



TAG Farnborough Airport Ltd  
Town and Country Planning Act Section 106/299A  
**Performance Monitoring Report 2013**

Clause 10.1 of the Town and Country Planning Act Section 106/299A Agreement between TAG Farnborough Airport Ltd and Rushmoor Borough Council, in respect of Planning Consent Reference 99/00658/OUT states:

*“Within 6 weeks of the end of each year the Company shall submit to the Council a performance monitoring report detailing the performance of the Company against the objectives set out in this agreement, in a manner to be agreed with the Council.”*

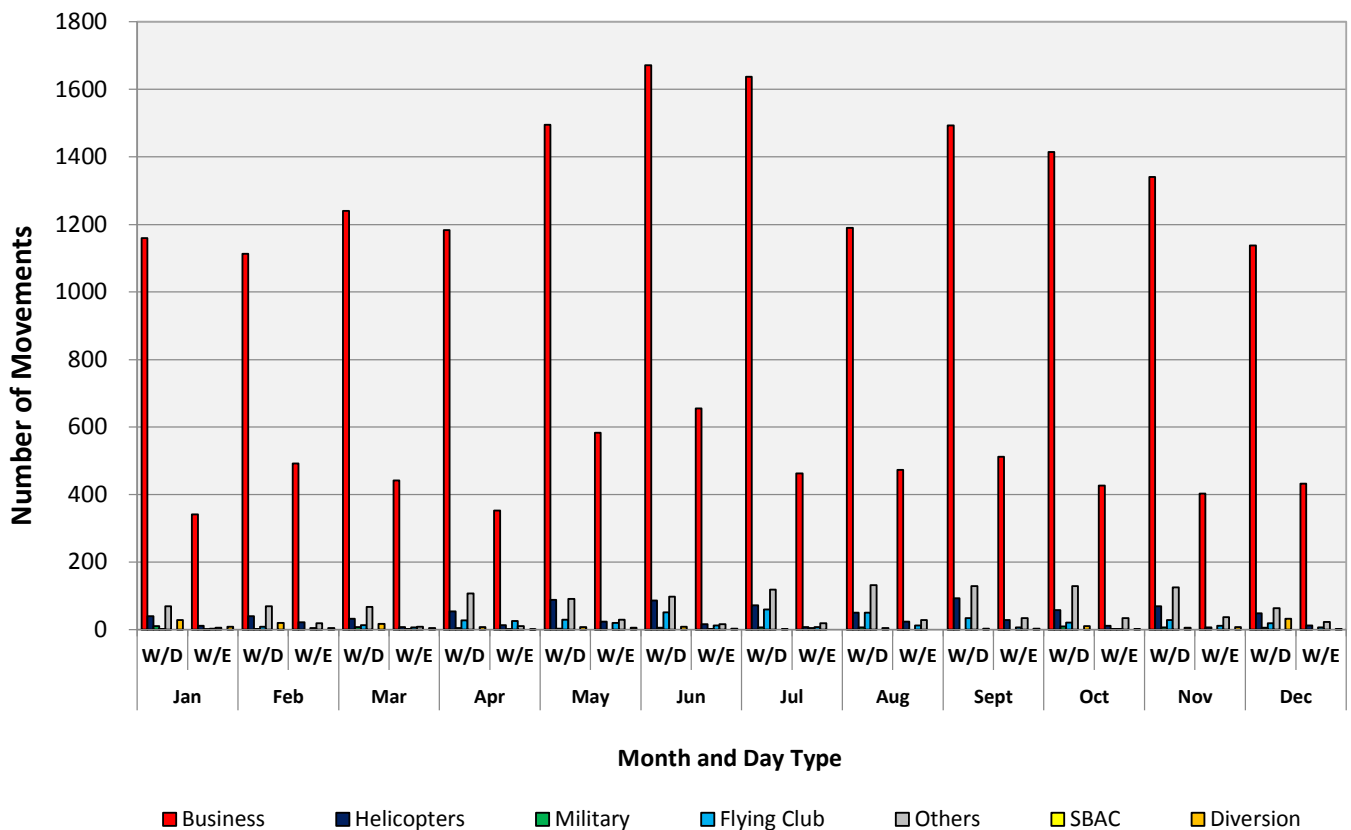
TAG Farnborough Airport (TFA) hereby submits this report summarising the Airport's performance against the requirements laid out in the Section 106/299A agreement in compliance with the requirements of clause 10 of that agreement. Every clause of the section 106/299A Agreement is taken in turn and any performance information relative to 2013 supplied.

**Schedule 1: The Owner and the Company’s Obligations to the Council**

**1.0 Aircraft Movement Records**

- 1.1 Detailed records are maintained of every aircraft movement that takes place at the airport, including time and date of movement, movement type (arrival, or departure) callsign, departure airport, destination airport, aircraft registration, aircraft type, maximum take-off weight, aircraft ICAO Chapter, and runway used.
- 1.2 A personal computer linked to the agreed recording system (the Brüel and Kjær Noise and Track Monitoring System) and to Rushmoor Offices is provided for use by Rushmoor Council Officers.
- 1.3 Six-monthly reports summarising the data required by clauses 2.8, 2.8b and 3.4 have been submitted to Rushmoor, each within 4 weeks of the end of the reporting period. Reports have been supplied in electronic format however hard copies can be made available on request.

**Figure 1: Weekday (W/D) and Weekend (W/E) Movements by Classification, 2013**



## 2.0 Noise Control

### 2.1 Specific Noise Limits

- a Aircraft movement noise, excluding that related to “Other Aviation Activity” has not exceeded the area of the annual noise budget, defined by the total land area within the 55dB(A)  $L_{Aeq,16h}$  contour and the 60dB(A)  $L_{Aeq,16h}$  contour. Spare capacity within the current study year will not be carried over to the year ahead.
- b The Airport has been operated within a noise budget that is within the land area and the position of the control contours

**Table 1: Control Noise Contour Areas as Specified in 99/00658/OUT and INM Noise Contour Areas for 2013 (six month and 12 month intervals)**

dB(A) $L_{Aeq,16h}$	Predicted Contour Areas 20,000 movements at 1997 mix (km <sup>2</sup> )	Modelled Contour Areas Jan - Jun 2013 (km <sup>2</sup> )	Modelled Contour Areas Jan - Dec 2013 (km <sup>2</sup> )
55	9.07	1.59	1.67
60	4.03	0.74	0.77
65	1.70	0.36	0.37

### 2.2 Operational Measures

- a The use of reverse thrust on landing is required by many operator flight manuals as a safety aid. It would not be appropriate for TFA to dictate guidelines for the use of reverse thrust as its use is entirely dependent on flight conditions. Details concerning use of reverse thrust, under circumstances that necessitate for reason of safety, are detailed within the UK-AIP and the Company’s Conditions of Use and read as follows:

*“To minimise disturbance in areas adjacent to the aerodrome, commanders of aircraft are requested to avoid the use of reverse thrust at all times, consistent with the safe operation of the aircraft. Where the use of reverse thrust is essential, the use of idle reverse thrust should be used in preference.”*

- b Confirmation of Chapter forms a mandatory part of the Prior Permission Required (PPR) at Farnborough Airport. All aircraft must be certified to Chapter 4, the latest and most stringent manufacturing standard. All aircraft using the airport during 2013 were certified as Chapter 4 compliant.

### 2.3 Other Amelioration Measures

- a TFA, in conjunction with the contracted Air Traffic Control service provider (NATS), ensures adherence to published Noise Abatement Procedures through a routine auditing procedure. Aircraft operating companies identified as breaching the Noise Abatement Procedures are subject to investigation and where appropriate operational sanctions.

Aircraft operators identified as responsible for procedure infringements are contacted by email or letter and provided with track map evidence of the infringement. Acknowledgement of the infringement is requested along with an explanation of the circumstances and details of measures that are to be implemented to ensure future compliance.

All infringements are recorded on a database and monitored to ensure repeat offenders are identified and addressed.

Table 3 displays details of pursued Noise Abatement Procedure infringements in 2013, together with the responses received in return. Each response is categorised in terms of whether the explanation for the infringement is acceptable; e.g. if the operator confirms that an infringing departure was subject to strong cross winds which led to deviation from the instructed heading, and this is validated by local weather data. In such cases the record of the infringement is removed from the database. The number acceptable infringements are also detailed.

**Table 2: Noise abatement Infringements pursued in 2013**

Period	Infringements	Responses Received (to date)	Responses Accepted
Q1 (Jan - Mar)	24	21	2
Q2 (Apr – Jun)	14	13	0
Q3 (Jul – Sep)	13	12	1
Q4 (Oct – Dec)	14	11	1
Total	65	57	4

- b* Restrictions to engine ground running / testing remain published within the UK-AIP (EGLF AD 2.21). All engine ground runs are undertaken on the south side of the Airport.
- c* Restrictions regarding Auxiliary Power Units (APUs) remain published within the UK-AIP (EGLF AD 2.21). The operation of APUs is not permitted between 22:30 and 06:30.
- d* Departure and arrival procedures for helicopters operating at Farnborough Airport remain published within the UK-AIP (EGLF AD 2.22 4) and are designed to minimise disturbance to residents in the vicinity of the Airport.

#### 2.4 Sound Insulation Grant Scheme

There have been no residential, academic or health care premises predicted to be subject to noise levels of 60dB(A)  $L_{Aeq,16h}$  or above, directly attributable to aviation noise from the use of the site (other than those resulting from the Air Show or large scale military activity in the event of a national emergency).

#### 2.5 Predictive Modelling

- a* At the end of the 2<sup>nd</sup> quarter the INM model (version 7c) was used to produce actual noise contours for quarters 1 and 2 and predictive noise contours for quarters 3 and 4 in 2013.
- b* At the end of the 4<sup>th</sup> quarter the latest version of the INM model (version 7d) was used to produce actual noise contours for all quarters in 2013 and predictive noise contours for all quarters in 2014.
- c* The two INM Noise Assessment Reports were submitted to Rushmoor Borough Council within 6 weeks of the end of each modelling period.
- d* The INM modelling process uses a simplified departure and arrival track representation which has been produced following a detailed review of the actual flight tracks of movements at the Airport, as recorded by the Track Monitoring System.

- e The INM modelling process includes the use of terrain data. The modelling exercise at the end of quarter 4 has been validated through comparison with the measured levels of noise determined by the fixed noise monitoring terminals at Farnborough College and Tweseldown racecourse.

## 2.6 Noise and Track Monitoring

The noise and track monitoring scheme has remained unchanged and in operation throughout 2013.

## 2.7 Validation of Modelling and Measurement

A comprehensive audit of the noise monitoring and INM modelling procedure was undertaken in early 2014 by Bickerdike Allen Partners. The audit report is appended to this document (appendix A).

## 2.8 Modelling and Monitoring - Reporting

- a Real-time computer access to the data from the fixed noise monitoring terminals has been provided to the relevant officer of the Planning Authority throughout 2013.

Summaries of this data have been provided within the half yearly Environment Reports to Rushmoor Borough Council, submitted within four weeks of the end of the relevant quarters (2 and 4).

- b All relevant data relating to the use of the portable noise monitoring terminal has been submitted to Rushmoor Borough Council with the half-yearly Environment Reports, submitted within 4 weeks of the end of the relevant quarters (2 and 4).
- c A review of the frequency, nature and extent of all noise reporting was held in consultation with Rushmoor Borough Council's Environment and Airport Monitoring Officer in April 2013.

## 3.0 Air Quality and Odour

- 3.1 The Air Quality Monitoring Scheme has been complied with throughout 2013. Thirteen air quality monitoring locations have remained equipped with passive Nitrogen Dioxide monitoring apparatus, (NO<sub>2</sub> is widely accepted as the most significant indicator of local air quality with respect to aircraft emissions). Two monitoring sites have active sampling devices (Learian Streetboxes) co-located with the passive diffusion tubes.

The combined data from these sites is collected monthly and results published in the half-yearly Environment Reports to Rushmoor Borough Council.

- 3.2 The Odour Monitoring Scheme has been complied with during 2013.

One complaint was received relating to odour during 2013. In compliance with the Odour Monitoring Scheme and with the agreement of the complainant, monitoring equipment was provided to enable air samples to be collected should further experiences of suspected airport related odour occur.

The monitoring equipment remained with the complainant for two months however during this period no further odour was experienced and therefore the equipment was not deployed.

- 3.3 No changes to the extent of the monitoring schemes identified in clauses 3.1 and 3.2 have been proposed by TFA or the Council during 2013.
- 3.4 Data obtained from monitoring related to clause 3.1 and 3.2 has been supplied to Rushmoor Borough Council within the half-yearly Environment Reports, submitted within four weeks of the end of the relevant quarters (2 and 4).
- 3.5 The Odour Management Plan has been complied with throughout 2013 with an annual review of progress under the plan being held in December 2013.

#### **4.0 Aircraft Weight**

- 4.1 During 2013 a total of 603 movements by business aviation aircraft with a maximum take-off weight (MTOW) in excess of 50 tons were operated at Farnborough Airport. A monthly breakdown of these movements as a percentage of total movements has been provided within the half-yearly Environment Reports.
- 4.2 No Business Aviation aircraft with a MTOW in excess of 80 tonnes operated at the airport during 2013.

#### **5.0 Freight**

- 5.1 During 2013 no aircraft were permitted to carry more than a total of 100kg freight into or out of the airport, (excluding race horses).
- 5.2 A total of 39 movements of aircraft carrying racehorses took place during 2013. This is within the permitted total of 100 racehorse movements per annum.

#### **6.0 Safety**

- 6.1 TFA continues to monitor levels of Third Party Risk associated with the airport through the use of external contractors (recognised as leaders in the field of third party risk modelling) to undertake annual reviews associated with Airport operations.
- 6.2 National Air Traffic Services have undertaken the annual Third Party Risk audit for 2013 on TFA's behalf, the results of which are provided as an Executive Summary in Appendix B. Results of all of the modelling exercises undertaken to date have shown Third Party Risks to remain within the limits set through the planning process.
- 6.3 Assessment of Third Party Risk uses data relating to the number of runway operations made during the study year and the type of each aircraft operated. The total number of movements used in the assessment process differs to the total number of reported flights for the year due to a number of helicopter movements that did not operate using the runway and are therefore excluded for the study

#### **7.0 Community benefits and environmental improvements**

- 7.1 Over the course of 2013 a total of 9 students have undertaken work experience placements at TAG Farnborough Airport. In addition a further 18 students undertook work experience on site during 2013, 5 with TAG Aviation UK and 13 with TAG Engineering Ltd.

- 7.2 TAG will submit a total of £47,317 to Rushmoor Borough Council for community environment projects based on TFA aircraft operations during 2013. This value reflects contributions levied at an agreed rate of £2 per aircraft movement and £5 per aircraft movement if the aircraft has a Maximum Take-Off Weight between 50 and 80 tons.

## 8.0 Aerodrome Safeguarding

- 8.1 An airport safeguarding map was submitted to Rushmoor in December 2003. The submission was accepted by Rushmoor Borough Council and changes continue to be updated in accordance with CAA requirements.

## 9.0 Complaints

- 9.1 TFA maintains a detailed record of all complaints received including those that relate to airport operations and those that are identified as non TFA derived. Recorded details include the contact details of the complainant; the nature of the complaint (for example noise, altitude, track keeping and odour) and the response by TFA to include timing.

If in any single recorded complaint there are multiple aircraft movements reported, a record of each movement is kept within the database along with the total number of aircraft movements reported in the complaint. For reporting purposes, when a single complaint contains multiple reports of aircraft movements, only the first reported aircraft will be used within the statistics.

**Table 3: Summary of Complaints Received during 2013**

Month	Total Complaints	Total Complainants	Complaints relating to ATC authorised non compliant flights*	Complaints relating to non compliant flights
Jan	2	2	0	1
Feb	4	4	2	1
Mar	4	4	5	0
Apr	11	7	19	0
May	34	14	9	3
Jun	19	11	18	0
Jul	43	30	3	0
Aug	27	21	20	0
Sep	30	7	6	1
Oct	25	12	5	1
Nov	9	7	8	0
Dec	12	7	1	0
<b>Total</b>	<b>220</b>	<b>74</b>	<b>96</b>	<b>7</b>

\* Due to proximity of other air traffic, aircraft may be authorised to operate outside of the Noise Abatement Procedures to ensure safe separation on grounds of safety. Such movements are identified as ATC authorised, non compliant flights.

- 9.2 Four quarterly reports covering all complaints received by TFA during 2013 have been submitted to Rushmoor Borough Council, each within one week of the end of the respective quarter. These can be viewed on the Rushmoor Borough Council website under the Farnborough Airport section.
- 9.3 All complaints received, whether attributed to TFA operations or from other sources, have been dealt with in accordance with the Complaints Procedure Charter.

## 10.0 Performance Monitoring of the Section 106 Agreement

10.1 TFA hereby submits this Performance Monitoring Report for consideration under the terms of clause 10.1 of the Planning Agreement and within 6 weeks of the end of 2013.

10.2 To minimise administration and resource use this report is presented:

- i) In a composite format to address all relevant requirements of the Town and County Planning Act Section 106 Agreement
- ii) In electronic format, although hard copies can be made available on request.

## New Obligations

### 11.0 Aircraft Movement

As notified in the 2012 Report TAG Farnborough has contracted NATS to assist in an application to the CAA for a change in the airspace category surrounding Farnborough. Due to the geographical location of the airport and complex nature of airspace in the SE of England, this process has proved to be extremely demanding leading to slippage in the original programme.

Various design options were considered during 2013 with detailed design nearing completion towards the end of the year with consultation now due to start in February 2014. Consultation review will then be undertaken with an application submission to the CAA expected in August 2014. This should lead to a decision in December 2014 which, if successful, would mean implementation in mid 2015.

### 12.0 Noise Control

#### 12.1 Specific Noise Limits

The 2013 INM modelled contours have not exceeded 72.5% of the total land with the 55 dB(A)  $L_{Aeq,16h}$  contour (6.6 km<sup>2</sup>) or 60% of the total land within the 60 dB(A)  $L_{Aeq,16h}$  contour (2.4 km<sup>2</sup>).

**Table 4: Amended Control Contour Areas (Clause 12.1) and Modelled Contour Areas 2012**

dB(A) $L_{Aeq,16h}$	Amended Control Contour Areas as per clause 12.1 of the S106 (km <sup>2</sup> )	Modelled Contour Areas January - December 2013 (km <sup>2</sup> )
55	6.58	1.67
60	2.42	0.77

#### 12.2 Operational Measures

The TFA Noise Certification Database became operational on 1<sup>st</sup> January 2013. Use of this database ensures that all fixed-wing jet aircraft booking in to operate at Farnborough Airport are compliant with the ICAO Chapter 4 standard.

#### 12.3 Noise Action Plan

.Following the formal acceptance of the TFA Noise Action Plan on the 21<sup>th</sup> January 2013, the document is now published in full on the Farnborough Airport Consultative Committee website.



### 13.0 Phased Maximum Number of Movements

- 13.1 The number of reportable movements at Farnborough Airport during 2013 totalled 22,754 with a total for weekend movements of 5,802. These figures are within the restrictions placed upon movement numbers for 2013, which state that up to 41,000 movements may be operated within the year of which no more than 7,300 may be at weekends and bank holidays
- 13.2 The number of reportable flights in 2013 has not exceeded the permitted number; as a result there is no requirement to reduce to the number of permitted flights for the year ahead. In 2014 the permitted total number of reportable flights will be 43,000 with no more than 7,600 at weekends and bank holidays.

### 14.0 EMS, NO<sub>x</sub> Charging Scheme and Sustainability and Climate Charter

- 14.1 - 14.5 The Environment Management Strategy, NO<sub>x</sub> Charging Scheme and Sustainability and Climate Change Charter were submitted to Rushmoor Borough Council on the 28<sup>th</sup> February 2012.
- 14.6 Under the Planning Agreement review of the Noise Action Plan, the Odour Management Plan and the Carbon Neutrality scheme will take place in 2017 although interim reviews may be agreed between TFA and Rushmoor Borough Council if appropriate.

### 15.0 Carbon Neutrality Scheme

- 15.1 TFA became certified under **Airport Carbon Accreditation** at level 3 "*Optimisation*" in August 2013. This was achieved through demonstration of reduction in Scope 1\* and Scope 2† emissions in 2012 and over the total five year period since commitment to the scheme began.

The 2012 Carbon Footprint (Scope 1 and 2) of TFA was calculated as 3483 tons CO<sub>2</sub>; this represents a 17.1% reduction on the baseline Footprint (2008).

Certification at Level 3 also required the inclusion of scope 3 emissions within the overall footprint, namely those resulting from aircraft movements (for all flights within the Landing and Take-off (LTO) cycle), use of auxiliary power units (APU), passenger and staff surface access and emissions associated with all types of business travel. Calculations for all scope 3 emissions were based on actual data sources where available and modelled data where absent or incomplete. All assumptions used in the process were assessed by an independent verifier as a part of the standard application process.

To date, emissions reduction projects have included the installation of renewable energy sources (photo voltaic panels and solar lighting), improvements to heating and lighting controls and the use of Voltage Optimisation technology which reduces the voltage and associated electricity usage of specific site buildings. Projects in 2013 have included the installation of a low energy lighting system to a second engineering hanger, improved in-house energy usage monitoring and increased levels of data provision and communication on energy efficiency issues with our site based partners.

Under the schedule of the Carbon Neutrality Scheme TFA is committed to achieving the next level of **Airport Carbon Accreditation** "*Neutrality*" by 2019

### 16.0 Airport Monitoring Officer Contribution

- 16.1 The position of Airport Noise Monitoring Officer at Rushmoor Borough Council commenced from the 2<sup>nd</sup> April 2012. In 2013 under clause 16.1 TFA contributed a total of £17,549.13 towards the costs of maintaining this position.

\*Scope 1 emissions are those within direct control of the Airport (i.e. from gas and liquid fuel use on site)

†Scope 2 emissions are those resulting from the use of electricity purchased from a third party (energy provider)

## 17.0 Schedule 2: The Owner and the Company's Obligations to the Council

### 1.0 Travel Plan

1.1 The TAG Farnborough Airport Sustainable Travel Plan was submitted to Hampshire County Council and to Rushmoor Borough Council on the 19<sup>th</sup> December 2012 having been approved by both parties with respect to the content and continuing development.

In accordance with the schedule laid out in the approved plan, an annual report on progress and achievements in Sustainable Travel at the Airport is appended to this report (Appendix C).

1.2 Travel Plan co-ordination is within the remit of the TFA Environment Manager.

1.3 In accordance with clause 1.3 (a) TFA has paid to Hampshire County Council the sum of £1,500 for the approval of the Travel Plan and a sum of £3,000 of the first year of monitoring on the Travel Plan.

### 2.0 Highway Contribution

2.1 Under clause 2.1, Schedule 2 of the Planning Agreement the following applies with respect to payments in relation to aircraft movements in 2013:

2.2 Total Contribution for 2013 =  $£13.96 \times (M - 28,000) = 0$

2.3 For 2013  $M = 22,754$

2.4 Due to less than 28,000 reportable movements operating during 2013, no Highways payment is applicable.

2.5 The sum of all Highways payments to date is £0.00

### Additional Relevant Conditions of the Planning Permission

23. The TFA SINC Management and Mitigation Scheme was submitted to Rushmoor Borough Council on the 8<sup>th</sup> July 2011. Details of works undertaken in accordance with the scheme during 2013 are appended to this document (Appendix D).

24. The number of movements at TAG Farnborough Airport during 2013 did not exceed 28,000 and forecasts for the year ahead are of a similar nature. As a result TFA is not currently required to submit the scheme for on-site cycle parking facilities described under this condition.

Miles H Thomas  
Environment Manager  
08/02/2014

TAG Farnborough Airport  
[www.tagfarnborough.com](http://www.tagfarnborough.com)

## Appendix A

**Bickerdike  
Allen  
Partners**  
Architecture  
Acoustics  
Technology

### **FARNBOROUGH AIRPORT**

A9174.3-SR04-NW

04 February 2014

### **2013 ANNUAL CONTOUR PRODUCTION REVIEW**

Bickerdike Allen Partners have reviewed the production of the noise contours prepared by Farnborough Airport based on the 2013 actual annual movements. To undertake this review the following information has been provided by the airport:

- the actual aircraft movements during 2013 by date, time, aircraft type, operation and runway,
- details of the split of traffic between the departure routes,
- the noise levels for the noise events which had been correlated with aircraft movements measured at the permanent noise monitors at Farnborough Airport in 2013,
- the INM model used to determine the contours,

A review has been conducted of this information. This has included a check that the representative tracks have been accurately modelled, and that the aircraft movements have been correctly processed. This involves the assignment of INM aircraft types using substitutions where required, their amalgamation and then subsequent distribution into the INM model by runway and route based on the splits observed in the year. This included changes from the 2012 contours as the INM version has been updated to v7.0d, which resulted in a change to the suggested INM substitution for a number of the helicopter types which operate at Farnborough.

The validation exercise undertaken has also been reviewed. This has included a check on the correlated noise events to check for rogue results, the determination of average values and making a comparison of these average values with INM predicted levels. Where significant differences have been found, the changes to the INM standard substitutions used have been reviewed.

Based on this review we find that the modelling process has been carried out appropriately.

**Nick Williams**  
for Bickerdike Allen Partners

**David Charles**  
Associate

**John Miller**  
Partner

## Appendix B



**Miles Thomas**  
Environment Manager  
TAG Farnborough Airport Ltd  
Farnborough Airport  
Hampshire  
GU14 6XA

15 January 2014

**Nick Stevens**  
**NATS Ltd**  
**Corporate and**  
**Technical Centre**  
4000 Parkway  
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PO15 7FL  
T: 01489 616001

Dear Mr Thomas

#### **Farnborough Airport – 2013 Third Party Risk Assessment Results**

A Third Party Risk assessment upon aircraft runway movements at Farnborough Airport has been undertaken by NATS, which incorporated the aircraft movement data of 2013. This activity was undertaken on behalf of TAG Farnborough Airport to satisfy the requirement to provide an annual appraisal of the level of risk arising from runway operations.

Planning consent was granted for civil aircraft operations at Farnborough Airport subject to specific conditions relating to the exposure of third party risk. Conditions 12 and 13 of the 2011 amended planning consent state that the risk arising from operations must remain within specified risk limits, as defined by the extent of the 1 in 10,000 risk contour and the agreed 1 in 100,000 risk contours.

The risk contour limits were defined for the current planning permission using predicted traffic data for 50,000 movements at the airport; the purpose of this latest assessment is to compare the 2013 annual risk profile of the airport with the current agreed limits and to confirm whether the airport is operating within its agreed planning consent. The size and shape of risk contours are determined by:

- the total number of annual movements
- the type of movements
- the weight of movements
- the runway operating preference

The aircraft movement data from 2013 has been applied to the current DfT approved Third Party Risk methodology to determine the risk at the airport. The operations at Farnborough Airport for 2013 comprised:

#### **2013 Movement Numbers:**

Total Commercial Movements:	24,761
Airshow Movements:	0
Total Movements:	24,761

#### **Runway Utilisation:**

Runway 06/24 Split:	34.3%/65.7%
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Risk contours have been calculated based on the observed 2013 data. It has been confirmed that the results for 2013 movement data lie within the boundary limits of the pre-determined contours as set in the planning consent granted in 2011.

**NATS**

Runway	2011 Planning Consent - Approved 1 in 10,000 Risk Contour	2013 1 in 10,000 Risk Contour	2011 Planning Consent - Agreed 1 in 100,000 Risk Contour	2013 1 in 100,000 Risk Contour
06	1678m	969m	3979m	3229m
24	1142m	747m	4380m	3180m

This third party risk assessment clearly identifies that the third party risk arising from 2013 operations falls within the acceptable limits as defined by the agreed contours set by Rushmoor Borough Council. It has been confirmed that both the 1 in 10,000 and 1 in 100,000 risk contours lie within the 2011 agreed contour boundaries and as such it can be concluded that 2013 operations at Farnborough Airport comply with the planning consent conditions relating to Third Party Risk.

Kind regards,



**Nick Stevens**  
Manager External Operations Analysis

## Appendix C

### Sustainable Travel Plan Report 2013

Ref	Action	Responsibility	Status	Next Review / Meeting	Notes 2013
1	Appointment of Travel Plan Co-ordinator (TPC)	Senior TFA Management	Complete	N/A	N/A
2	Determine Travel Plan branding	TPC	Complete	N/A	N/A
3	Develop TFA intranet site	TPC + IT Dept	Scheduled	Apr-14	Final design of TFA Sustainable Travel Plan site complete, undergoing conversion to a multifunctional, interactive website. Release scheduled for the 20 <sup>th</sup> March
4	Arrange a launch event to introduce TFA staff to the Travel Plan	TPC + Events Dept	Complete	N/A	Travel Plan launch alongside annual Airport Charity Runway Challenge in June 2013. A total of 126 staff and local residents took part cycling or running 5 or 10k around the Airport.
5	Advertise the Cycle To Work Scheme	TPC + IT Dept	On-going	Apr-14	Currently advertised on the TFA intranet. 103 staff members have purchased a bike through this government scheme since its implementation. The scheme will be advertised on the Travel Plan website
6	Seek to develop partnerships with the other local businesses	TPC	On going	Feb-14	Addressed through commitment to the Farnborough Travel Plan Network. Group meetings held in January and June 2013
7	Liaise with existing public commercial transport providers	TPC	On going	Feb-14	Addressed through commitment to the Farnborough Travel Plan Network. Group meetings held in January and June 2013
8	Set up a bicycle users group (BUG)	TPC	On going	Jun-14	TAG BUG to be formed in collaboration with CTC and My Journey (HCC). Scheduled for creation to coincide with Travel Plan website release (March 20 <sup>th</sup> )
9	Arrange for cycling and walking maps to be distributed	TPC	Scheduled	Apr-14	All relevant maps will be published on the interactive Sustainable Travel Plan website - refer to Action 3
10	Instigate car share scheme	TPC	Scheduled	Apr-14	Information and access to Hantscarshare.com will be incorporated within the Sustainable Staff Travel website - refer to Action 3.
11	Review feasibility for dedicated car share parking spaces	TPC	Complete	Jan-15	Not currently operationally practicable as parking is provided for each site building in very close proximity.
12	Published details of the Guaranteed Lift Home (GRH) scheme on the intranet	TPC	Scheduled	Apr-14	GRH claim form established together with details of the GRH scheme that will collectively be incorporated within the Sustainable Staff Travel website - refer to Action 3.
13	Establish season ticket loan scheme	TPC	Complete	Jun-14	As the 2013 survey showed that no staff members used the train as their main mode of transport, demand for season train ticket loans does not currently exist.  The facility to register interest for using a season ticket loan scheme will be incorporated in to the Sustainable Staff Travel website.

14	Liaise with public transport operators in respect of service enhancements	TPC	On going	Feb-14	Addressed through commitment to the Farnborough Travel Plan Network. Group meetings held in January and June 2013
15	Implement Staff Shuttle Bus	TPC	On going	Jan-15	Sponsorship of the QinetiQ shuttle bus was not possible for 2014 however the shuttle bus remains usable by Airport staff. Information about timetables and tickets will be incorporated in to the Sustainable Staff Travel website.
16	Provision of motorcycle parking on site	TPC	On going	Jul-14	No new requirements for motorcycle parking at the Airport have been identified in 2013. The facilities at the Tower remain in use Air Traffic Control staff and provisions will be made at the new Meadow Gate facility as it comes in to use in 2014.
17	Assess feasibility for motorcycle training	TPC	Complete	Jan-15	No current demand for motorcycle training identified, this position will be reviewed in 12 months.
18	Introduce a Personalized Travel Plan (TPT) service	TPC	Complete	Apr-14	A comprehensive TPT scheme was undertaken in 2012 in conjunction with the Hampshire County Council led MY JOURNEY scheme. The Sustainable Staff Travel website will allow staff to investigate and organise their own travel planning using the wide range of information sources that will be available.
19	Travel Plan benchmarking	TPC	On going	Feb-14	Addressed through commitment to the Farnborough Travel Plan Network. Group meetings held in January and June 2013
20	Monitor progress through relevant travel surveys	TPC	Scheduled	Aug-14	An integral part of the Farnborough Travel Plan Network and by Hampshire County Council (annually) under clause 1.3b of the Section 106 Planning Agreement. The baseline survey was conducted in 2012 and a follow up survey was completed in May 2013. The next survey is scheduled for summer 2014.
21	Develop site enhancements for sustainable travel	TPC	On going	Jul-14	<p>11 cycle hoops installed across Fire Station and Ground Services Facility allowing secure parking for up to 22 bikes.</p> <p>5 covered cycle hoops installed at TAG Engineering proving secure and weather protected parking for 10 bikes.</p> <p>Total number of dedicated bike parking spaces stands at 90 (assuming 2 bikes per hoop).</p> <p>Budget secured for two further covered cycle parking units at Hanger 1 with installation planned for summer 2014.</p> <p>Meadow Gate facility planned to incorporate shower, changing and locker rooms to assist those travelling on foot or by bicycle together with dedicated cycle parking.</p>
22	Develop operational enhancements for sustainable travel	TPC	On going	Aug-14	Eco driving courses on hold and awaiting review of how operational shift patterns can be adjusted to allow training to be administered to relevant staff.
23	Travel Plan Review	TPC + HCC	Scheduled	Feb-14	Review meeting with HCC scheduled for Feb 2014.

## Appendix D

### SINC Management Report 2013

Area	Task	Category	Frequency	Rationale	End of year notes 2013
All Areas	Review and revision of management activities.	Routine	Annual	Ensure continuous development	Review held in Jan 2013
	Site overview scoping	Project	N/A	Introduction of the site to Consultants and initial mapping exercise	Completed in May 2012
	Detailed Vascular Plant Survey	Project	3 - 5 years	Provide baseline data	Completed in 2012
	Detailed Invertebrate Survey	Project	3 - 5 years	Provide baseline data	Completed in 2012
	Detailed Bryophyte Survey	Project	3 - 5 years	Provide baseline data	Undertaken by Harcombe Environmental Services, March 2013
	Detailed Reptile Survey	Project	3 - 5 years	Provide baseline data	Undertaken by Harcombe Environmental Services, May - Aug 2013
	Additional Invertebrate survey (to cover areas previously excluded due to the 2012 air show)	Project	3 - 5 years	Provide baseline data	Undertaken by Harcombe Environmental Services, May - Aug 2013
	Baseline survey report to include comprehensive species lists	Project	N/A	Provide baseline data	Produced by Harcombe Environmental Services Received December 2013
A	Flail of acid grassland (cut & collect)	Routine	Annual	Improve grassland biodiversity	Completed in Oct 2013
	Drainage channel maintenance (to be maintained with 50% vegetation within)	Routine	Bi-annual	Maintain moisture levels in channels for wetland species	Completed in Feb and Oct 2013
	Encroaching Birch Management (retain thistles, teasels, and buddleias (up to 20))	Routine	Annual	Maintain warm open ground with nectar sources for invertebrates and butterflies	None required in 2013
	Removal of established birch and scrub species	Project	N/A	Maintain a few strips of sand for solitary bees and other invertebrates	Phase 1 completed in Mar 2013
	Glade creation within wooded areas at western end	Project	N/A	Provide sheltered grassland areas for butterfly species	Phase 2 scheduled for summer 2014
	Glade maintenance (removal of scrub and tree species)	Routine	As required	Maintain sheltered grassland areas for butterfly species	None required in 2013
B	Mature tree removal in naturally water-logged area to develop wetland habitat	Project	N/A	Develop habitat for diverse flora, amphibians and other invertebrates	Undertaken by Berrymans in two phases during May 2013, review in May 2014
	Removal of organic and inorganic rubbish at western end	Project	N/A	Prevent contamination of habitat and prepare for flailing	Completed in 2012
	Restoration of pond habitat inside wooded area	Project	N/A	Provide habitat for amphibians and invertebrates	Completed in 2012
	Maintenance of log piles through the area	Routine	As required	Maintain habitats for reptiles and invertebrates	Completed Mar - Sep 2013



<b>B</b>	Manage grassland area adjacent to Victoria track as meadow	Routine	Annual	Promote meadow development	Cut and collect in Oct 2013
	Flail of acid grassland (cut & collect)	Routine	Annual	Improve grassland biodiversity	Cut and collect in Oct 2013
	Removal of scrub and undesirable seedlings except at base of mature trees.	Routine	Annual	Improve biodiversity within the woodland areas	Completed Sep 2013
	Drainage channel maintenance (to be maintained with 50% vegetation within)	Routine	Bi-annual	Maintain moisture levels in channels for wetland species	Completed in Feb and Sep 2013
<b>C</b>	No works currently undertaken or identified as required by 2012 surveys				
<b>D</b>	Flail of acid grassland (cut & collect)	Routine	Annual	Improve grassland biodiversity	Cut and collect in Oct 2013
	Removal of scrub and undesirable seedlings except at base of mature trees.	Routine	Annual	Improve biodiversity within the woodland areas	Completed Sep and Nov 2013
	Installation of bird and bat boxes in	Project	N/A	Improve biodiversity within the woodland areas	Completed Sep 2013