

EDINBURGH AIRPORT NOISE ADVISORY BOARD

Note of Record - Thirty Seventh Meeting held on Wednesday 2nd September 2020

By Webex

Commencing at 6.30pm

Present: Lindsay Cole, (LC); (Chair)

Merv Archibald (MA), Blackness Area CC; Adam Cumming (AC) Cramond Association); Sharon Gibson (SG), Pumpherston CC; Ray Godfree (RG), Ratho & District CC; Louise Gunstensen (LG), Dalgety Bay & Hillend CC; Tom Leatherland (TL), Limekilns and Charleston CC; Helena Paul (HP), Blackness Area CC/EAW; Pippa Plevin (PP), JFCCWL; Karen Walker (KW) Blackness Area CC; Andrew Watt (AW), Dalkeith & District CC & Midlothian Federation CC; Tom Wylie (TW) Cramond and Barnton CC.

In attendance: June McClung (JMcC) EAL

Apologies: Bruce Finlayson (BF), North Queensferry CC; Neil Lovett (NL), East Calder CC, Liz Scobie (LS), Uphall CC;

The Chair welcomed everyone to the meeting.

ITEM		ACTION
1	Approval of Previous Minutes Draft minutes of the "virtual" meeting held on 1 st July 2020 remain to be approved, and remain in abeyance until the comment raised by a member could be clarified and agreed by the Members. A draft record of the meeting held on 5 th August had been circulated to all members prior to this meeting and in the absence of any comments were proposed (MA) and seconded (AW) as a true record of the meeting. Responding to a query raised relating to the re-introduction of funding by EAL for a minute secretary, the Chair confirmed that a request had been made to EAL for a review given that the notice of withdrawal of funding allowed for a review in September and that a response from EAL is anticipated shortly.	BF CHAIR
2	Matters Arising from previous meetings As previously noted several items are listed as in abeyance pending a resumption of normal meetings and attendance by EAL once COVID-19 restrictions are eased. These items remain included as an appendix to this record. 0-----0	
2.1	Annual Report It was noted that an email received this day from EAL had appeared to query the absence of an annual report although it was initially requested by Louise McIntyre (EAL) who is on furlough.	

	Further to discussion it was agreed that the Chair assisted by LG use a template proposed by AW incorporating comments already made by BF and other Members for discussion at the next general meeting. Deferred to item 4 on the agenda of this meeting. Report Published	CLOSED CHAIR/LG
2.2	<p>34.3.1</p> <p>Q: The Board is experiencing difficulty in contact NATS – is this the result of staff being on furlough?</p> <p>A: EAL will pass on any queries of provided by EANAB Noted that EAL (GR) had offered to help a response was delayed. It was agreed that if information regarding “Runway 06 trial” cannot be obtained from NATS that a FOI will be sent to the CAA. Noted a FOI request had been put to the CAA and a response was anticipated shortly within the 21 day time limit. Noted that a letter from the CAA has been received but they are unable to locate any useful information. And suggest asking EAL</p>	CLOSED AW/EAL
2.3	<p>34.3.2</p> <p>EAL have instigated this review and see it as a positive step and as a way of building a relationship with ICCAN, whilst advancing the work of the Board through evolution. The Chair sees it as a way of finding bespoke ways of making things better. It is possible that there may be no change to EANAB and the way it is run (EAL agree that it’s unlikely that ICCAN would suggest the noise board is scrapped) but all view it as an opportunity to examine the process while things are quiet. To this end, a small task force is being set up, co-convened by the EACC and EANAB Chairs. EANAB will be represented on the Task Force but all Members will have their opinions heard. Deferred to item 3 on the agenda of this meeting.</p>	CLOSED CHAIR
2.4	<p>It is understood that ICCAN Guidelines will seek to find the best way for communities to engage with airports and EAL consider it a good opportunity to look at all the present benefits and consider how structures may change. EAL Consider engagement with Community Councils to be the best way to manage this.</p> <p>It was note that in conjunction with EACC, EANAB should not be looking for off the shelf solutions to re-vamp the Noise Board but need to look globally at how other airports review and approach noise issues and how their noise boards have evolved to best manage this. Deferred to item 3 on the agenda of this meeting.</p>	CLOSED LC Deal under AOB
2.5	<p>34.4.1.2</p> <p>A query was raised to EAL as to whether Sandy Legget remained on furlough to which EANAB were asked to forward a request for contact details. Contact with GR reply outline to get in touch with SL or Simon Rhodes. Noted this ongoing for nearly a year Noted Simon Rhodes of EAL returned from furlough on 31st August and as “Head of Airspace “will be contacting EANAB soon.</p>	AW EAL
2.6	<p>Another consultation feedback closed last week Thanks noted from MA over consultations Note further discussion on Fasi N & Fasi S Procedures for re-classifying airspace consultation just starting to Sept</p> <p>Ongoing</p>	ALL/AW

2.7	<p>35.4.1 Governance Sub-Group – Review of Terms of Reference It was noted that in reviewing the present ToR a number of questions were raised by the sub-group. These were listed within an email sent to all members on 26th June. During further discussion it was determined that some of the items, such as requiring a “register of stakeholders” were effectively redundant and might be removed. Furthermore it was noted that in the light of recent press reports the Board may wish to consider further clauses relating to statements made or issued to reporters. Other issues noted related to “Annual events”, reports and methods for managing tasks and resolution of issues. It was noted that a review of the ToR was timely given the proposed “review” of EANAB by EAL/ICCAN</p> <p>It was agreed that Members should respond to the email to RG with constructive comment by 15th July so that a preliminary draft of a revised ToR may be prepared for discussion at the next general meeting on 5th August Noted that only one response to the email of 26th June had been received. Deferred to Item 5 of the agenda for this meeting. Deferred to item 6 of this meeting</p>	RG
2.8	<p>35.5 Article in The Ferret online publication</p> <p>35.5.1 Contact RL to establish potential guidelines and ICCAN input.</p> <p>It was noted the chair had been contacted by Rupert Bashan of ICCAN and a meeting via Zoom is to be held with Lindsay and Rupert Bashan during the week commencing 21st September. It was asked could the ICCAN subgroup be included, and would the Chair copy the email received from Rupert Bashan to the ICCAN Sub Group</p>	HP ONGOING
2.9	<p>35.5.2 It was agreed the Chair will contact Gordon Robertson tomorrow to clarify what he means in his press quotes. Noted a response from EAL is awaited</p>	CHAIR
2.10	<p>35.6 Updates from Sub Groups</p> <p>Governance 35.6.3.1 Following earlier discussion of the CoC and ToR previously discussed it was noted further that the Governance group should consider adding guidelines for the Chair to support him in press query/releases situations. Deferred to item 6 of this meeting</p>	EAL
2.11	<p>35.6.4 Health 35.6.4.1 As noted previously under matters arising a report has been circulated. NHS has offered to provide some data, not yet received and options are being considered.</p>	CLOSED GSG
2.12		AC/ONGOING

2.13	<p>35.6.4.2 It was noted that litigation has been listed (internet) against airports in the USA with regard to Performance Based Navigation (PBN) that often causes issues worldwide. Link to relevant web site to be provided for EANAB members Link still to be provided Noted Links regarding litigation against airports in the USA distributed to members There appear to be many others that could be looked at also with similarities to the situation regarding the first ACP without proper consultation (such as the TUTUR trial). It was questioned with respect to concentrated noise effects on health, whether EANAB should consider this when the study is carried out, and generally agreed by several it was a good and pertinent point to ensure that this is raised and is flagged and considered by approaching the Royal College of Physicians and NHS Scotland..</p>	AC
2.14	<p>35.6.5 Review of Issues Log 35.6.5.1 Noise modelling, a briefing is to be circulated to members and a presentation made at August's meeting which will include information on noise monitors and noise metrics; Presentation Delayed until September awaiting return of EAL Staff from furlough. The Presentation was made to members via Webex on 24th August.</p>	CLOSED MA/BF
2.15	<p>35.6.5.2 Climb Profiles and Noise, after TO70 work done on profile of flight on noise footprint, there are 2 ways to progress this for EANAB, to ask EAL to fund analysis by TO70 OR we think about asking EAL to ask ERCD to look at this; Deferred to item 6 of the agenda for this meeting Deferred to item 7 of this meeting</p>	CLOSED ALL/MA
2.16	<p>35.6.5.3 It was agreed that a further approach will be made to EAL to ask again for KML files. Noted EAL have agreed a presentation of KML data to be arranged. Deferred to item 7 of this meeting</p>	CLOSED MA
2.17	<p>35.6.5.4 Referring to approaches to EACC and ICCAN, to improve links and joint working it was noted ICCAN are more than happy to join any of our meetings and EACC are to be approached. Noted a meeting is arranged for Monday next 10th August</p>	CLOSED AC CLOSED MA/ONGOING
2.18	<p>35.6.5.5 Short term fixes, to be revisited within the Aviation Sub Group for further information.</p>	CLOSED CHAIR
2.19	<p>35.7 Any Other Business 35.7.1 Noted that this emphasises the need that EANAB should expedite the Annual Report and not wait until Autumn. Deferred to item 4 of the Agenda for this meeting 35.7.3 It was noted a short letter has been drafted based on that which ICCAN produced regarding opportunities to reduce and</p>	LG/CHAIR

<p>2.20</p> <p>2.21</p>	<p>mitigate noise while the aviation industry is reopening for forwarding to EAL and copy to ICCAN. Noted a letter was posted – date to be confirmed. No response as yet – letter passed on to others via Hannah Bardell Noted no responses but this may be due to people at EAL and CAA still being on furlough</p> <p>EANAB Review up date and Discussion 36.3 It was noted that the Review Task Force had met on Tuesday 4th August, and that notes taken at that meeting had been circulated to EANAB members.</p> <p>After prolonged discussion it was agreed a letter should be sent to Robert Carr and Kevin Lang inviting them to meet with EANAB at the earliest mutually convenient date so that the Review Task Force could be advised of the opinion of EANAMB members as to the form and structure of the pending Review.</p> <p>EANAB Annual report Following discussion the draft Annual report was agreed for issue subject to minor addition and deletion of certain repetitions of text</p>	<p>CLOSED HP</p> <p>LG/CHAIR CLOSED</p>
<p>3</p>	<p>Update on KML Noise Maps</p> <p>An on-line meeting was held on 29th July with GR and AL of EAL</p> <p>Subsequently MA met JMcC on 11th August The main points are how could the board use these maps better to inform our communities (e.g. Ratho Station residential Development). Edinburgh Airport expressed concern in releasing KML data in case of misunderstanding amongst the public lay people and because they are deemed commercially sensitive, which was difficult to understand. However this has been discussed further and EAL will now release the KML data via Dropbox</p> <p>Following discussion of the relevance of the KML maps as exemplified in recent comment relating to a proposed residential development at Ratho Station it was noted that in responding to Planning applications as a statutory consultee EAL might consider implications of noise impact on proposed residential developments in addition to other issues such as limiting the risk of bird strikes etc., to which it was confirmed EAL does comment on noise and provide updated contours and has been speaking with Edinburgh Environmental Health on this matter.</p> <p>In noting that landings are often louder than take offs, an aspect largely overlooked in recent noise studies by developers, it was suggested that it might be worth contacting councillors who are involved with the planning committee in order to better inform or educate them with regard to aviation noise and EAL suggested that EANAB might offer to attend relevant council meetings to better inform the Council on noise issues.</p>	<p>JMcC/EAL</p> <p>CHAIR</p>

<p>4</p>	<p>Noise Board Review – Update</p> <p>The last meeting of the Review Task Group was held on 19th August covering discussion on how to arrange meetings, communication and maintaining transparency. RC is now on holiday.</p> <p>It was noted that approximately 70 - 80% (Post meeting note actual response was from nine of the sixteen EANAB Members of the board 56%) responded to the request for questions for the review of which resulted in 119 questions which have been distilled into a shorter list.</p>	
<p>5</p>	<p>Feedback from Robert Carr/Kevin Lang Meeting</p> <p>A number of Members who were unhappy about how the review has arisen met virtually on the 26th August with Robert Carr (RC) and Kevin Lang (KL), and were able to make their points both as a group and individually. It was noted that the attendees felt they were listened to very fairly and Robert Carr is very much in favour of transparency. The agenda from the meeting was shared with the board and although not everything was able to be covered in depth in the meeting, the overall agreement was that it was an encouraging meeting and that RC has said they are open to further discussions and suggestions.</p> <p>A record of the meeting is expected in due course but has to be agreed with RC and KL.</p> <p>The Chair asked about a non-specified document that was sent to RC which was confirmed as a record of the meeting sent by Members for comment, together with a three stage process prepared by AC and previously shared with the board via email.</p>	
<p>6</p>	<p>Governance Proposed Amendments to CoC and Tor</p> <p>6.1 Complaint</p> <p>In relation to a complaint raised by a Member the Governance Group stated:</p> <p>“In relation to a complaint raised by a member under clause D5 of the Code of Conduct (CoC), in pursuing the requirements of Clauses E5 and E6 of the CoC, the Governance group has failed to reach a unanimous determination of the complaint and must consider the matter as unresolved.”</p> <p>6.2 Code of Conduct</p> <p>A proposed amendment to the Code of Conduct was circulated to all members on prior to the meeting on 31st August incorporating a proposed additional clause “D12” to the CoC providing guidance to the Chair and all Members in relation to statements made to the Press and other external organisations on behalf of EANAB.</p> <p>During discussion it was questioned whether the proposed clause should be expanded to say that any formal statements are only issued with approval of the Board.</p>	

	<p>During subsequent discussion it was noted that gaining Board agreement/approval would take significant time and limit the Boards ability to respond to Press Questions as immediate responses would necessarily be limited “<i>No Comment</i>”. It was observed that this could be misconstrued by readers.</p> <p>However it was further proposed that there should be a backstop of board approval in order to protect the spokesperson.</p> <p>The meeting failed to agree to the Chair’s proposal that there be a vote on the amendment, and it was suggested that more text be added and that since there does not seem to be an urgent rush for the amendment that approval could wait until the next board meeting.</p> <p>6.3 Terms of Reference</p> <p>It was noted that the only two members had responded to a request tabled in June.</p> <p>It was noted that three issues require consideration</p> <p>6.3.1 Determination of the EANAB annual calendar:</p> <p>A proposed amendment to the Code of Conduct was circulated to all members on prior to the meeting on 31st August incorporating a proposed additional clause “D12” to the CoC providing guidance to the Chair and all Members in relation to statements made to the Press and other external organisations on behalf of EANAB.</p> <p>The meeting failed to agree to the Chair’s proposal that there be a vote on the amendment, and it was suggested that more text be added and that since there does not seem to be an urgent rush for the amendment that approval could wait until the next board meeting</p> <p>6.3.2 Membership Voting Rights</p> <p>It was noted that at present there are Full (voting) Members who are nominated individuals from communities who can send a participating member in place with the Chair’s approval, however Participating members do not have voting rights.</p> <p>The board can also have co-opted Full Members with speciality knowledge. Additional invited people such as those from the airport can also attend board meetings as participating members.</p> <p>In noting that the current definition of an alternate representative for an absent full member means they cannot vote it was agreed that the ToR be amended to clarify that Alternate Members hold a voting right when attending meeting in the stead of the normal Member.</p> <p>6.3.3 Representation</p> <p>It was noted that at present EANAB has 16 members (excluding the Chair) that represent 13 Community Bodies, explained by the fact that there are three members noted as representing Blackness Community Council and two members representing Uphall Community Council, a position that distorts the balanced representation of communities required under the Terms of Reference.</p>	<p>GSG/CHAIR</p> <p>GSG</p> <p>GSG</p>
--	---	---

	<p>It was noted that one member (PP) previously listed as representing Uphall Community is now a representative member of the Joint Forum of Community Councils in West Lothian and no longer represents Uphall Community Council.</p> <p>It was also noted that there were two representatives for Cramond; one being the Community Council representative and the other the Cramond Association.</p> <p>In respect of Blackness Community Council it was noted that one member (HP) is said to represent both Blackness Community Council and Edinburgh Airport Watch (EAW). Since this representation has not previously been recorded clarification was requested as to the status of EAW and how it functions in terms of members, meetings, officers and who it represents?</p> <p>During subsequent discussion no such clarification was provided and the matter was left in abeyance for Blackness Community Council to consider how to address this 3 fold representation.</p> <p>It was noted further that the validity of representation of Edinburgh Airport Watch on the Board remains to be addressed.</p> <p>It was noted that the listing of represented organisations shown on the EANAB Website is outdated and should be brought up to date.</p>	<p>CHAIR</p> <p>CHAIR</p> <p>RG/PP</p>
<p>7</p>	<p>Up-dates from Sub Groups</p> <p>7.1 Aviation It was noted that:</p> <ol style="list-style-type: none"> 1. Relevant parts of the issues log have been updated. 2. Simon Rhodes (EAL Head of Airspace) will now be the technical link between EAL and the Board. 3. The presentation on flight profiles given on Monday 24th August is being expanded slightly to make the slides self-explanatory though a recording of the presentation is also available. 4. Simon Rhodes will attend a meeting moving forward, Gordon and Simon are to meet and discuss how we can have early involvement in developing flight profiling and then plan to meet with Merv and Bruce hopefully around the middle of September. <p>7.2 Outer movements - It was noted it is one year since first requests for consideration were made it is hoped EANAB can now get the priority needed from Simon Rhodes.</p> <p>7.3 Other groups Noise Complaints</p> <p>It was noted recent information on Noise Complaints has been circulated to Members. Thanks were note to EAL for the table that shows the noise monitors demonstrate landing planes are louder. It was noted that</p> <ol style="list-style-type: none"> 1. A huge surge in complaints occurred during lockdown, and it was confirmed by EAL this was in part related RAF and military aircraft. 	<p>AW</p>

	<ol style="list-style-type: none"> 2. Planes are using E6 more while the airport is quieter and making tighter turns. 3. There was a noise complaint from a South Queensferry resident which is unusual. 4. It can be seen visually that planes are getting higher quicker which may be because of less weight on the planes? 5. A new monitor is planned to be positioned on the Dalmeny estate to monitor departures as the monitor for O6 is not adequate. 6. The Cramond noise monitor is well-placed and the other two monitors are perfectly placed. 7. Regarding fining of aircraft, other airports only fine departures and agreed with the DfT not to fine landings. EAL fine for both. <p>7.4 Review of Issues Log</p> <p>It was noted that update information from two or three people had been received and the log has been updated with the modest changes.</p> <p>Noise reports for the first two quarters of 2020 are to be circulated to all Members and an updated issues log is to be issued in due course.</p>	<p>TL/RG</p>
<p>8</p>	<p>AOB</p> <p>It was noted that a planned review with EAL of noise reports should be postponed as there is so little data in Q1 and Q2.</p>	<p>TL</p>

EDINBURGH AIRPORT NOISE ADVISORY BOARD

APPENDIX TO MINUTES OF MEETING 35 – 1st July 2020

Matters arising from previous meetings to 6th May 2020

ITEM		ACTION
2.1	<p>Matters Arising from previous meetings</p> <p>21.4.4 EAL agreed to involve the Aviation Consultancy Sub-Group in discussions with ERDC relating to noise modelling. It was noted that no further progress had been made and that any response received from ERDC would be shared with the sub-group. EAL confirmed that they had escalated this matter as still no progress had been made due to absence of Darren Rhodes. Another prompt will be made next week EANAB will continue to invite dialogue with the groups. This crucial piece of work has been commissioned by EAL but no progress has been made. EAL worked with the sub-group to agree the criteria for the noise modelling, which EAL then commissioned ERCD to carry out; that work is currently ongoing. EANAB are also seeking to speak directly with ERCD but as yet have had no response.</p> <p>To be covered under Noise Map Updates.</p> <p>Maps received. Ongoing action for all to look at maps</p>	Ongoing All
2.2	<p>Updates from Sub-Groups:</p> <p>28.3.3 It was reported that the EACC minutes dated 16 August stated that the Runway 6 trial had been successful and allowed 1 minute separation without additional flight path. EAL agreed to look into this and report back to the Board with details of the trial and its outcomes After discussion it was concluded that the minute was not for 16 August, but from the meeting that took place in August 2016. The response from LMcl (EAL) confirms the August 2016 minutes reference Andrew Mather “talking about an increase in 06 departures and the airport advising that no changes had been made to the flight paths, but the frequency of departures had increased. A trial was carried out in early 2016, however, NATS were unable to collect sufficient data and a report with outcomes was not produced.” It was discussed why the trial may not have been repeated and why the trial was reported as successful. It was suggested that perhaps it did not transfer from NATS to ANS. JM to investigate what happened and request it to be repeated. There remains an option to put the question to the EACC via the representatives from EANAB) It was clarified that a trial was carried out in 2016, but that not enough data was collected and no report was produced. The statement relating to a successful trial was in relation to an unrelated trial. There is no intention for a repeat trial. It was determined that EANAB should consider a direct approach to NATS in attempt to obtain data relating to the runway 06 trial</p>	Ongoing AW/RF

2.3	<p>Health 29.4.4.1 Meeting arranged with NHS for Thursday 23 January 2020. CAA published in October 2019 a 6 month update on CAP1841 aircraft noise and health effects. The meeting took place as arranged. To be discussed later under issues log. Report has been circulated. NHS have offered to provide some data, not yet received. Options being considered.</p>	Ongoing AC
2.4	<p>29.4.5.1 Review of Issues Log Issues Champions are asked to update the history column to make it more relevant and up to date. Sub groups to check issues are captured. It was noted that some updates had been made and circulated within a new issues of the Log "Working Draft 2020 ISSUES LOG Rev A" to be discussed and noted later at this meeting.</p>	RG Ongoing
2.5	<p>Awaiting responses from Issue Champions</p> <p>30.3.1 AW agreed to forward report sent by EANAB to the CAA to RC/EACC. AW had not been aware that this was an action, but will send.</p>	Ongoing AW
2.6	<p>There was no separate EACC submission. Email received from RC</p>	
2.7	<p>30.6.3 The Chair noted that the Planning and Noise report was received from RC and suggested this is dealt with by email outside of the meeting. Waiting to hear back. Contact with Janice Howgarth of EACC will continue via email</p>	Ongoing LC
2.8	<p>31.8 AOB 31.8.2 A question was raised as to whether Glasgow have a Noise Board. It was planned for end of 2019. LC to liaise with JH. LC to determine status of a Glasgow Noise Board under present Coronavirus issues.</p>	Ongoing LC
2.9	<p>31.8.6 ACP update. Further to discussion In view of ongoing uncertainty it was determined that EANAB write formally to the CAA requesting clarity relating to the ACP timetable, and, given the perception that the ACP appears biased towards capacity issues and significant projected growth in air traffic to raise awareness of the potential long term downward impact of the present coronavirus. ACP suspended until further notice</p>	CHAIR In abeyance
	<p>The New Situation/The Way Forward</p>	ALL/MA Ongoing

2.10	<p>32.3.1The EANAB – MA offered to collate Member’s comments for uploading to the website to inform Communities of continuing EANAB effort in relation to aviation noise.</p>	
2.11	<p>32.3.2 The impact on the ACP to be clarified by writing formally to the CAA requesting clarity relating to the ACP timetable.(see Item 2.19 above), and, given the perception that the ACP appears biased towards capacity issues and significant projected growth in air traffic to raise awareness of the potential long term downward impact of the present coronavirus. ACP suspended until further notice</p>	<p>CHAIR In abeyance</p>
2.12	<p>32.3.3 Noted that whilst EAL are impacted by the immediate downturn in demand a window of opportunity exists for EANAB to continue activities and to promote its concerns and ideas to both the CAA and ICCAN</p>	<p>Ongoing ALL</p>
2.13	<p>Review of Issues Log</p> <p>32.6 Whilst “New issues” are invited from Members at any time, in the first instance, all members listed against each and every Issue are asked to feedback current update information so that the Log may be completed to reflect the current status quo. Awaiting responses from Issue Champions</p>	<p>ALL/RG Ongoing</p>
2.14	<p>Annual Report</p> <p>32.7.1 It was noted that whilst any immediate pressure to submit the report to EAL was reduced allowing time to perfect the final issue it would be pertinent to complete the report as soon as possible. A draft copy is to be circulated for discussion/comment. Draft issued</p>	<p>Chair Ongoing</p>
2.15	<p>32.7.2 Further to recent events it was agreed that the Governance sub-group review the EANAB Code of Conduct with a view to introducing measures for controlling potential breaches of the Code and a mechanism for addressing complaints. The Governance Group is in the process of refining draft changes to the ToR and CoC for subsequent issue to the Board for approval</p>	<p>RG Ongoing</p>
2.16	<p>32.7.3 It was noted that a document charting the process of determining design principles for the ACP appeared to conclude principles that in some cases ignored basic principles established in consultations. As an example, an intent of “No Change to Flightpaths” appears to be ignored in final conclusions Members were asked to draw attention of the Chair to similar issues so that the CAA might be informed by letter.</p>	<p>Ongoing ALL/CHAIR</p> <p>Ongoing LG</p>
2.17	<p>32.7.5 It was noted that feedback/comment is still required relating to an email on Planning Issues circulated previously. The email to be circulated to all members as a reminder.</p>	<p>Ongoing BF/ALL CHAIR</p>
2.18	<p>32.7.7 A draft email to EAL, prepared requesting minimal funding to EANAB to cover costs of a minutes secretary is to be circulated for comment and further action.</p>	
	<p>33.5</p>	<p>ALL/MA</p>

<p>2.19</p>	<p>Updates from EANAB Noting that Christophe Miremont had resigned as a member of EANAB question arose as to how his profiling analysis may be continued. This will need addressing by the full EANAB board.</p>	
<p>2.20</p>	<p>Any Other Business</p> <p>33.6.1 Complaint Procedure It was noted that a complaint had been received from a Board Member and this needed to be addressed through action ongoing from item 2.19 above. Draft procedures prepared for dealing with Complaints and put to both parties of the Complaint as a mechanism for resolution.</p> <p>33.6.2 Health It was noted that a further potential contact had been made and was to be followed up</p> <p style="text-align: center;">0-----0</p>	<p>RG/BF ONGOING</p> <p>AC</p>