with several contractors, with a response anticipated by Spring 2015. LSA has decided not to proceed with developing the Fire Training Ground, as hot fire training will be provided off site with an approved Training Provider.

(c) Passenger Terminal

Work on the new bar & restaurant for the Terminal Building is well underway, and is on track for opening early April 2015. When open, it will be able to cater for 170 seated customers at any one time, with additional offerings in the bar area.

(d) Footpath

A public planning enquiry was held in July 2014 to review LSA's application for the permanent diversion of the footpath that used to cross an airport taxiway. Following the Inquiry an order was confirmed in October 2014 to permanently reroute the footpath along Aviation Way. J Ivey updated the meeting advising that completion was due mid/end March 2015, and that the delay was due to Virgin fibreoptic cables in the area.

I Campbell reported that, due to security arrangements in place at the gate on Aviation Way, this had resulted in congestion with delivery vehicles queuing to gain access to the Airport, whilst at the same time often blocking the entrance to Ipeco. A road safety concern now exists as safety for pedestrians is compromised, with the likelihood of a vehicle/pedestrian collision.

6.1 J Ivey stated that this was unacceptable and that the Airport is looking into a longer term solution. JI to provide update at next meeting. **Action  
JI  
03/06/15**

6.2 J Ivey to ensure Essex County Council Highways network is updated on any changes. **JI  
TO  
NOTE**

6.3 As an immediate solution is needed and Aviation Way is Essex Highways, Ray Howard confirmed that he would visit the location of concern to inspect the site and take photographs, with I Campbell, Z Oates and Councillor Heather Glynn, immediately following the ACC meeting, and report back to ECC.

R Howard provide an update on the outcome of his site view at the next meeting. **Action  
RH  
03/06/15**

(e) Approach lights – runway 24

No further forward. The process continues to allow the replacement of three old runway approach light masts with three new ones. The replacement of these lamps will improve safety and will reduce the number of occasions on which aircraft need to divert elsewhere in poor weather. Having failed to reach agreement with the landowner after over a year of negotiation, application had been made to the Secretary of State under the Civil Aviation Act to secure consent, and are still awaiting a decision.

## 7. INWARD INVESTMENT, EMPLOYMENT AND TRAINING

Included in the AOD's report was information relating to inward investment, employment and training.

### (a) Inward investment

LSA continue to talk to a number of investors who would like to secure additional hangarage at the airport, and discussions with airlines on developing inbound traffic continue.

### (b) Employment and training

Councillor Graham Longley commented at the previous meeting that employment figures were important to the local community and although this data is covered in the Annual Report, detailed information was not included. K Willard therefore provided the Committee with a detailed employment and training presentation – copy of the presentation is enclosed.

In summary, K Willard advised that their Human Resources team focussed on the following:

Employment Law  
Reward, Recognition & Payroll  
Internal Employee Communications  
Recruitment & Induction  
Training & Leadership Development  
Wellbeing Culture

Councillor Ray Howard commented, in the most positive terms, on Prospects College and the services they provide and, with this backdrop, Councillor Joan Mockford queried the percentage of retention of apprentices.

- 7.1 Zhanine Oates reported that ECC works with Stansted Airport and makes sure that the airport is linking with local initiative as much as possible – one of these being Essex Employment and Skills Board. This is a representative group of large employers, SMEs, Business membership groups, colleges, universities and local government who look at collaborative solutions to build on successful work to build a local skills offering. K Willard advised that LSA was in continuous conversations with local providers and, in this respect, it would be helpful if Z Oates could email K Willard with contact information. **Action ZO 10/03/15**
- 7.2 Councillor Longley thanked K Willard for the presentation and requested that as employment figures were important to the local community, this element within the Annual Report needed to be expanded. **Action JM 2015 Annual Report**
- 7.3 Councillor Martin Terry was keen to learn more about the Performance Appraisal form. Councillor Terry and K Willard to liaise separately. **Action MT 10/03/15**

## 8. PRESS PACK

The pack of newspaper cuttings relating to the Airport was available and noted.

## 9. ECONOMIC DEVELOPMENT TEAM, ROCHFORD

9.1 Councillor Mike Steptoe confirmed that the Joint Area Action Plan (JAAP) is now at a very advanced stage, having undergone examination by a Government Inspector, and has been commended at the national Planning Awards 2014. Planning teams from Rochford District Council and Southend Borough Council were named as runners-up in the category 'Awards for Strategic Planning' for their work.

M Steptoe advised he had to leave the ACC early to attend a meeting at 3pm in relation to the JAAP, following which he would provide a written report to the Committee with a brief update on the outcome of the discussions.

**Action**  
**MS**  
**31/03/15**

## 10. COMMUNITY RELATIONS

Included in the AOD's report was information relating to community relations.

### (a) Noise

It was noted that the total number of noise complaints for the Q4 period November, December and January, were 60, compared with 48 for the same Q4 period 2014. 6 complaints related to aircraft operating to/from the airport during the agreed night time period. 3 complaints did not relate to Southend Airport operations and 27 complaints (45%) were submitted from the same address in Leigh-on-Sea. The complainants from this address were previously suspended under the vexatious category and after a six month period attended a meeting at the airport to discuss their specific concerns. The complainants were strongly opposed to airport expansion at Southend and no resolution could be found. Whilst LSA was unable to satisfy the complainants, it did agree to continue recording their noise complaints but not to respond to them in writing.

All of the complaints were investigated and all of the aircraft concerned were found to have been operating legitimately. None of the complaints received related to aircraft that were identified by the airport to have deviated from the noise preferential route (NPR).

### (b) Environment

Marc Taylor, Head of Asset Management, LSA's Environmental specialist, provided a comprehensive presentation (see attached) to allow members to gain a full understanding of the issues surrounding monitoring and quality control of surface water being distributed to both the Prittle and Eastwood Brooks from LSA.

In summary:

- London Southend Airport has been discharging surface water into Eastwood and Prittle Brook (constructed and permitted) since 1951.
- The Airport's aim is to ensure that the Airport continues to comply with Environmental standards as commercial activities have increased over the last three years - LSA has been working with the EA to ensure the airport's drainage outfalls are permitted appropriately.
- During winter operations the surface water may contain traces of de-icing products, which are now used more regularly by the Airport Authority, to ensure aircraft can operate safely during periods of extreme cold weather.

- LSA and the EA have been monitoring the water quality in Eastwood and Prittle Brooks - this data (assessment) was used to inform the Water Framework Directive (WFD), submitted as part of a revised permit application last year. The assessment was produced on behalf of LSA by Penny Anderson Associates and Capita Symonds.

The Assessment concluded that the proposed discharge would have no effect on the shell fishery or nature conservation designations associated with the Crouch and Roach Estuary due to the high levels of dilution of any discharge which may reach the River Roach, coupled with effective tidal mixing and low retention time once within the tidal estuary.

J Ivey confirmed that the Airport had purchased intelligent software which instructs personnel when it is necessary to de-ice/not de-ice.

Next steps:

- Continue to monitor the water quality at each discharge point.
- Manage de-icing operations to minimise the amount of product being applied. (Runway and Alpha only)
- Submit supporting evidence to the Environment Agency within agreed timeframes.
- Await decision from Environment Agency.
- Implement any new drainage infrastructure identified within the conclusions of the permit application.

Councillor Glynn mentioned that these water courses carry run-off and flood water from across Southend and as far away as Rayleigh Turnpike.

- 10.1 Following Councillor Alf Partridge's comment, after discussion it was agreed to wait for the decision from the Environment Agency prior to issuing any Press Release to the local media.

**PFD  
TBA**

## **11. COMPLIANCE WITH SECTION 106 AGREEMENT**

The Quarterly Section 106 Return for the three-month period November to end January 2015 was reviewed. Two papers were attached to the Return that:

- gave further information about departing aircraft of over 5.7 tonnes that had been identified as not following the Noise Preferential Routes (NPRs) and advised that infringement notices had been issued in respect of the 10 movements;
- provided more information about the 10 in respect of which infringement notices had been issued.

## **12. ALLOCATION OF FINES IMPOSED FOR INFRINGEMENTS OF NOISE PREFERENTIAL ROUTES**

JM confirmed that the £500 cheques had been donated to each of the three charities previously identified. Les Sawyer thanked Jo for all her hard work in making it happen, and it was agreed that the Sub-Committee (Les Sawyer, Heather Glynn and Mike Steptoe) would remain in existence and meet annually. **Remove from minutes.**

### 13. ANY OTHER BUSINESS

(a) Richard Evans

R Evans advised that this was his last meeting as he was leaving Rochford District Council. The Chairman and members wished him well for the future.

(b) C2C Timetable

M Terry reported that Southend Borough Council and LSA were interested in introducing a late train, as currently the last train into London left Southend before midnight.

13.1 M Terry to provide update at next meeting.

**Action**  
**MT**  
**03/06/15**

(c) LSA Board

JI confirmed that LSA Board Members are as follows:

- Ben Whawell, CEO Air Division
- Jon Horne, Managing Director
- Chris Farnaby, Non-Executive Chairman
- Jason Ivey, Operations Director
- Roger Clements, Commercial Director
- Rick Jackson, Finance Director
- Neil Marston, Group Safety & Compliance Director

The Board will meet once a month on strategic governance.

13.2 JI to forward an organisation chart to the Committee. **Actioned – remove from minutes.**

13.3 S M Greengrass to write to C Farnaby inviting him to attend a future ACC meeting.

**Action**  
**SMG**  
**20/03/2015**

(d) Congestion at Airport Retail Park

Councillor Heather Glynn reported that new tarmac had been laid in the retail park which has improved the carriageway surface, which may ease congestion slightly when entering the area.

**Actioned – remove from minutes.**

### 14. DATES OF NEXT MEETINGS

Due to the elections in May, it was agreed to postpone the 20<sup>th</sup> May meeting, until Wednesday 3<sup>rd</sup> June 2015 at 2pm. Apologies received from Z Oates who will be on her honeymoon!

Further 2015 Committee dates, all at 2pm, are as follows:

- Wednesday, 19 August 2015
- Wednesday, 18 November 2015.

**The meeting ended at 3.35pm.**

Enc: Presentation on 'Surface Water Drainage Strategy' by Marc Taylor, Head of Asset Management  
Presentation on Employment & Training by Kate Willard, Corporate Affairs Director, Stobart Group  
Organisation chart of LSA Board Members