

Liverpool John Lennon Airport Consultative Committee

Date : Friday, 27 May 2016
Venue : Cavern Suite, Liverpool John Lennon Airport, L24 1YD
Time : 10.30 am

Agenda

1 Apologies

2 Disclosure of Personal Interests

As in section 7.6 of the Constitution, If a Member has a personal interest in a matter on the agenda or likely to be discussed at the meeting, they should declare it. It is at the Chairman's discretion if the member can speak or take part in the discussion or vote on the matter.

3 Chairman's Announcements

4 Minutes

To approve the Minutes of the meeting held on 12 February 2016, attached.

(Pages 5 - 8)

5 Minutes of Sub-Committees

To receive the Minutes of the Noise Monitoring Sub-Committee held on 15 April 2016, attached.

(Pages 9 - 18)

6 Membership

To note:
Councillor Andy MacPherson has been replaced as representative for Helsby Parish Council by Councillor Chris Ellams.

7 Public question time

A member of the public may, if present in person at the meeting, address a question to the Chairman. Any such question must relate to the business and responsibilities of the Committee.

Wherever possible 3 clear working days notice of any question should be given to the Secretary. The Chairman may exercise discretion if such notice has not been given. The questions shall be dealt with at

the beginning of the meeting or immediately prior to any particular item on the agenda to which they relate.

The Chairman or other appropriate member of the Committee shall respond and supplementary question(s) will be permitted. A written response may be given if it is not possible to provide the necessary information at the meeting. If necessary, an item shall be placed on the agenda of the next appropriate Committee or Sub-Committee meeting in order to deal with issues raised by the question.

The time allocated to questions at any meeting shall not exceed 30 minutes and the Chairman shall have discretion to vary any of these procedures if it helps the effective conduct of the business of the meeting.

8 Network Rail improvement works

Presentation by Jill Partington, Communications Manager, Network Rail

9 Airport Surface Access Strategy (ASAS)

To receive an update regarding the latest ASAS and surface access improvements.

10 2015 Airport Service Quality responses

To receive a briefing from Christina Smith, LJLA Customer Services Co-ordinator regarding 12 months of ASQ results looking at various aspects of the customer journey through the Airport.

11 Quarterly Report

(Pages 19 - 24)

To receive the Quarterly Report by the Airport Company, attached.

12 UKACCs Secretariat and Support Service

(Pages 25 - 30)

To consider the funding options for the national organisation, UKACCS, from the attached report.

13 Complaints and Queries

(Pages 31 - 32)

To note the complaints and queries received by the Secretary since the last meeting and the responses made by the Airport Company.

14 Any Other Business

15 Date of next meeting

The next meeting of the Liverpool John Lennon Airport Consultative Committee is scheduled for Friday 16 September at 10.30 am in the Cavern Suite, Liverpool John Lennon Airport.

16 Exclusion of the Press and Public

If the Chairman considered that any items should be discussed privately, the press and public would be excluded from the meeting at this point.

17 Any Other Business to be discussed in the absence of the Press and Public

For further information, please contact:

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Tel. 01244 975996, Email: mikea.jones@Cheshirewestandchester.gov.uk

Date of Publication: 23 May 2016

*** *The Cavern Suite is on the first floor of the terminal building, beyond the statue of John Lennon.***

Please park in the Multi-storey Short Stay Car Park opposite to the Terminal Building.

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PRESENT: Councillor Bob Swann, Chairman of Consultative Committee
Ron Abbey, Merseytravel
Councillor Terry Aldridge, Lancashire County Council
Councillor Caroline Ashton, Frodsham Town Council
Councillor Steve Ball, Halewood Parish Council
Michelle Cameron, Liverpool & Sefton Chamber of Commerce
Councillor Keith Deakin, St Helen's Metropolitan Borough Council
Norman Elias, passenger representative
Councillor Allan Harvey, Knowsley Metropolitan Borough Council
Councillor Roy Harvey, Hale Bank Parish Council
Councillor Evelyn Hudson, Hale Parish Council
Jordi Morell, West Cheshire and North Wales Chamber of Commerce
Marshall Morris, Deputy Chairman
Alex Naughton, Merseytravel
Simon Osborne, National Trust
Councillor Steve Parish, Warrington Borough Council
Steve Pearce, Friends of Liverpool Airport
Tony Rice, disabled persons
Angus Tilston MBE, Wirral Transport Users Association
Councillor Jeremy Wolfson, Liverpool City Council
Liverpool John Lennon Airport
Robin Tudor, Head of Public Relations, Peel Airports
Secretariat
Mike A Jones, Assistant Secretary

THE ASSISTANT SECRETARY OPENED THE MEETING

55 APPOINTMENT OF CHAIRMAN

The Assistant Secretary invited nominations for the role of Chairman.

Councillor Allan Harvey nominated Councillor Bob Swann, seconded by Jordi Morrell.

There were no other nominations.

DECIDED: That

Councillor Bob Swann be appointed Chairman of Liverpool Airport Consultative Committee for the 2016/2017 year.

BOB SWANN IN THE CHAIR

56 APPOINTMENT OF VICE-CHAIRMAN

The Chairman invited nominations for the role of Vice-Chairman of the Consultative Committee.

The Chairman nominated Marshall Morris, seconded by Norman Elias.

There were no other nominations.

DECIDED: That

Marshal Morris be appointed Vice-Chairman of Liverpool Airport Consultative Committee for the 2016/2017 year.

57 APOLOGIES

Apologies for absence were received from:

Councillor Andy Dams Sefton Metropolitan Borough Council
Councillor Tom McInerney Halton Borough Council
Councillor Ralph Oultram Cheshire West and Chester Council
Councillor Colin Rowan Hale Bank Parish Council

58 DISCLOSURE OF PERSONAL INTERESTS

There were no declarations of interests.

59 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Councillor Caroline Ashton to her first meeting of the Consultative Committee, as representative of Frodsham Town Council.

60 MINUTES

DECIDED: That

subject to Councillor Colin Rowan being noted as having apologised for absence, the minutes of the meeting of the Consultative Committee held on 20 November 2015 be approved as a correct record and signed by the Chairman.

61 MINUTES OF SUB-COMMITTEES

DECIDED: That

the minutes of the meeting of the Noise Monitoring Sub-Committee held on 15 January 2015 be received.

62 PUBLIC QUESTION TIME

No members of the public were present and no questions had been submitted in advance, besides those in item 66, below.

63 MEMBERSHIP

The Assistant Secretary informed the Committee that the representative for Frodsham Town Council would be Caroline Ashton following the resignation of Mark Warren as a Councillor from the Council.

Mark Warren was also the representative for easyJet and had provided informed comments and explanation from his point of view as a pilot in many discussions. Following the reorganisation of the management of easyJet's bases, he was no longer able to fulfil this role and there was no possibility of a replacement. The Committee expressed regret at losing such a valued member.

64 APPOINTMENT OF SUB-COMMITTEES AND PANELS

DECIDED: That

in accordance with paragraph 8.5 of the Constitution the Noise Monitoring Sub-Committee and General Purposes Sub-Committee be reappointed for 2016/2017 with the Terms of Reference and Membership as detailed in the Constitution dated September 2015.

65 QUARTERLY REPORT

Robin Tudor, Head of Public Relations, presented the Airport's Quarterly Business Report, covering October to December 2015. Overall, there had been an 8% increase in passengers compared to the previous year, and the first sustained growth since 2011. In November there had been a 19% increase. At the end of the period there were 9 airlines and 13 new routes announced.

Key points (with increases given in comparison with the equivalent period in the previous year) included:

- easyJet had seen an increase in passenger numbers and announced a new route;
- Ryanair's capacity and passengers increased and announced two extra weekly services;
- Flybe commenced a service to Edinburgh and announced a new service to Newquay;
- Wizz Air announced two new services to Budapest and Katowice;
- Blue Air announced it would operate a third service in June 2016;
- Aer Lingus commenced a sixteen times a week service to Dublin, from where ten destinations in North America could be reached directly;
- Vueling operated Christmas services ahead of its scheduled launch in March 2016;
- the extension of the perimeter fence to the East of the runway was held up by an objection to the Stopping Up Order of Dungeon Lane, however this was due to be withdrawn shortly and the Stopping Up Order was then expected to proceed.
- the Master Plan would be updated in the near future, and would include consultation, including with the Committee;
- the Customer Services ASQ survey results were particularly strong, reflecting investment. The Airport outranked Manchester Airport in 9 of 13 categories;
- the Airport continued to work with Merseytravel to look at ways to improve public transport access;
- customer feedback had led to improvements such as new toilet facilities, new large flight information screens and improved flooring, fast track parking and seating;
- the Airports work with Trinity Mirror was expanding into other regional newspapers in addition to the Liverpool Echo.

Members debated the car parking arrangements and statistics, disabled access, bus subsidy and the Red Route. The latter was the no-stopping access route on the Airport land, and they gave examples of dangerous manoeuvres such as u-turns and driving the wrong way down one way roads, and the extra dangers which would result if the rules were relaxed.

DECIDED: That

the quarterly report be received.

66 COMPLAINTS AND QUERIES

The Assistant Secretary raised two pieces of correspondence which he had received on the Airport’s behalf.

The first was from Richard Buttrey, who had sent in five questions and a preamble concerning the no stopping ‘Red Route’ to the airport on the airport’s land. He disputed answers given to questions posed at the Committee’s meeting on 30 May 2015 (Minutes 21 and 25 refer) and the information in a report presented to the 11 September 2015 meeting (Minute 37 refers). They had been passed on to the Airport to respond.

The second was an email from a father requesting a week’s piloting experience for his daughter in her preparation for A levels. This had also been passed on to the Airport to respond.

67 ANY OTHER BUSINESS

There was no business under this item.

68 DATE OF NEXT MEETING

DECIDED: That

the dates of meetings for the Liverpool John Lennon Airport Consultative Committee (LJLACC) and the Noise Monitoring Sub-Committee (NMSC) up to the February 2017 Annual General Meeting be confirmed as follows and circulated to members:

NMSC	LJLACC
15 April 2016	27 May 2016
15 July 2016	16 September 2016
28 October 2016	18 November 2016
20 January 2017	17 February 2017

Chairman

Date

NOISE MONITORING SUB-COMMITTEE

**15 APRIL 2016
(10.30 am - 11.10 am)**

PRESENT: Marshall Morris, Chairman
Alan Ascott, ARCH Under the Bridge
Larry Dack, Speke Estate
Norman Elias, Passenger Representative
Ian Gaskell, Environmental Health, Knowsley Metropolitan Borough Council
Wendy Salisbury, Environmental Health, Halton Borough Council
Angus Tilston MBE, Wirral Transport Users Association
Councillor Jeremy Wolfson, Liverpool City Council
Liverpool John Lennon Airport
Andrew Dutton, Head of Environment
Colin Barnes, Environmental Advisor
Secretariat
Mike A Jones, Assistant Secretary

29 ELECTION OF CHAIRMAN

At the annual meeting of the Liverpool John Lennon Airport Consultative Committee on 12 February 2016, the Noise Monitoring Sub-Committee was confirmed to continue. The Sub-Committee were to elect a Chairman for the ensuing year.

Nominations were requested by the Assistant Secretary.

Marshall Morris was nominated by Norman Elias and seconded by Ian Gaskell.

There were no other nominations.

DECIDED: That

Marshall Morris be elected Chairman of the Noise Monitoring Sub-Committee for 2016/2017.

MARSHALL MORRIS IN THE CHAIR

30 ELECTION OF DEPUTY CHAIRMAN

Nominations were requested for the role of Deputy Chairman.

Angus Tilston MBE was nominated by Marshall Morris and seconded by Larry Dack.

There were no other nominations.

DECIDED: That

Angus Tilston MBE be elected Deputy Chairman of the Noise Monitoring Sub-Committee for 2016/2017.

31 APOLOGIES

Apologies had been received from:

Toby Zorn	Environmental Health, Wirral Borough Council
Norman Joughin	Environmental Health, Wirral Borough Council
Peter Hargreaves	Environmental Health, Cheshire West and Chester Council
Martin Doyle	Environmental Health, Cheshire West and Chester Council
Cllr Mary Aspinall	Cressington Ward, Liverpool City Council
Ian Rushforth	Environmental Health, Liverpool City Council
Cllr Evelyn Hudson	Hale Parish Council
Simon Osborne	National Trust

32 CHANGES IN MEMBERSHIP

The Assistant Secretary gave details of the resignation of Mark Warren as easyJet representative, and passed on a notification that Councillor Mary Aspinall, Cressington Ward at Liverpool City Council, was standing down in May 2016.

DECIDED: That

the resignation of Mark Warren as easyJet representative, and that the role is unlikely to be filled, be noted.

33 MINUTES OF LAST MEETING

DECIDED: That

the minutes of the meeting of the Noise Monitoring Sub-Committee held on 15 January 2016 be agreed as a correct record.

34 NOISE COMPLAINTS LOG

The Sub-Committee considered the Noise Complaints Log, which detailed every complaint received and the response to it, for the period 1 January 2016 to 31 March 2016. Colin Barnes gave a presentation to members on the Noise Log which included analysis of the number of noise complaints received by date, number of complainants, administrative area and the total number of complaints compared to the previous year. He also detailed the number of test runs. The presentation is attached to these minutes.

During the period a total of 7 complaints from 5 complainants had been received, with the highest proportion (3, or 43%) from Liverpool. It was noted that no more than 2 complaints had been received on any one day. The low numbers was pleasing as there had been weekly growth in passenger numbers at the Airport since January, with a wider variety of carriers than previously.

Andrew Dutton stressed that the number of noise complaints is not the determining factor for potential noise mitigation and it was important to inform the Committee of this during a period of low numbers of complaints as well as high.

DECIDED: That

the Noise Complaints Log for 1 January 2016 to 31 March 2016 be noted.

35 ANY OTHER BUSINESS

Andrew Dutton asked members of the Committee to suggest a location for the mobile air monitor, initially in association with Global Navigation Satellite System review and later in the summer for gathering background information.

36 DATE OF NEXT MEETING

The next meeting of the Noise Monitoring Sub-Committee is scheduled for Friday 15 July at 10.30 a.m. in the Cavern Suite, Liverpool John Lennon Airport.

Chairman

Date

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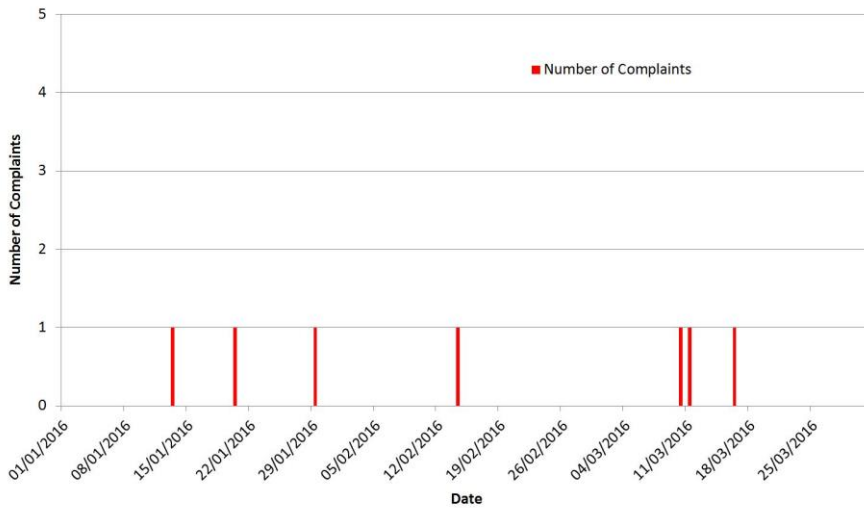
Noise Monitoring Sub Committee

15th April 2016

FASTER. EASIER. FRIENDLIER.

Liverpool John Lennon Airport

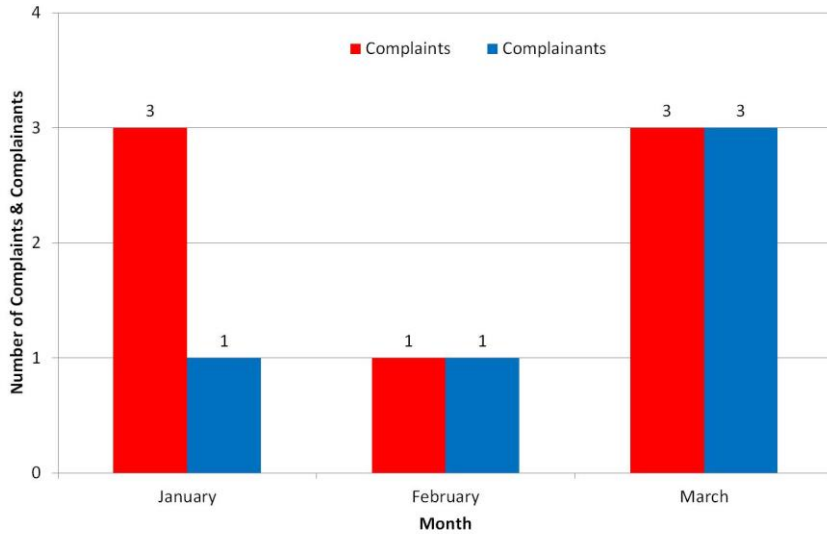
Liverpool John Lennon Airport Noise Complaints By Day 1st January to 31st March 2016



FASTER. EASIER. FRIENDLIER.

Liverpool John Lennon Airport

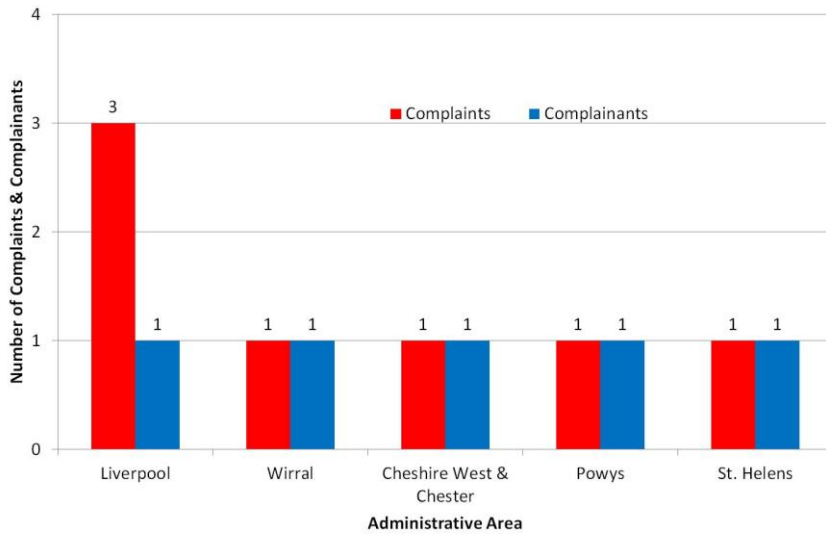
Liverpool John Lennon Airport Complaints and Complainants for 1st January to 31st March 2016



FASTER. EASIER. FRIENDLIER.



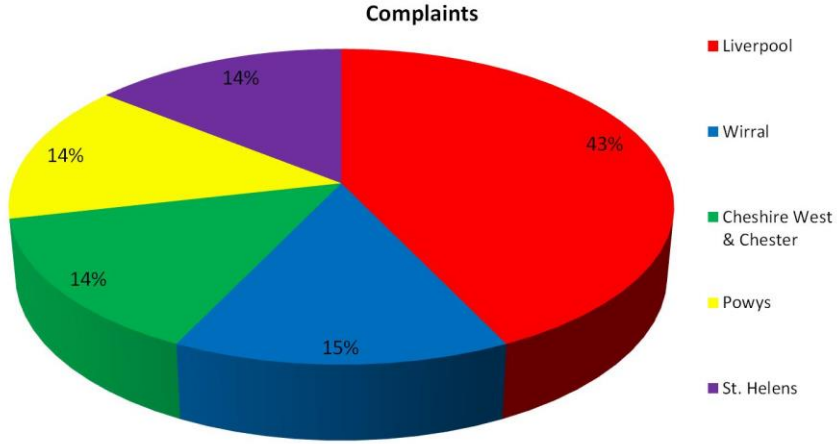
Liverpool John Lennon Airport Complaints and Complainants with Administrative Area for 1st January to 31st March 2016



FASTER. EASIER. FRIENDLIER.



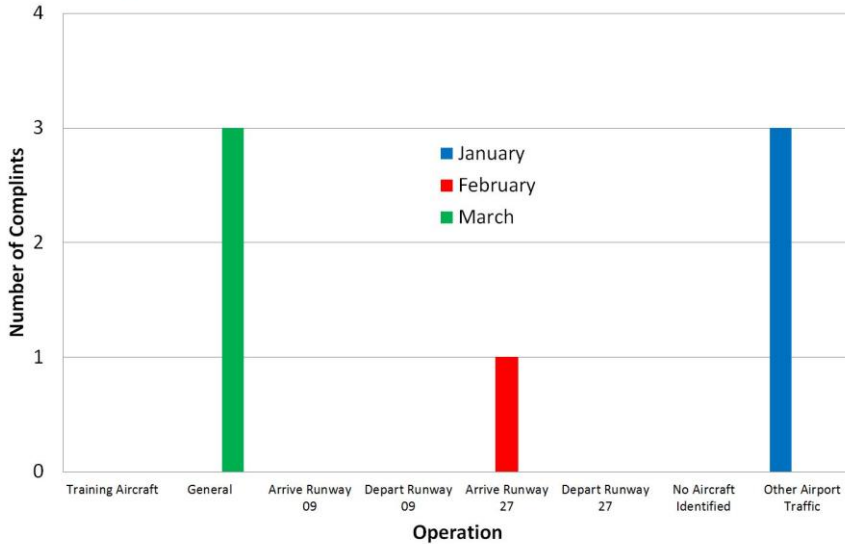
Liverpool John Lennon Airport Percentage of Complaints for Administrative Area 1st January to 31st March 2016



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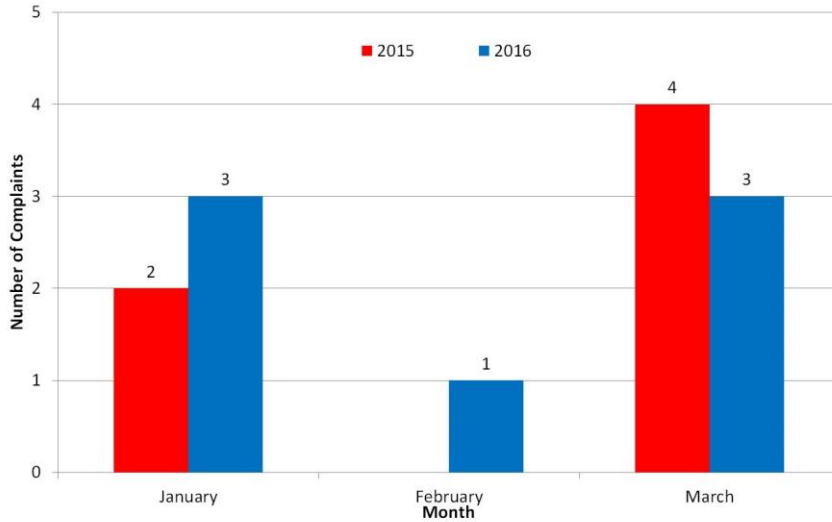
Liverpool John Lennon Airport Operations that caused Noise Complaints for 1st January to 31st March 2016



FASTER. EASIER. FRIENDLIER.



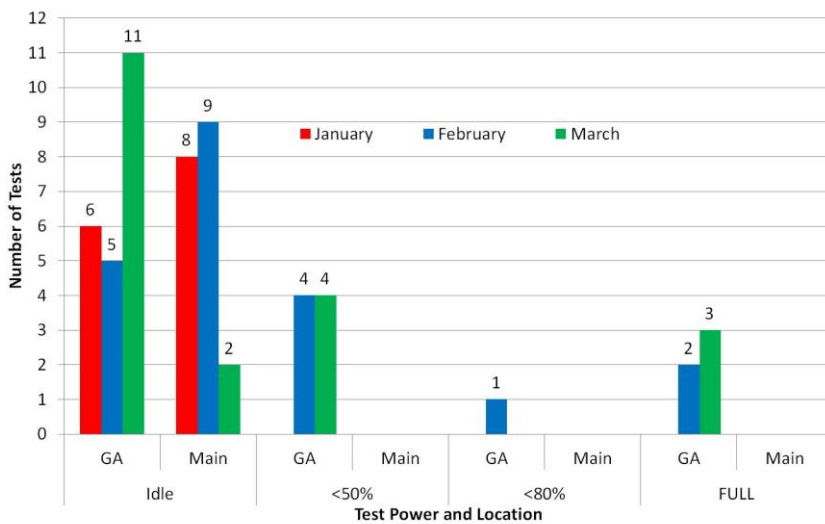
Liverpool John Lennon Airport Complaints Comparison for 1st January to 31st March 2015 & 2016



FASTER. EASIER. FRIENDLIER.



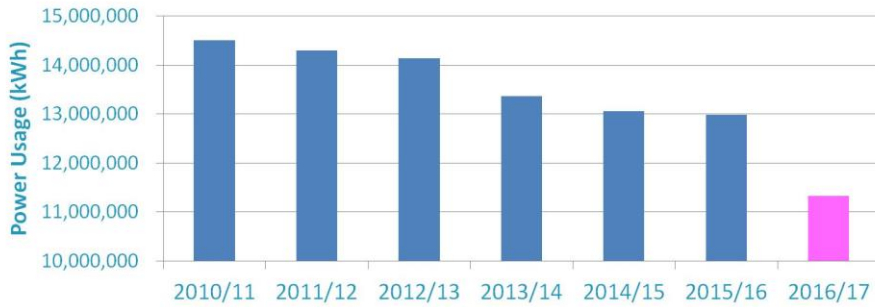
Liverpool John Lennon Airport Engine Test Runs 1st January to 31st March 2016



FASTER. EASIER. FRIENDLIER.



LJLA Annual Power Usage



- Cultural driven reduction 2010-15
- Investment (LED) driven reduction 2016/17

9

FASTER. EASIER. FRIENDLIER.Liverpool John
Lennon Airport 

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QUARTERLY BUSINESS REPORT

1.0 Liverpool John Lennon Airport - Traffic Statistics

Scheduled Passenger Traffic Performance

The Airport has enjoyed a very strong start to 2016 and is currently the second fastest growing airport of the major UK Airports. Liverpool has also moved back into the top ten of UK Airports in terms of passenger numbers for the first quarter with 1,018,469 passengers using the Airport – an increase of 20% compared to the same period in 2015.

Nine carriers are currently operating from Liverpool John Lennon Airport, which is more than at any other time.

Month	2016	2015	Variance (%)
January	304,433	252,756	+20.45%
February	333,935	274,133	+21.81%
March	380,101	323,172	+17.62%
Q1 Totals	1,018,469	850,061	+19.96%

For the first quarter of 2016, airline highlights include:

easyJet's new service for 2015 to Zakynthos has been increased to a double weekly service, owing to good performance of the route. easyJet has published the first part of its Winter season from Liverpool with growth anticipated of 4%

Ryanair announced new services to Sofia which will commence October 31st and will be the eighth European capital city to be added from Liverpool during the last 18 months. Ryanair also confirmed that five routes traditionally operated during Summer only, will operate through the Winter leading to growth of around 8% for the forthcoming Winter season.

Flybe's service to Amsterdam was discontinued following Flybe's loss of all codeshare agreements with KLM, which meant the service was unable to provide the required levels of connectivity.

Wizz Air's new services to Katowice and Budapest have started very strongly with all five routes performing well. Services to Gdansk and Warsaw will be increased for Winter, whilst their service to Budapest will be increased to a larger A321 aircraft type from March 2017.

Blue Air has announced that it will increase services to Bucharest to a four times weekly schedule from Winter, whilst services to Bacau will also be maintained through the winter schedule

Aer Lingus switched services to Aer Lingus Regional at the beginning of May which will provide up to four daily services from Liverpool connecting to

more markets in North America from Dublin, improving two-way connection times.

Vueling has commenced three times weekly services between Barcelona and Liverpool

Czech Airlines has recommenced its twice weekly service to Prague during the first quarter.

2.0 Other Matters

2.1 Car Parking

The following shows the recent car park statistics:

	Total no. of transactions
Jan	102,403
Feb	108,618
Mar	198,159

Vehicle crime continues to remain at very low levels, with a crime rate of just under 0.001% for the year to date.

2.1 Planning and Development Matters

Extension to airport perimeter fence

Further to the last quarterly report legal agreements between the Airport and Scottish Power are being finalised with the stopping up order to hopefully proceed soon.

Airport Master Plan

The Airport still intends to update its Master Plan which was previously published following public consultation in 2007. Timescales have slipped however and this is now likely to be later this year.

This will once again include a period of public consultation regarding the Airport's proposals, though plans for expansion are broadly expected to be similar to those set out previously.

The Consultative Committee will be part of this consultation with a presentation expected to be provided at a future meeting.

2.3 ASQ surveys

The table below shows Liverpool's placement in the benchmark group of 19 Airports for the latest Q1 2016 ASQ results (19th being the lowest place and 1st being highest). The table also compares Liverpool's placement against Manchester Airport's as requested by the Committee, with the red and green indicating a higher or lower placement in the benchmark.

	LJLA ranking out of 19		MAN ranking out of 19	
	Q1 2016	Q4 2015	Q1 2016	Q4 2015
Overall satisfaction	8	5	10	9
Overall satisfaction business pax	9	8	11	10
Overall satisfaction leisure pax	10	6	7	9
Ease of way finding	2	3	10	10
Flight Information Screens	2	14	9	9
Cleanliness of washrooms/toilets	11	12	10	10
Comfort of waiting/gate areas	12	13	10	11
Cleanliness of airport terminal	10	9	12	12
Ambience of airport	5	4	15	14
Speed of baggage delivery	2	1	10	12
Arrivals passport & visa inspection	4	3	14	9
Waiting time in check in queue	1	10	9	5
Waiting time at security inspection	5	1	14	6

Following the replacement of the flight information screens 'Ease of wayfinding' and 'Flight Information Screens' rankings reflect the improvements made.

Works in progress to open new toilet facilities at gate 30 in the Departure Lounge led to increased use of the gate 2 toilet facilities during Q1 2016 resulting in low rankings within the benchmark group of 19 airports. These toilets have now been finished which should be reflected in Q2 scores

Waiting time in check in queues improved following on from temporary issues with Aer Lingus check in during Q4 2015.

Liverpool remains to be ranked higher than Manchester in 9 out of the 13 categories

2.4 General Airport update

Airport Transport Forum

The Airport and Merseytravel continue to work together to look at ways to improve public transport access to and from the Airport. This includes

updating the Airport Surface Access Strategy (ASAS) which has now been approved by members of the Airport Transport Forum and will shortly be published on the Airport website.

Progress to date as a direct consequence of this work is the planned re-establishment of a direct non-stop bus link between the Airport and Liverpool South Parkway (LSP), which will become part of an amended Arriva 500 City Centre Express service which will call at LSP non-stop from the Airport before travelling to the City Centre and vice versa for its journey from the City Centre to the Airport.

In addition, work is continuing to develop an integrated through ticket offer to help make this improved link a more attractive option for passengers travelling to/from the Airport by train via LSP.

CAA Consultation on issues affecting passengers' access to UK airports: a review of surface access - CAP 1364

The Airport recently responded to the above CAA consultation highlighting predominantly on site transport facilities, procedures and charging arrangements and their promotion.

Liverpool FC Europa League Final

Liverpool FC's recent final in Basel brought a very busy 24 hours for the airport with around 3,000 fans travelling through on 14 extra flights on the morning of the game. The operation to handle around double the usual passenger numbers went extremely well with a very positive reaction from fans.

2.5 Press Releases

The following press releases were issued by the Airport over the past few weeks:

9 th February	LJLA to launch UK's first Firefighter Cadet Placements for South Liverpool young people
15 th February	Valentine's Day and start of half term holidays brings LJLA busiest weekend of 2016
19 th February	Aer Lingus increase Dublin frequency to up to 4 departures per day
4 th March	Passenger growth continues at LJLA with 22% increase in February
14 th March	LJLA responds to Scottish Government plans to cut APD by 50%
24 th March	New airline and new routes as busy Easter gets underway
29 th March	LJLA celebrate Vueling's inaugural Barcelona service in time for Easter

31 st March	LJLA to be linked with another European Capital as Ryanair announce flights to Sofia
4 th April	Bumper first quarter for LJLA brings over 1 million passengers so far in 2016
13 th April	Ryanair launch Winter 2016/17 schedule from LJLA with 6 new Winter services
18 th April	LJLA expects further growth as easyJet launches its Winter 2016 flights
21 st April	More choice and variety for Liverpool's sun-seekers
3 rd May	Thomson Airways return to Liverpool as Summer season holiday flights get underway
4 th May	Balkan Holidays to offer Summer 2017 departure from LJLA
9 th May	LJLA celebrate runway's 50th Anniversary
13 th May	LJLA gears up for mass exodus of LFC fans to Basel

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UKACCs Secretariat and Support Service

Dear Colleague,

I want to bring you up to date with the review of the UKACC Secretariat and Support Service and to highlight matters that require your committee's consideration prior to this year's Annual Meeting in June.

At last year's Annual Meeting in Manchester you will recall that it was agreed that the UKACCs Working Group should continue to take forward the review of the Secretariat and Support arrangements and was specifically asked to consider:

- (1) an arrangement whereby Paula Street was invited to provide her services to UKACCS outside of her employment with WSCC – subject to agreement from WSCC that this is acceptable to them as her main employer.
- (2) the potential for other ACCs (Chairmen/Secretaries) being able to offer skills and time to being part of the support mechanism.
- (3) the remuneration of the secretariat and support staff.
- (4) the current subscription fees/banding and whether these need to be reviewed.

The UKACCs Working Group has held two meetings since the Annual Meeting in June 2015, to discuss the formal establishment of a unified secretariat for UKACCs, including the transfer of much of the responsibility for the administration of UKACCs affairs from West Sussex County Council to UKACCs itself, in line with the decision taken at the Annual Meeting. As from 1 March the revised duties of the UKACCs Secretariat Support Team came into effect. The Team now comprises Frank Evans (Secretary and Adviser to Stansted ACC), Stuart Innes (Secretary to London City ACC) and myself. Barry Smith (Deputy Honorary Secretary to Gatwick ACC) remains the Honorary Secretary to the Conference.

As part of this review, expressions of interest for the position of an Honorary Treasurer were sought from across the UKACCs membership. I regret to say that no expressions of interest were received but steps have still been taken to set up a UKACCs bank account with three signatories from the UKACCs Working Group membership (Peter Smart, Chairman of the Working Group; Mike Flynn, Secretary to Manchester ACC; and Barry Smith, Conference Secretary) for which we are grateful. At the Annual Meeting we will again seek expressions of interest for the Honorary Treasurer (see attached advert previously circulated).

Two other matters that require your consideration are in relation to the review of the scale of membership subscriptions and the UKACCs Website (which also currently hosts the websites for Gatwick, Edinburgh, Liverpool, Birmingham, Manchester, Prestwick and Aberdeen) which is in need of updating. Both these matters need to be considered as a package.

UKACCS WEBSITE

The current UKACCs website is in need of a major review and is currently using a dated website platform which can only be operated by Stuart Innes. Other members of the Secretariat Team are not able to undertake any administration of the website. The Working

Group has considered establishing a new platform for the UKACCs website using a modern platform but this will have cost implications. A bespoke WordPress website is advised rather than a free website builder template (including WordPress' own free template) as templates would not be able to host easily the other UKACCs sites without having to pay for expensive add-ons which also come with the greater risk of websites being hacked. The creation of the new website to accommodate all the current functions is therefore more complex than first thought and would require someone or a company with expertise to take forward the revamp. A WordPress site will enable a designated number of editors which will ensure resilience which we currently do not have, as Stuart is the only one who can update all the websites.

Quotes have been sought from 3 separate website design companies which vary in cost from £2,350, £3,400 to £6,204. Having looked at those company's clients' websites the lowest quote would probably not offer the best possible design for a UKACCs website. The realistic price would therefore be in the region of £3,500. There is also an annual (or monthly) web hosting fee probably around £180 per annum which needs to be taken into account in the future UKACCs budgeting arrangements. The current UKACCs web hosting costs are not known (currently with UK2net arranged by Stuart). It should also be noted that the Gatwick and Aberdeen Committees are currently considering different hosting arrangements away from the UKACCs site so may not be required to feature as part of the revamp of the UKACCs site.

All member ACCs are therefore asked to consider the options available to fund the revamp of the UKACCs website as the current UKACCs budget does not have the funds necessary for such a project.

The possible options include:

- Seeking an airport to fund the project.
- Seeking an airport to provide an interest free grant/loan to UKACCs which could be paid back over a specified time e.g. £1000 per year, or the ACC's membership subscription fee being suspended for the duration of paying back the money.
- Seeking equal contributions from those committees that have their websites hosted by the UKACCs website as they benefit from a free service now and in the future to have their websites hosted by the UKACCs site.
- Seek equal contributions from all 23 member ACCs. In respect of this option consideration has been given to a new scale of membership subscriptions to raise funds for the website project (see below).

Please could you let me know as soon as possible your committee's view on the possible way forward.

REVIEW OF SCALE OF MEMBERSHIP SUBSCRIPTIONS

The subscription fees raise the necessary funds to pay for the UKACCs Secretariat Support Team and other administrative expenses. The current scale of subscriptions amounts to a UKACCs budget of £13,125. The annual staff and administrative costs amount to a budgeted total of £11,550 leaving £1,575 within the budget which falls short of the monies needed to fund the new website project. The Working Group has therefore considered options for a

new scale of subscriptions and the recommended formula is attached for your committee's (and airport management's) consideration.

Please could you let me know as soon as possible your committee's view on the Working Group's recommended scale of subscriptions.

The outcome of this consultation with member ACCs will be considered at the Annual Meeting in June. In order to prepare for that meeting we require the input from your committee at the earliest possible time.

I therefore look forward to hearing from you on both these matters.

Kind regards

Paula

UKACCs Secretariat
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UKACCs MEMBERSHIP SUBSCRIPTION FEES – SUGGESTED INCREASES FOR CONSULTATION WITH MEMBER ACCs

Airports:	Present Fee:	Increase	Proposed Fee:	Total:
Under 3m	£325	£50	£375	£2,625
Over 3m but under 6m	£425	£75	£500	£3,500
Over 6m but under 10m	£625	£100	£725	£2,175
Over 10m but under 20m	£875	£250	£1125	£2,250
Over 20m – 40m	£1125	£300	£1425	£2,850
Over 40m	£1125	£375	£1500	£3,000
				£16,400

N.B.

The membership subscriptions are based on the CAA's published airport figures. The figures for 2015 are awaited but it is likely that Stansted and Birmingham will now move into the next membership subscription band. This will effectively result in their membership subscriptions being raised in two ways: by the change of band, and then the increase in subscriptions across all bands. This will mean that both those airports will be faced with substantial increases in their membership fee this year if it is decided to increase the membership subscriptions as proposed. It should also be noted that Stansted ACC has recently decided to move its website away from the UKACCs hosting arrangement and has incurred its own additional cost for setting up its own independent website. Also Heathrow and Gatwick (the only two airports handling 40 mppa) will be faced with an increase in subscriptions in respect of the proposed new membership band. The Gatwick ACC is in the process of setting up its own independent website and is incurring a significant cost to do this.

If the additional costs of revamping the website can be contained within one year, then it is further recommended that the annual meeting 2017 review the level of subscriptions for 2018 and beyond.

The background to the proposed increase in subscriptions, the suggested new rates and the additional information relating to Stansted, Birmingham, Gatwick and Heathrow is provided to ensure the information available to members is fully transparent.

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From email 10 May 2016:

Please table this question and supporting notes at the May meeting of the Airport Consultative Committee.

The LJLA Consultative Committee has a duty under its constitution to 'protect the interests of users of the Airport' and 'consider any question in connection with the operation of the airport as it affects the communities represented...'

LJLA are in breach of the Town and Country Planning (Control of Advertisements) Regulations in that they do not have planning permission for the signs they have erected at the Airport. I'm led to believe by Liverpool Council's Highways department that Planning permission has been refused because the signs are not up to the standards required and are a hazard to road safety.

Furthermore Vehicle Control Services (VCS), the agent of Liverpool John Lennon Airport (LJLA) are regularly demanding money from the public for breaches of an alleged contract not to stop on the airport roads based on the assumption that the airport signs form the basis of a contract. If they are doing this knowing that the signs don't meet the requirements of the Road Traffic regulations and are incapable of offering a contract then they are obtaining money under false pretences and LJLA, being ultimately responsible for the acts of their agents, are therefore complicit in this offence.

It is clearly not in the public interest to let this situation continue and the committee would be derelict in its constitutional duty if it failed to establish and satisfy itself whether there is a public interest matter involved here and if so pursue this matter with LJLA.

I therefore respectfully ask the Consultative Committee to take whatever steps it considers appropriate to either confirm or reject the claim that LJLA is committing an offence contrary to the aforementioned Control of Advertisements regulations and draw the conclusion that LJLA's agent VCS are committing an offence by demanding money when non is due. If the Committee find substance in these claims will they take all steps necessary to ensure LJLA regularise the situation and ensure that VCS are prevented from issuing penalty charge notices until such time any signage has received official approval and are in place?

Supporting Notes.

In brief VCS claim their signs form the basis of a contract to stop and be charged. The signs however don't meet the requirements of the Road Traffic Regulations and as a consequence do not have advertising permission. Retrospective permission has been sought but the latest statement (4 April 2016) from Liverpool Council is:

"...the airport have presented a revised design for the signs which has been checked by my Highways colleagues, however I understand that there were still some flaws in the design. Highways have now recommended that the Airport employ the services of a specialist consultant to do the redesign. I understand that there is a disparity between the proposed and required font sizes in the latest

version of the signs put forward. I believe as a result, the number of words may need reducing and the signs enlarging.The scheme is back in the airport's hands at the moment."

It seems to follow logically from the concern of the Highways Dept. that the failure to contain the required font size means that the signs are unreadable, and if so then they are unreadable for all purposes, both road safety and the ability of the public to understand that a contract is being formed.

VCS claim that a driver who stops on the airport roads even for a few seconds has accepted its contract to stop for a charge of £60. Given that the signs are unreadable it's impossible for a driver to absorb and understand the signs when travelling at the permitted speed and hence impossible for the offer to stop for a £60 charge to be accepted. The signs can only be read and understood if the driver stops his vehicle to read them, but by doing so he is deemed to have accepted the contract. Clearly a Kafkaesque situation.

The VCS business model relies on the majority of the public being frightened into paying. I know of several people who have refused to pay these VCS speculative invoice charges. The fact that there are no known instances of VCS taking anyone to court for refusing to pay supports the fact that VCS know they are acting outside the law and don't want this to be tested in court, calculating that there is every chance that a judge would set a precedent and rule that no contract exists. This would not only immediately decimate VCS's revenue stream but also confirm they are committing an offence.

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