

DATED

Twenty ninth of June

2010

- (1) RUSHMOOR BOROUGH COUNCIL
- (2) HAMPSHIRE COUNTY COUNCIL
- (3) TAG FARNBOROUGH AIRPORT FREEHOLD LIMITED
- (4) TAG FARNBOROUGH AIRPORT LIMITED
- (5) LLOYDS TSB BANK PLC

**PLANNING OBLIGATION BY DEED OF
AGREEMENT UNDER SECTION 106 OF
THE TOWN AND COUNTRY PLANNING
ACT 1990**

relating to the variation of condition to allow a total increase in the total number of business aviation movement from 28,000 to a maximum of 50,000 movements per annum including an increase in weekend and bank holiday movements from 5,000 to 8,900 per annum at Farnborough Airport Farnborough

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THIS DEED is made on *twenty ninth of June* 2010

PARTIES

- (1) **Rushmoor Borough Council** of Council Offices Farnborough Road Farnborough Hampshire GU14 7JU ("**Council**")
- (2) **Hampshire County Council** of The Castle Winchester Hampshire SO23 8ZB ("**County Council**")
- (3) **TAG Farnborough Airport Freehold Limited** (Company registration number 06419050) whose registered office is at Business Aviation Centre Farnborough Airport Farnborough Hampshire GU14 6XA ("**Owner**")
- (4) **TAG Farnborough Airport Limited** (Company registration number 03454447) whose registered office is at Business Aviation Centre Farnborough Airport Farnborough Hampshire GU14 6XA ("**Company**")
- (5) **Lloyds TSB Bank plc** (Company Registration Number 00002065) whose registered office is at 25 Gresham Street London EC2V 7HN ("**Mortgagee**")

RECITALS

1. The Council is the local planning authority for the purposes of the 1990 Act for the area in which the Site is situated and the County Council is the Highway Authority for the area in which the Site is situated.
2. The Owner is the freehold owner of the Site under title numbers HP585935, HP697359 and HP697360.
3. The Company is the registered proprietor of the leasehold interest in the Site which is registered at HM Land Registry under title numbers HP625923, HP600867 and HP600817.
4. The Site is subject to registered charges dated 30 October 2001, 25 February 2003 and 21 August 2009 in favour of the Mortgagee.
5. The Site and other land is subject to the Original Planning Obligations
6. The Company submitted the Application to the Council for permission under section 73 of the 1990 Act to vary condition 8 of the Original Permission. The Council resolved on 11 November 2009 to refuse the Application.

7. The Company appealed against the Council's refusal on 7 December 2010. The parties have agreed to enter into this Deed in order to secure the planning obligations applicable to the Original Permission and the further obligations contained in the schedules to this Deed subject to the Appeal being allowed.

NOW THIS DEED WITNESSES as follows

OPERATIVE PART

1. DEFINITIONS AND INTERPRETATION

- 1.1 For the purposes of this Deed the following expressions shall have the following meanings:

"1990 Act" means the Town and Country Planning Act 1990 as amended;

"Aircraft Movements" means an aircraft (including without limitation helicopters and fixed wing aircraft) taking off or landing at the Site and for the avoidance of doubt one arrival and one departure are counted as two aircraft movements provided that this excludes any aircraft taking off or landing at the Site as part of the Airshow or in the event of a national or military emergency;

"Airshow" means the international airshow and trade exhibition known at the date of this Deed as The Farnborough International Airshow;

"Air Quality Monitoring Scheme" means a monitoring scheme for emissions of NO_x by aircraft using the Site and a copy of which is attached to this Deed;

"Appeal" means the Appeal made by the Company to the Secretary of State against the Council's refusal of the Application (and given reference number APP/P1750/A/09/2118357);

"Application" means the application made under section 73 of the 1990 Act to vary condition 8 of the Original Permission and allocated reference number 09/00313/REVPP by the Council;

"APU" means auxiliary power unit;

"Business Aviation" means flying activities and operations that are dedicated to the needs of companies individuals and organisations which require a premium priced service for a high degree of mobility a high standard of service and flexibility and privacy in aviation services. This definition excludes such activity in connection with the Airshow bulk freight services scheduled passenger services and "inclusive tour"

charter flying. No training or recreational flying (other than recreational flying by the DERA Aero Club or essential familiarisation training and flying checks by aviation aircrew) shall take place;

"Carbon Neutrality Scheme" means a scheme for achieving carbon neutrality (a copy of which is annexed hereto) in accordance with the ACI (Europe) Airport Carbon Accreditation or such other scheme as may be agreed with the Council from time to time to achieve carbon neutrality for the Site by 31 December 2019 and thereafter to maintain such carbon neutrality;

"Deadline Date" means 1 January following the passing of one Year after the date of the Appeal is allowed;

"Development" means the development of the Site to allow an increase in the total number of business aviation Aircraft Movements from 28,000 to a maximum of 50,000 Aircraft Movements per annum including an increase in the number of business aviation Aircraft Movements at weekends and bank holidays from 5,000 to 8,900 per annum pursuant to the s73 Permission;

"EMS" means an environmental management system for the Site comprising a structured framework for managing environmental impacts of a similar nature and prepared to the standards of the Institute of Environmental Management and Assessment or such other standards as may be agreed with the Council;

"GPU" means ground power unit;

"Highway Contribution" means the maximum sum payable pursuant to the provisions of Schedule 2 being three hundred and seven thousand and fifty pounds (£307,050);

"Highway Contribution Purposes" means the use of the Highway Contribution for the purpose of improving the local transport network in accordance with the North Hampshire Transport Strategy and emerging Farnborough Town Access Plan to bring forward improvements to the transport network including without limitation improvements to the A327 and A325 corridors and such measures which seek to reduce the number and impact of traffic movements generated by the Site;

"Indexation" means the increase of any sum due under this Agreement increased by an amount equivalent to the increase in the Retail Prices Index excluding mortgage interest payments (RPIX) issued by the Office for National Statistics from the date of this Deed until the date the payment is made;

"INM Model" means an integrated noise model (version 7.0b or later) as described by the Federal Aviation Administration of the United States;

"MTOW" means maximum take off weight;

"NO_x Charging Scheme" means a charging scheme based on emissions of NO_x by aircraft using the Site;

"Odour Management Plan" means the plan for managing odour referred to in the Odour Monitoring Scheme and a copy of which is attached to this Deed;

"Odour Monitoring Scheme" means the scheme for monitoring odour in the vicinity of the Site and a copy of which is attached to this Deed;

"Original Permission" means the planning permission subject to conditions granted by the Secretaries of State on 13 March 2008 under reference number APP/P1750/A/06/2024640;

"Original Planning Obligations" means the planning obligation created by deed dated 10 October 2000 between the Council the Company the Secretary of State for Defence and BAE Systems, the planning obligation created by unilateral undertaking dated 5 April 2007 from the Company to the Council;

"Other Aviation Activity" means levels of aviation activity other than Business Aviation at the Site which for the avoidance of doubt shall include flying at and associated with the Airshow flying by the DERA flying club or similar successor club military operations and the arrival and departure by aircraft of diplomatic persons or official missions including Heads of State leading officials and members of Governments and international delegations and their entourages existing on the Relevant Date;

"Plan" means the plan attached to this Deed;

"Quarter" means the quarters ending on the usual quarter days;

"Relevant Date" means 10 October 2000;

"Reporting Dates" means 30 June and 31 December in each Year and Reporting Date shall be construed accordingly;

"s73 Permission" means the planning permission subject to conditions granted by the Secretaries of State pursuant to the Appeal (if any);

"Safeguarding Map" means the safeguarding map produced by the Company pursuant to the Civil Aviation Authority CAP 738 (December 2006) which identifies the areas which are subject to height and activity restrictions in order to safeguard the operations at the Site;

"Schemes" means any or all of the Sustainability & Climate Change Charter the NO_x Charging Scheme and the EMS and **"Scheme"** shall mean any one of them;

"Site" means the land against which this Deed may be enforced as shown edged red on the Plan;

"Sustainability & Climate Change Charter" means a framework document that sets out how sustainability and appropriate climate change response shall be delivered at the Site;

"Track" means the route followed by an aircraft when landing and taking off from the Site and encompasses the direction over the ground and the height above ground;

"Track Monitoring System" means an electronic system to record the Track followed by an aircraft when landing or taking off;

"Travel Plan" means a travel plan produced by RPS Transport ref GJ/GW/KO/lc/JLJ0718-03B dated April 2010 a copy of which is attached to this Deed;

"UK-AIP" means UK Aeronautical Information Package issued by the Civil Aviation Authority; and

"Year" means any calendar year.

- 1.2 Where in this Deed reference is made to any recital clause paragraph or schedule such reference (unless the context otherwise requires) is a reference to a recital clause paragraph or schedule in this Deed.
- 1.3 Words importing the singular meaning where the context so admits include the plural meaning and vice versa.
- 1.4 Words of the masculine gender include the feminine and neuter genders and words denoting actual persons include companies corporations and firms and all such words shall be construed interchangeable in that manner.
- 1.5 Wherever an obligation falls to be performed by more than one person then the obligation can be enforced against every person so bound jointly and against each of them individually unless there is an express provision otherwise.

- 1.6 Any reference to an Act of Parliament shall include any modification extension or re-enactment of that Act for the time being in force and shall include all instruments orders plans regulations permissions and directions for the time being made issued or given under that Act or deriving validity from it.
- 1.7 References to any party to this Deed shall include the successors in title to that party and to any deriving title through or under that party and in the case of the Council and County Council the successors to their respective statutory functions.
- 1.8 Headings where they are included are for convenience only and are not intended to influence the interpretation of the agreement.

2. LEGAL BASIS

- 2.1 This Deed is made pursuant to Section 106 of the 1990 Act Section 111 of the Local Government Act 1972 and Section 2 of the Local Government Act 2000 and all other powers enabling which may be relevant for the purpose of giving validity thereto and facilitating the enforcement of the obligations contained herein.
- 2.2 The terms of this Deed create planning obligations binding on the Owner and the Company pursuant to Section 106 of the 1990 Act and are enforceable as such by the Council and County Council as local planning authorities.
- 2.3 It is agreed that this Deed is a replacement of the Original Planning Obligations and the parties hereto agree that upon grant of the s73 Permission they will not seek to enforce the provisions of the Original Planning Obligations.
- 2.4 Clause 2.3 shall cease to apply if this Deed ceases to apply in accordance with Clause 3.2 and the Original Planning Obligations shall be reinstated and continue to apply as at the date thereof.

3. CONDITIONALITY

Conditional

- 3.1 This Deed is conditional upon the grant of the s73 Permission save for the provisions of this clause and clause 8 which shall come into effect immediately upon completion of this Deed.

Duration

- 3.2 This Deed shall cease to have effect (insofar only as it has not already been complied with) if the s73 Permission shall be quashed revoked or otherwise withdrawn or

(without the consent of the Owner or the Company) it is modified by any statute or statutory instrument.

- 3.3 No person shall be liable for any breach of any of the planning obligations or other provisions of this Deed after parting with its entire interest in the Site or its interest in that part of the Site on which the breach occurs but without prejudice to liability for any subsisting breach arising prior to parting with such interest.
- 3.4 Nothing in this Deed shall prevent compliance with any obligation pursuant to it prior to that obligation coming into effect under this Clause 3 or compliance by the Company with an obligation of the Owner and no such early compliance shall amount to a waiver of the effect of this Clause 3.

Other Development

- 3.5 Nothing in this Deed shall prohibit or limit the right to develop any part of the Site in accordance with a planning permission (other than the s73 Permission) granted (whether or not on appeal) after the date of this Deed.

4. OWNER'S AND COMPANY'S COVENANTS

- 4.1 Subject to the provisions of clause 7 (or as otherwise provided elsewhere in this Deed), the Company and the Owner covenant with the Council as set out in Schedule 1 with the Council and the County Council as set out in Schedule 2.
- 4.2 The Company the Owner the Council and the County Council agree that the covenants in Schedule 1 may be subsequently varied supplemented replaced or deleted by Deed without the County Council requiring to be a party to such deed subject to the covenants in Schedule 3 being unaffected as if the County Council had been party to such deed.

5. PLANNING AUTHORITY COVENANTS

- 5.1 The Council covenants with the Owner and the Company as set out in Schedule 3.
- 5.2 The County Council covenants with the Owner and the Company as set out in Schedule 4.

6. MORTGAGEE

- 6.1 The Mortgagee acknowledges and declares that this Deed has been entered into by the Owner and the Company with its consent and that the Site shall be bound by the

obligations contained in this Deed and that the security of the mortgage over the Site shall take effect subject to this Deed.

- 6.2 Any mortgagee being an institution permitted to conduct lending business in the United Kingdom or otherwise approved in writing by the Council on a case-by-case basis (such approval not to be unreasonably withheld or delayed) shall be liable only for any breach of the provisions hereof during such period as it is a mortgagee in possession of the Site and shall not be liable for any breach of the provisions hereof after it has parted with or released its interest in the Site.

7. GENERAL PROVISIONS

7.1 It has been agreed between the Council the Owner and the Company that:

- (a) To the extent the Site has or had the benefit as at the Relevant Date of rights for military purposes or Other Aviation Activity nothing in this Deed will prejudice or in any other way alter or diminish those rights.
- (b) This Deed does not regulate flying at and associated with or any other activities connected with the setting up or running of the Airshow.
- (c) Nothing contained in this Deed shall apply to activities or operations on the Site which are carried out pursuant to Ministry of Defence powers or regulations.
- (d) To the extent that the Site may benefit from any lawful use rights in respect of Business Aviation as at the Relevant Date the Owner and the Company agree that they shall not pursue or attempt to pursue or knowingly assist any party in pursuing any such rights that there may be.

8. PROVISIONS OF IMMEDIATE EFFECT

- 8.1 The Owner shall pay to the County Council on completion of this Deed the reasonable legal and professional costs of the County Council in the sum of £2,735 incurred in the negotiation preparation and execution of this Deed
- 8.2 Nothing in this Deed will create any rights in favour of any person pursuant to the Contracts (Rights of Third Parties) Act 1999.
- 8.3 The Owner agrees with the Council and the County Council to give prompt written notice of any change in ownership of any of its interests in the Site occurring before all the obligations under this Deed have been discharged such notice to contain details of

the transferee's full name and registered office (if a company or usual address if not) together with the area of the Site or unit of occupation purchased by reference to a plan.

Notices

- 8.4 Any notice or other written communication to be served upon or given by one party to any other under the terms of this Deed shall be deemed to have been validly served or given if delivered by hand or sent by recorded delivery post to the party upon whom it is to be served or whom it is to be given or as otherwise notified for the purpose by notice in writing.
- 8.5 The address for any notice or other written communication shall only be within the United Kingdom and is:
- (a) for the Owner at its registered office from time to time and marked for the attention of the Operations Director and the Company Secretary or such other address as shall be notified in writing to the Council from time to time;
 - (b) for the Company at its registered office from time to time and marked for the attention of the Operations Director and the Company Secretary or such other address as shall be notified in writing to the Council from time to time;
 - (c) for the Council at Council Offices Farnborough Road Farnborough Hampshire GU14 7JU marked for the attention of the Solicitor to the Council or such other person and address as shall be notified in writing to the Owner from time to time;
 - (d) for the County Council at The Castle, Winchester SO2 8UJ marked for the attention of the solicitor or such other person and address as should be notified in writing to the Owner from time to time; and
 - (e) for the Mortgagee at Lloyds TSB Corporate Markets, The Atrium, Davidson House, Forbury Square, Reading RG1 3EU marked for the attention of Mark Walters or such other address as shall be notified in writing to the Council from time to time.

Local Land Charge

- 8.6 This Deed shall be registered as a local land charge by the Council and the Council shall forthwith after the date of this Deed register this Deed as such.

Jurisdiction & Legal Effect

- 8.7 This Deed is governed by and interpreted in accordance with the laws of England.
- 8.8 Insofar as any clause or clauses of this Deed are found (for whatever reason) to be invalid illegal or unenforceable then such invalidity illegality or unenforceability shall not affect the validity or enforceability of the remaining provisions of this Deed.
- 8.9 No waiver (whether expressed or implied) by the Council of any breach or default in performing or observing any of the covenants terms or conditions of this Deed shall constitute a continuing waiver and no such waiver shall prevent the from enforcing any of the relevant terms or conditions or for acting upon any subsequent breach or default.
- 8.10 The provisions of this Deed (other than this clause sub-Clause 8.10 which shall be effective in any event) shall be of no effect until this Deed has been dated.

Use of Contributions by Receiving Authority

- 8.11 If prior to the receipt of any of any contribution payable pursuant to the terms of this Deed the County Council incurs any expenditure in providing additional facilities to which it was intended to apply any such contribution (or in consequence of arranging for the provision thereof) by the letting of a contract or otherwise including any design costs whether in anticipation of or as a result of the Development then the County Council may immediately following receipt of such contribution deduct there from a sum equivalent to such expenditure incurred and for the avoidance of doubt it is hereby further agreed that such proportion of any such contribution shall not be the subject of any requirement to repay or account for it or any interest accrued thereon pursuant to the terms of this Deed and that such monies shall be and remain the property of the County Council and shall not be bound by the terms of this Deed

9. ARBITRATION

- 9.1 Save for matters of construction (which shall be matters for the Court) in the event of any dispute arising between the County Council and the Owner or the Company in respect of any matter contained in this Deed including questions of value and any question of reasonableness the same shall be referred to an expert ("Expert") to be agreed upon between the County Council and the Owner or the Company or at the request and option of either of them to be nominated at their joint expense by or on behalf of the President for the time being of the Royal Institute of Chartered Surveyors and the Expert's decision shall be final and binding on the County Council and the Owner or the Company and whose costs (including the re-imburement of the costs of any other experts' fees) shall be at his discretion

- 9.2 The Expert shall have at least ten years post qualification experience in the subject matter of the dispute
- 9.3 The Expert shall be appointed subject to an express requirement that he reaches a decision and communicates it to the parties within the minimum practicable timescale allowing for the nature and complexity of the dispute and in any event not more than 36 working days from the date of his appointment to act
- 9.4 The Expert shall be required to give notice to each of the County Council and the Owner or the Company inviting each of them to submit to him within such period as he shall reasonably determine within 10 working days of his appointment written submissions and supporting material and shall afford to each of the said parties an opportunity to make counter submissions within a further 5 working days in respect of any such submission and material and the Expert shall disregard any representations made out of time and the Expert's decision shall be given in writing within 21 working days from receipt of any counter submissions or in the event that there are no counter submissions within 21 working days of receipt of the written submissions and supporting material with reasons and in the absence of manifest error the Expert's decision shall be final and binding on the said parties
- 9.5 It is hereby declared and agreed between the County Council and the Owner or the Company that nothing in this clause 9 shall be taken to fetter the ability of the Council or County Council to seek legal redress in respect of any breach of the obligations entered into by the Company and the Owner in this Deed.

IN WITNESS whereof the parties hereto have executed this Deed on the day and year first before written.

SCHEDULE 1

THE OWNER AND THE COMPANY'S OBLIGATIONS TO THE COUNCIL

Part 1: Obligations updated from the Original Planning Obligations

1. AIRCRAFT MOVEMENT

- 1.1 From the date hereof a detailed electronic record shall be kept of all aviation movements (including without limitation Business Aviation military diplomatic DERA club and helicopter) that is each landing and take off and shall record as a minimum for each movement the aircraft registration number the time of movement (GMT) aircraft type (precise ICAO type codes) ICAO Chapter MTOW origin or destination (airport codes) and runway used. The record shall be updated immediately upon completion of the movement.
- 1.2 Real-time computer access to the details recorded under paragraph 1.1 shall be provided to the relevant Officer of the Council and such records kept available for a period of 5 years.
- 1.3 Notwithstanding paragraph 1.2 after every Reporting Date the Company shall compile and deliver to the Council within a period of 4 weeks from that Reporting Date a summary of movements comprising details on movement numbers in each hour each day within weight bands aircraft Chapter and runway use. The frequency of this report and its content can be varied with approval of the Council for the purpose of considering a different frequency of reporting.
- 1.4 Preferred noise routes and tolerance limits shall be published on acceptance by the CAA in the UK-AIP. A Track Monitoring System will continue to be implemented. Any modifications or improvements to the preferred noise routes or their tolerance limits may from time to time be made in the interests of public and environmental amenity in consultation with the Council and subject to their acceptance by the Civil Aviation Authority.
- 1.5 Compliance with the preferred noise routes and tolerance limits shall be enforced by the Company except for those instances when aircraft are required by air traffic control to deviate from the preferred routing for reasons of safety.
- 1.6 An annual review of arrival and departure routes for all aircraft operating pursuant to the s73 Permission shall be carried out with the Council. The information shall be

submitted to the Council within 6 weeks of the end of each Year. Based on the results of each annual review new procedures shall be trialled with the aim of reducing further the overflight of residential areas. If found favourable to the benefit of residential amenity a request shall be made to the Civil Aviation Authority to promulgate revised arrival and departure procedures for the Site.

2. NOISE CONTROL

2.1 Specific noise limits

- (a) Aircraft Movements other than Other Aviation Activity shall not exceed the areas within the annual noise budget, defined by the total land within both the 55dB(A) Leq contour (being 9.09 km²) and the total land within the 60dB(A) Leq contour (being 4.01 km²). It is further agreed that spare capacity within one year's budget shall not be carried forward to a future year.
- (b) Where a noise benefit can be demonstrated then, subject to reaching prior agreement in writing with the Council (all parties acting reasonably), the Site can be operated within a noise budget defined by noise contours of differing land area or position from the contours defined in paragraph 2.1(a).

2.2 Operational Measures

- (a) The use of aircraft reverse thrust shall be discouraged except where its use is required for safety reasons. It is further agreed that this control will be published in the UK-AIP and the Company's Conditions of Use.
- (b) Chapter 2 aircraft shall not be permitted to be used to and from the Site.

2.3 Other Amelioration Measures

- (a) Reasonable endeavours shall be used to ensure that pilots operate their aircraft in such a way as to minimise noise disturbance to the areas surrounding the Site. Pilots will have particular regard to the use of reverse thrust (paragraph 2.2(a)), track keeping (paragraph 1.4), engine ground running (paragraph 2.3(b)), the use of APU's (paragraph 2.3(c)) and helicopters 2.3(d). Any controls will be agreed with the Council prior to it being published in the UK-AIP and the Company's Conditions of Use.
- (b) Engine ground running/testing other than routine pre-flight checks will be avoided as far as reasonably practical, engine ground running/testing may only take place between 08:00 and 20:00 Monday to Friday. In addition engine ground runs may take place on Saturday, Sunday or Bank Holidays between

09:00 and 20:00 but only if there is an essential operational or safety reason, that is, the aircraft is required for flight over the weekend or Bank Holiday period in question. Any high powered engine ground running/testing may only take place on land south of the runway at the same times and days and under the same circumstances.

- (c) APUs will not be operated between the hours of 22:30 and 06:30.
- (d) An entry shall be inserted and maintained on an ongoing basis in the UK-AIP requiring helicopter pilots to operate in accordance with minimum noise procedures.

2.4 Sound Insulation Grant Scheme

Sound insulation of a type extent and under terms to be agreed with the Council by the Deadline Date acting reasonably and in line with the schemes of other UK airports shall be offered to the owners of residential academic or health care premises which are predicted in any forthcoming period in the annual predictive modelling exercise as set out in paragraph 2.5(a) to be subject to noise levels of 60dB(A) Leq (16 hour, annual average) or above directly attributable to aviation noise from the use of the Site other than those resulting from the Airshow or large scale military activity in the event of a national emergency.

2.5 Predictive Modelling

- (a) At the end of the 2nd Quarter in each Year the INM model will be used to produce noise contours based on the preceding 6 months' actual movements and a second set of theoretical contours for the next 6 months.
- (b) At the end of the 4th Quarter in each Year the INM model will be used to produce noise contours based on the actual movements in the past Year and a second set of theoretical contours for the Year ahead.
- (c) These sets of contours shall be supplied to the Council not later than 6 weeks after the model has been used.
- (d) For paragraphs 2.5(a)-(c) the INM model shall use a simplified departure track representation and such simplified departure track representations shall be made after inspection of the spread of actual aircraft tracks at the Site.
- (e) For paragraphs 2.5(a)-(c) the INM model shall include terrain information and at the end of each Year the results shall be compared between the individual

INM predicted levels with the measured levels determined by the fixed and mobile monitoring points in and around the Site.

2.6 Noise and Track Monitoring

For the lifetime of the Development the noise and track monitoring scheme attached shall be complied with. The noise monitoring scheme can be amended with agreement from the Council in writing and such agreement is not to be unreasonably withheld.

2.7 Validation of Modelling and Measurement

The Company will on an annual basis employ suitably qualified noise consultants to audit the modelling and monitoring work required by paragraphs 2.5 and 2.6 in a manner to be agreed with the Council. The Company will ensure that the audit is completed in time for the inclusion in the performance monitoring report required by paragraph 2.8(b).

2.8 Modelling and Monitoring - Reporting

- (a) The Company shall provide to the relevant officer of the Council real-time computer access to the data from fixed noise monitors provided in accordance with paragraph 2.6 and a half-yearly summary shall be provided within 4 weeks after each Reporting Date. This information will be made available to supplement the information on individual movements required by paragraph 1.1.
- (b) The Company shall provide within 4 weeks after each Reporting Date the Council with data from mobile monitoring points in accordance with paragraph 2.7 on a quarterly basis.
- (c) The frequency nature and extent of all noise reporting shall be reviewed in consultation with the Council annually.

3. AIR QUALITY AND ODOUR

- 3.1 The Air Quality Monitoring Scheme shall be complied with for the lifetime of the Development.
- 3.2 The Odour Monitoring Scheme shall be complied with for the lifetime of the Development.
- 3.3 The extent and scope of monitoring required by either of the schemes referred to in paragraphs 3.1 and 3.2 may be changed after consultation and agreement with the Council (acting reasonably).
- 3.4 The Council shall be supplied with a half-yearly report of the data obtained from the monitoring required by paragraphs 3.1 and 3.2 such report to be provided to the Council within 4 weeks of each Reporting Date.
- 3.5 The Odour Management Plan shall be complied with for the lifetime of the Development.

4. AIRCRAFT WEIGHT

- 4.1 Any Business Aviation aircraft in excess of 50 tonnes MTOW shall not be permitted to land at or take off from the Site with the exception of 1,500 aircraft of 50 to 80 tonnes MTOW in each Year.
- 4.2 No Business Aviation aircraft with a MTOW in excess of 80 tonnes shall land or take off at the Site.

5. FREIGHT

- 5.1 No aircraft shall carry more than a total of 100 kilos of freight into or out of the Site (except racehorses).
- 5.2 No more than 100 Aircraft Movements a Year may involve the transportation of racehorses.

6. SAFETY

- 6.1 The Company undertakes to use all reasonable endeavours at all times to improve levels of third party risk associated with the Site.

6.2 The Company will undertake a safety audit addressing third party risk once a Year and provide a performance monitoring report on this to the Council forming part of the report referred to in paragraph 10.

7. COMMUNITY BENEFITS AND ENVIRONMENTAL IMPROVEMENTS

7.1 The Company shall with the agreement of Farnborough College of Technology encourage training opportunities and work experience placements for students at the Site.

7.2 A community environmental fund to be levied on Business Aviation movements at a rate of Two Pounds (£2.00) per Aircraft Movement and Five Pounds (£5.00) per aircraft movement if the aircraft is in excess of 50 tonnes MTOW is to be paid annually to the Council unless otherwise agreed and to be used for environmental enhancement projects within the areas surrounding the Site in accordance with arrangements and a timescale to be agreed with the Council.

8. AERODROME SAFEGUARDING

The Safeguarding Map may from time to time be revised and updated to reflect the up to date safeguarding relevant at the Site and any changes shall be notified to the Council.

9. COMPLAINTS

9.1 A record of all complaints received regarding the Site shall be kept including the name address contact details of the complainant and detail of the complaint regarding noise air quality odour Track keeping (including varying from preferred noise routes) and alleged vortex damage. A record shall also be kept of the response in terms of its timing details as to the cause(s) of the complaint and the action taken if any to remedy the situation.

9.2 Within one week after the end of each Quarter details of all complaints recorded under paragraph 9.1 shall be supplied to the Council provided that the frequency of this reporting period can be amended with agreement with the Council.

9.3 All complaints received regarding the Site shall be dealt with in accordance with the Complaints Procedure Charter as attached and such charter shall be complied with for the lifetime of the Development.

10. PERFORMANCE MONITORING OF THE SECTION 106 AGREEMENT

10.1 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.

10.2 The Company shall use reasonable endeavours to provide all reports submitted pursuant to this schedule:

- (i) as a composite report in order to minimise administration; and
- (ii) in electronic format so far as it is practical to do so.

Part 2: New Obligations

11. AIRCRAFT MOVEMENT

Following the review under paragraph 1.6 of Schedule 1 if the Company considers it feasible it shall use reasonable endeavours to promote and support airspace changes in order to benefit local residents through the creation of greater amount of controlled airspace around the Site.

12. NOISE CONTROL

12.1 Specific noise limits

For up to 50,000 Aircraft Movements the area within the annual noise budget for such Aircraft Movements (other than Other Aviation Activity) shall not exceed 72.5% of the land within the 55dB(A) Leq contour (72.5% being 6.6 km²) and shall not exceed 60% of the total land within the 60dB(A)Leq contour (60% being 2.4 km²).

12.2 Operational Measures

Fixed wing aircraft which are not compliant with the Chapter 4 or above noise certification numerical standards of the International Civil Aviation Organisation shall not be permitted to land at or take off from the Site from the Deadline Date.

12.3 Noise Action Plan

Prior to the Deadline Date a voluntary noise action plan shall be submitted to the Council and such plan shall be of similar nature to a plan that would be required to be produced under the Environmental Noise (England) Regulations 2006.

13. PHASED MAXIMUM NUMBER OF MOVEMENTS

13.1 No more than 50,000 Aircraft Movements per annum shall occur and until 1 January 2019 such increase shall be phased in accordance with the table set out in this paragraph 13.1 and for each Year it shall not be permitted to exceed the maximum total number of Aircraft Movements per Year and the maximum total number of Aircraft Movements on Saturdays Sundays and Bank Holidays as set out in the table in this paragraph 13.1.

Year	Total	Weekend
2010	28000	5000
2011	31000	5500
2012	37000	6600
2013	41000	7300
2014	43000	7600
2015	45000	8000
2016	47000	8250
2017	48000	8500
2018	49000	8750
2019	50000	8900

13.2 In the event that the permitted maximum total of Aircraft Movements in any Year in the table set out in paragraph 13.1 are exceeded then maximum total for the subsequent year shall be reduced by the number of exceedances in the previous Year.

14. **EMS NO_x CHARGING SCHEME AND SUSTAINABILITY & CLIMATE CHANGE CHARTER**

14.1 Not less than 9 months prior to the Deadline Date the Company shall develop and submit to the Council each of the Schemes.

14.2 In the event that any of the Schemes are not approved by the Council the Company shall resubmit such Scheme to the Council amended to take into account the reasons for non-approval within 3 months of such notice of non-approval.

14.3 Subject to approval of the Schemes by the Council prior to the Deadline Date the Schemes shall be complied with for the lifetime of the Development otherwise in respect of any Scheme that shall not have been approved by the Council the Company shall comply with the Scheme as submitted to the Council until such Scheme shall have been approved by the Council or settled by the Expert pursuant to Clause 9 and thereafter such approved or settled Scheme shall be complied with for the lifetime of the Development.

14.4 The Company shall use reasonable endeavours to obtain ISO 14001 certification or equivalent recognised standard for the EMS.

14.5 Receipts from the NO_x Charging Scheme shall be expended upon or distributed for environmental improvement projects on or in the vicinity of the Site and details of amounts received and how they have been expended or distributed shall be included in the performance monitoring report to be submitted to the Council pursuant to paragraph 10.1 above.

14.6 The Schemes the Noise Action Plan the Odour Management Plan and the Carbon Neutrality Scheme shall be subject to review every five years or as otherwise agreed from time to time and either the Company or the Council may make representations to the other as to more frequent review and the other party shall have regard to such representations.

15. **CARBON NEUTRALITY SCHEME**

15.1 The Carbon Neutrality Scheme shall be complied with for the lifetime of the Development.

16. **AIRPORT MONITORING OFFICER CONTRIBUTION**

16.1 Each Year the Company shall pay the Council £15,600 subject to Indexation as a contribution towards the cost of an Airport Monitoring Officer to be employed by the Council for the purpose of monitoring the Site for the life of the Development



Air Quality Monitoring Scheme TAG Farnborough Airport

1. Introduction

- 1.1 As a part of the TAG Farnborough Airport Master Plan 2009 TAG is committed to continued study of the impacts of business aviation at the Airport on local air quality, with due regard to the TAG Farnborough Airport Section 106 Agreement. This document outlines the scope of this scheme on the impacts of air quality from airport sources on local residents.

2. Aims

- 2.1 The aim of the scheme is to report air quality and understand issues that may occur as a result of airport operations through monitoring and recording around the Airport.

3. Objectives

- 3.1 This programme has the following main objectives:
- Record air quality from the monitoring sites and report the results to RBC
 - Wherever possible, address air quality issues that are identified

4. Background information

- 4.1 TAG assesses air quality through monitoring of nitrogen dioxide levels at thirteen sites in and around the airport boundary. See attached map GN TG A OP 0149
- 4.2 TAG records all instances of complaints concerning air quality whether confirmed as associated with airport activities or not. Where possible the activities that were taking place at the airport and the meteorological conditions that prevailed are also noted.

5. Methodology and Scope

- 5.1 Nitrogen Dioxide is monitored as an overall pollution indicator within the boundary and around the residential vicinity of the Airport. Monitoring is carried out at thirteen locations, six within the airport boundary and seven in the surrounding community, at which ambient Nitrogen Dioxide levels are recorded by use of passive diffusion tubes.
- 5.2 At two of the thirteen locations active Nitrogen Dioxide monitors (Learian Streetboxes) are co-located. Data from all monitoring stations is collected on a monthly basis and submitted to Rushmoor Borough Council as a part of the TAG Environment Report

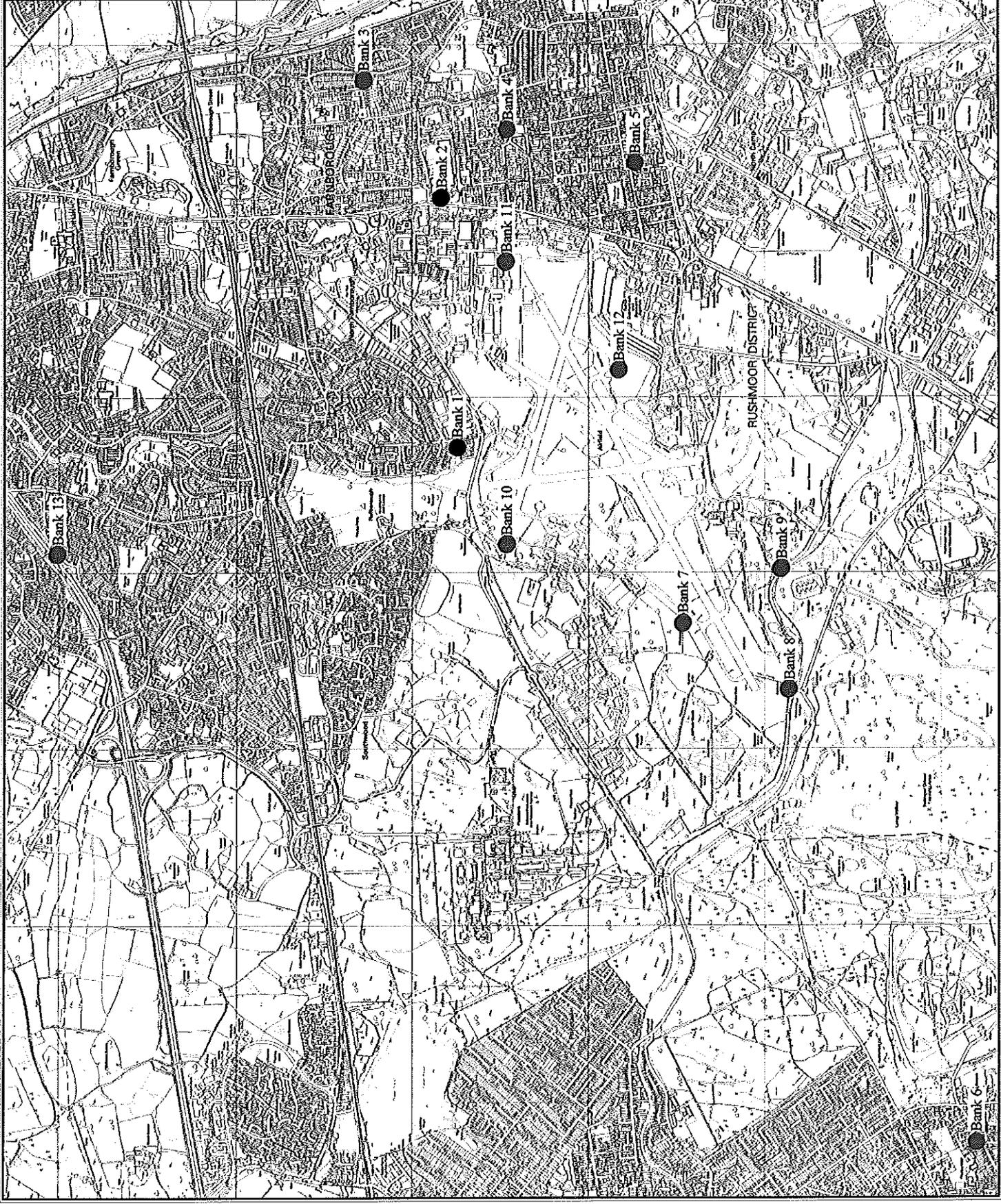
- 5.3 Air quality complaints are commonly received by TAG through one of the three following mediums: by telephone to the dedicated complaints line, by email to the dedicated address or by letter to the Environment Manager. The telephone number and email address shall be advertised on the TAG and FACC websites:

Telephone: 01252 526001 **Email:** complaints@tagfarnborough.com

6. Results

- 6.1 The results will be used in conjunction with any conclusions drawn from monitoring and reporting undertaken by Rushmoor Borough Council, with whom TAG are committed to working together in order to control and mitigate the identified impacts.

Miles Thomas
Environment Manager
March 2010



Key:

- Diffusion Tubes only
- Learian Box/Diffusion Tube

Revisions
 A 28/01/03 First Issue
 B 21/07/03 Bank 13 added



TAG Farnborough Airport Ltd
 Farnborough
 Hampshire
 GU14 6XA

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 Based upon Ordnance Survey 1:1250 mapping
 Licence Number: 1000 36221

Scale@A3 1:2000 Date 28/01/03 Drawn by SA

Title

TAG Farnborough Airport
 Air Quality Monitoring Sites
 Map 1

Drawing No. GN TGA OP 0149 Rev. No. B



Carbon Neutrality Scheme TAG Farnborough Airport

1. Summary

1.1 TAG Farnborough Airport Ltd ("the Airport"), in the event of:

- planning permission being granted for an increase in business aviation movements of up to 50,000 per annum in accordance with Application reference APP/P1750/A/09/2118357 currently on appeal to the Secretaries of State ("the planning permission"); and,
- notice being served of implementation of the planning permission;

agrees to commit to a programme of continuous carbon reduction and to achieve **carbon neutrality** by 31st December 2019 ("the carbon neutral date") for its operations, as defined by ACI-Europe's *Airport Carbon Accreditation* Scheme 2009 ("the ACA Scheme"). Such obligation shall continue at all times when the Airport is operating under the planning permission.

1.2 Carbon neutrality will be achieved no later than 31 December 2019 and prior to this, the Airport agrees to put into effect and carry out all stages set out in ACI-Europe's ACA scheme, including the following:

- Level 1 (Mapping)
- Level 2 (Reduction)
- Level 3 (Optimisation)
- Level 3+ (Neutrality)

1.3 The Airport will employ an appropriate verification body meeting the requirements of ACI Europe's ACA Scheme to verify work undertaken and to confirm that work has been implemented and achieved in full accordance with the Scheme.

1.4 The Scheme shall employ best practices and the Airport shall have regard to any updates and amendments to the ACA Scheme that may come into effect before 31 December 2019.

2. Airport Carbon Accreditation

2.1 The following are recognised as being constituent parts of the ACA Scheme:

- i. ACI Europe launched the ACA Scheme in 2009 following an earlier resolution on climate change at its annual assembly in June 2008. The ACA Scheme allows the assessment and recognition of participating airports' efforts to manage and reduce their carbon dioxide emissions.

- ii. The ACA Scheme is independently administered by WSP Environment & Energy, an international consultancy appointed by ACI Europe to manage the accreditation of participating airports on an annual basis.
- iii. The administration of the scheme is overseen by an Advisory Board, comprising representatives from institutions that have endorsed the programme, together with a number of distinguished, independent experts from the fields of aviation and environment. These include representatives of the European Civil Aviation Conference (ECAC), the European Organisation for the Safety of Air Navigation (EUROCONTROL), the United Nations Environmental Programme (UNEP), the Director of Transport at the European Commission, the European Office of the World Wide Fund for Nature (WWF) and the Centre for Air Transport and the Environment at Manchester Metropolitan University.
- iv. Airports must have carbon footprints independently verified in accordance with the ISO 14064 international standard on greenhouse gas accounting. Evidence of this must be provided to the administrator together with all claims regarding carbon management processes which must also be independently verified.
- v. The definitions of emissions footprints used in the ACA Scheme follow the principles of the World Business Council for Sustainable Development (WBCSD) and the World Resources Institute "Greenhouse Gas Protocol" Corporate Accounting and Reporting Standard ("GHG Protocol").
- vi. The scheme utilises the GHG Protocol concept of scope 1, 2 and 3 for defining emission sources, with suitable adaptation for an airport situation and taking into account emissions from activities that an airport can **control**, those it can **guide** through effective partnerships, and those it can only **influence**.

3. Target Timescales for the Airport to Achieve the ACA Accreditation Levels

3.1 The following dates are target dates set for the achievement of the sequential levels of the ACA Scheme:

- Mapping (31st May 2010)
- Reduction (31st May 2012)
- Optimisation (31st May 2014)
- Neutrality (31st May 2018)
- Certification of Neutrality (31st December 2019)

4. Level 1: Mapping

4.1 Mapping has been completed at the Airport for the baseline year of 2008 and the first Certificate of Accreditation has been issued to TAG by the scheme administrators covering the period 2009-2010 (see page 6). This exercise of establishing and recording the carbon footprint of the Airport will be repeated in all subsequent years. The mapping process involves the following steps:

- Determining the Airport's operational boundary and the emissions sources within that operational boundary which are Scope 1 and Scope 2 sources, as defined by the GHG Protocol.
- Collating data for the previous year for the sources identified.

- Calculating annual carbon emissions for the previous year.
 - Compiling a carbon footprint report.
 - Engaging an appropriate independent third party to verify the report before submission to the ACA Scheme administrators.
 - Ensuring that the carbon footprint calculation is in accordance with ISO14064 and the other ACA Scheme requirements.
- 4.2 In maintaining its accredited status, the Airport shall have regard to guidance from ACI Europe, changes in Government policy and that of Rushmoor Borough Council (“the Council”) with respect to climate change. The mapping process shall be undertaken annually in compliance with the ACA Scheme, with a copy of the relevant certificate for each stage and year of accreditation made available to the Council, FACC and published on the Airport’s website within one month of receipt.
- 4.3 TAG Farnborough Airport achieved accreditation at Level 1 of the ACA Scheme in December 2009. Its carbon footprint for 2008, derived from quantifying its CHG protocol Scope 1 & 2 emission sources, was 5,242 tonnes CO₂.

5. Level 2: Reduction

- 5.1 The Reduction level of ACA Scheme requires active carbon management and progress towards a reduced carbon footprint over a number of consecutive years. Commencing in 2011, the Airport will carry out this stage in accordance with ACI Europe guidance and requirements. The target is for this stage to be completed no later than 31st May 2012, with certification by 31st December 2012.
- 5.2 The Airport will employ suitably experienced consultants to assist it in formulating a Carbon Management Plan to achieve year-on-year reductions in carbon at the Airport. It shall also have regard to the advice of its accredited verifiers and the ACA scheme administrators, currently WSP Environment & Energy, in reducing its carbon footprint.
- 5.3 In achieving Level 2, the Airport shall:
- Ensure that it continues to accurately measure its carbon footprint on an annual basis.
 - Demonstrate that it has effective procedures for managing carbon, including the setting of appropriate targets for reduction.
 - Show through comparison of consecutive years’ footprints (average emission levels over a rolling three year period) that a reduction in the carbon footprint has occurred.
- 5.4 The Airport shall invoke procedures for the management of carbon to include the following:
- Appoint a senior manager with responsibility for climate change, carbon reduction and energy reduction matters.
 - This manager shall put in place effective measures and responsibilities for the reduction of carbon emissions and monitoring progress, including preparation of a report to TAG’s board on an annual (or more frequent) basis.
 - Communicate performance on emissions reduction to relevant stakeholders.
 - Develop and implement procedures for preparing and checking an accurate carbon footprint.
 - Develop and implement an Airport-wide low energy policy to reduce carbon emissions.
 - Monitor consumption of fuel and energy.
 - Define carbon/energy reduction targets.

- Have programmes or control mechanisms in place to ensure that carbon emissions from its operations are minimised.
- Consider the emissions impact of the Airport's investments.
- Undertake awareness training about emissions for all relevant staff.
- Have a process of self-assessment and auditing to monitor progress of improvement delivery.

5.5 Specific examples of carbon management measures that the Airport has already implemented, or which it is in the process of implementing, include the following:

- Time clocks for water heaters in Hangar 1 and the terminal building.
- Measures to change staff behaviour, including greater energy awareness.
- Installation of smart meters and selected locations throughout the Airport.
- Conversion of D & N Shed boilers from gasoil to natural gas.
- Replacement of airfield halogen lights with more energy efficient LED lighting.
- Installation of a micro-generation 'pilot project' at the security cabin.

6. Level 3: Optimisation

6.1 The "Optimisation" step of ACA Scheme requires third party engagement in carbon footprint reduction. Commencing in 2013 (or earlier), the Airport will carry out this stage in accordance with ACI Europe guidance and requirements. The target is for this stage to be completed no later than 31st May 2014, with certification by 31st December 2014.

6.2 The Airport shall, prior to Level 3, have fulfilled the requirements of the Mapping and Reduction levels in full. This includes the submission of a revised Carbon Management Plan at least every 3 years, identifying the specific activities undertaken and showing how the Airport has responded to:

- Changing organisational and operation circumstances.
- Changes to legal requirements and statutory codes.
- Revised scientific evidence of climate change and expectations of corporate behaviour.
- Development and accessibility of new technologies and management processes.

6.3 To meet Level 3: Optimisation, the Airport shall:

- Assess the carbon footprint which shall include the following Scope 3 emissions (as defined by the GHG Protocol) with a view to optimisation:
 - i. Emissions relating to landing, taxiing and take-off of aircraft below 915 metres (3000 feet).
 - ii. Emissions relating to various surface access modes that passengers and staff may use to and from the Airport.
 - iii. Emissions relating to staff business travel.
- Engage with stakeholders with a view to influencing a reduction in their carbon emissions including in relation to carbon footprints as applicable.

6.4 Stakeholder engagement shall comprise:

- Identifying and categorising as far as possible those stakeholders that the Airport can guide and those that it can influence to reduce carbon emissions.

- Demonstrating engagement with third party operators to reduce wider on- and off-airport carbon emissions.
- Allocating clear roles and responsibilities for engaging with and facilitating partnerships with key stakeholders.
- Producing a clear implementation plan of the intended approach to engaging with stakeholders, including proposed actions and timings of such actions.

7. Level 3+: Neutrality

7.1 The 'Neutrality' step of the ACA Scheme requires neutralising remaining direct carbon emissions through the purchase of carbon offsets. The target is for this stage to be completed no later than 31st May 2018, with full Carbon Neutral status certified by 31st December 2019.

7.2 The Airport shall, prior to Level 3+, have fulfilled in full the requirements of each the Mapping, Reduction and Optimisation levels.

7.3 The Airport shall further:

- Offset its remaining Scope 1 and 2 carbon emissions using internationally recognised offsetting schemes or trading mechanisms.
- Provide evidence to show how that it has purchased the commensurate amount of offsets in any one year.
- Continue to strive for further on-site carbon reductions as technological and other opportunities emerge, underlining TAG's commitment to achieving carbon neutral operations for all direct emissions and indirect emissions over which the Airport has control.

7.4 Any offsets shall be from appropriate schemes permitted under ACI-Europe Airport Carbon Accreditation Scheme, including:

- Certified Emission Reductions (CERs)
- Emissions Reduction Units (ERUs)
- Proprietary Verified Emissions Reductions (VERs)
- European Union Allowances (EUAs)
- A Bespoke Project Offset Scheme.

7.5 There are numerous different types of project within each instrument available for carbon offsetting. However, in accordance with the ACA Scheme guidance, the offset projects chosen by the Airport shall be characterised by the following best practice indicators:

- Verification – offset is verified by an accredited third party according to a standard or protocol.
- Additionality – reductions are demonstrable when compared to 'business as usual'.
- Leakages – take into account negative impacts beyond the project boundary.
- Impermanency – reductions are maintained over time.
- Double Counting – avoid offsets being counted more than once.

2009-2010

CERTIFICATE of ACCREDITATION



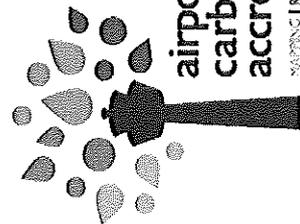
This is to certify that **Airport Carbon Accreditation**, under the administration of WSP Environmental Ltd, confirms that the carbon management processes at

FARNBOROUGH AIRPORT,
implemented by TAG Farnborough

have earned the accreditation level of **MAPPING**, in recognition of their efforts to manage their CO₂ emissions, as part of the European airport industry's response to the challenge of Climate Change.

Olivier Jankovec
Director General
ACI EUROPE

Peter Sharratt
Global Director
WSP Environment & Energy



MAPPING | REDUCTION | OPTIMISATION | NEUTRALITY

www.airportcarbonaccreditation.org



**Farnborough
Airport**

Complaints Charter
TAG Farnborough Airport

1. Reception

- Complaints are commonly received by TAG through one of the three following mediums: by telephone to the dedicated complaints line, by email to the dedicated address or by letter to the Environment Manager. The telephone number and email address shall be advertised on the TAG and FACC websites:

Telephone: 01252 526001 **Email:** complaints@tagfarnborough.com

2. Recording

- The complaints line and email address "inbox" are checked daily along with applicable post that is delivered direct to the Environment Department.
- The name and all provided contact details are entered on to the database together with the details of the complaint and the area of airport operations to which it relates.
- All complaints are recorded on the database, regardless of whether they can immediately be identified as relating to other sources of activity or are confirmed as not relating to TAG Farnborough Airport through resultant investigations.
- In terms of complaints, airport operations are divided in to two categories:
 1. **Flight Operations**, e.g. Low Flight, Aircraft not on Perceived Track, Noisy Flight, etc.
 2. **Other Operations**, e.g. Out of Hours Flights, Ground Noise, Odour, etc
- Any supplementary information provided by the complainant that may aid the investigation process is also recorded on to the complaints database.
- Details of multiple flights reported will be recorded and individually investigated however will not be recorded as separate complaints.

3. Investigation

- The procedure for investigation depends on the category of the complaint, either Flight Operations or Other Operations.

Flight Operations:

- Using the date and time and postcode supplied by the complainant, reported movements within airport operational hours are identified using the Track Monitoring System which covers an area of over 500 sq miles and up to 10,000ft.
- The Track Monitoring System will confirm whether the witnessed flight was a TAG arrival, TAG departure or non TAG operated transient flight.
- If identified as TAG operated results of the TAG Flight Track Auditing Procedure will be checked to ascertain whether the flight has been confirmed as operating in accordance with published procedures.

- The Environment Manager may listen to radio telephony tapes investigate flight strips and liaise directly with Air Traffic Control for further confirmation of circumstances.

Other Operations:

- Reported Out of Hours flights are investigated through use of the Track Monitoring System.
- Flights identified as non TAG Farnborough Airport operated cannot be subject to further investigation as TAG are not privy to such information
- Reports concerning ground noise are investigated through reference to the Air Traffic Control Watch logs, Movement Logs and Engine Ground Run Logs, in order to ascertain a full list of the activities that were occurring at the time.
- The Engine Ground Run log contains details of aircraft type, ground run location, duration and power setting used on each occasion.
- All results from the above investigations are detailed on the complaints database.

4. Response

- On completion of investigations a full response is made to the complainant by telephone call, email or postal letter as appropriate.
- Details of all findings are reported together with appropriate supporting documents i.e. identified track maps.
- All written responses are produced with the aim of addressing the specific complaint of the individual though may contain portions of standard or pre-prepared information.
- Responses concerning identified infringements of procedure contain full details of action taken with respect to aircraft operators
- TAG aims to provide a response to all complainants within 10 working days though investigations requiring playback of Air Traffic Control Radio Telephony Tapes may take longer.
- The type and date of each response is recorded on the complaints database.
- Copies of all written responses are kept in TAG files and used in reference when responding to complainants on multiple occasions.

5. Reporting

- In accordance with the Town and Country Planning Act Section 106 Agreement all complaints and associated details are reported to Rushmoor Borough Council within seven days of the end of each calendar month.
- A detailed complaints report is submitted to the FACC every 4 months including complainant name, complaint, identified aircraft information, TAG or non TAG identity, details of identified procedure infringements and TAG response.
- Charts displaying complaint distribution by postcode are submitted for the relevant months at each FACC meeting.

Miles Thomas
 Environment Manager
 April 2010



Noise and Track Monitoring Scheme TAG Farnborough Airport

1. Introduction

- 1.1 In compliance with the Town and Country Planning Act Section 106 Agreement, TAG purchased an integrated Noise and Track Monitoring System (NTMS) in 2003. The NTMS comprises of two fixed Noise Monitoring Terminals (Brüel & Kjør model 4441) a single portable Noise Monitoring Terminal (Brüel & Kjør model 4441) and a software package (Brüel & Kjør model 7804). The NTMS system is operated 24 hours a day.
- 1.2 A connection for the NTMS is provided to a computer terminal based at the Rushmoor Borough Council Offices to allow remote access to data.

2. Noise Monitoring

- 2.1 The two fixed Noise Monitoring Terminals (NMT's) are located at Tweseldown Race Course (No.2) and Farnborough College of Technology (No. 3) underneath the approach and departure corridors of runway 06 and 24. The fixed NMT's record "noise events" that result from aircraft operating at the Airport. In order to separate background and non-aviation related noise, the NTMS system automatically cross references noise events with TAG aircraft movements and pairs them together.
- 2.2 Noise events are reported to Rushmoor Borough Council twice yearly in the TAG Environment Report, expressed as daily dB $L_{Aeq,16h}$ for Event, Background and Total noise recorded.
- 2.3 The portable NMT (No. 1) does not form a part of routine noise monitoring scheme however is provided for ad-hoc monitoring in connection with trials of alternative Noise Abatement Procedures or in response to requests from groups or individuals in the surrounding community.
- 2.4 NMT's are subject to full maintenance checks, calibration and certificated on an annual basis.

3. Track Monitoring

- 3.1 The Track Monitoring division of the NTMS employs Secondary RADAR Data (taken as a feed from Heathrow) to map the tracks of all aircraft operating within the airspace that surrounds the Airport (an approximate area of 1500 square miles and up to 10,000ft, twenty four hours a day). Through automatic correlation with TAG Operations data, aircraft movement tracks are designated as one of three categories; TAG Departures; TAG Arrivals and non-TAG transient aircraft (each displayed in contrasting colours).
- 3.2 In compliance with the requirements of the Section 106 Planning Agreement, all TAG Farnborough Airport operated flights are subject to a routine audit process in terms of adherence to the published operating procedures; both in track and altitude.

- 3.3 Infringements of published operating procedures identified through track auditing are subject to internal investigation with track mapping used as evidence to aircraft operators. All aircraft operators contacted are requested to acknowledge the infringement, provide explanation of the occurrence and state the measures that will be implemented in order to prevent future infringements. Repeat infringements result in more in-depth investigation and may lead to limitations or complete withdrawal of Airport access.
- 3.4 Data from the Infringement Database is reported to Rushmoor Borough Council as a part of the annual TAG Performance Monitoring Report and to the Farnborough Airport Consultative Committee in the TAG Report.
- 3.5 Track monitoring and mapping also plays a major role in the identification of flights that have been reported by the surrounding community in the form of complaints (refer to the TAG Complaints Charter). Track data combined with track auditing results are used to identify reported TAG flights and confirm the operational circumstances of the time. Data from the NTMS is used to identify the tracks of non-TAG operated aircraft that have not been subject to the auditing procedure.
- 3.6 As a requirement of the Town and Country Planning Act Section 106 Agreement, actual track data from the NTMS is used in the production of noise contours in conjunction with the Integrated Noise Model (INM).

Miles Thomas
Environment Manager
April 2010

Odour Management Plan
TAG Farnborough Airport

1. Introduction

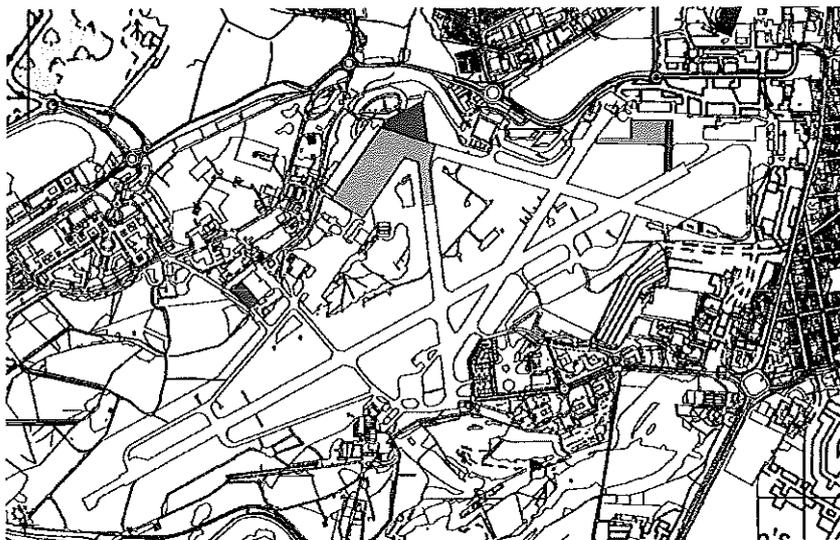
1.1 Analysis of data relating to odour complaints received by TAG indicates that, in order to reduce emissions associated with potential odour complaints, effective odour management measures need to target idling aircraft emissions on the North apron and at or near the hold at runway 24. Measures need to be permanently in place rather than during occasional specific meteorological conditions.

1.2 There is no one single measure that will significantly reduce emissions. A range of actions has been identified to reduce emissions.

1.3 Given the pattern of previous complaints, a hierarchy of measures has been identified to manage emissions from aircraft on the ground. These are (most important first):

- Reducing idling engines on the North Apron
- Reducing unnecessary idling time at the 24 hold and runway start.
- General measures to reduce emissions associated with odour and improving understanding of issues on-Airport.

1.4 The locations on the airfield where emissions from aircraft are understood to have the greatest potential to give rise to odour complaint are shown below;



Areas of primary
significance for odour ■

Areas of secondary
significance for odour ▨

1.5 This plan will be reviewed and updated annually where improvements have been identified

No.	Action	Timescale	Aim
	Reduce Idling Emissions on North Apron		
1.1	Educate TAG ground handling staff on aircraft emission issues.	30/3/2010	Reduce occurrences of marshals not being on station when aircraft arrive at North Apron(subject to workload constraints).
1.2	Work with aircraft operators and NATS to formulate a policy restricting the length of time that engines and APUs can run on-stand.	1/7/2010	Reduce idle emissions on apron by restricting engine-on time prior to departure. Publish in AIP.
1.3	Work with aircraft operators and NATS to formulate a policy restricting the length of time that engines can run for maintenance.	1/7/2010	Reduce idle emissions on apron by restricting maintenance engine runs. Publish in AIP.
1.4	Review operational planning to assess whether larger aircraft can be positioned away from North Apron.	1/10/2010	Position larger aircraft away from North Apron where feasible, with security regulations and operational constraints following completion of H2 project apron areas.
1.5	Review operational planning to assess whether aircraft parked at the Terminal apron can be pushed back to Terminal Grass apron.	1/10/2010	Reduce occurrences of idling engines pointing directly towards nearby housing.
1.6	Review operational planning to assess whether Terminal Grass apron can be given a lower priority than other locations.	1/10/2010	Reduce occurrences of aircraft parked on closest apron to nearby housing.
1.7	Promote the use of free fixed electrical ground power and ground power units in the pilots' lounge and flight crew handbook.	31/3/2010 for promotion in lounge.	Reduce reliance on idling engines (particularly for aircraft without APUs).
	Reduce Idling Emissions at or near Runway 24 Hold		
2.1	Evaluate costs and benefits of moving A1 stopbar to avoid aircraft holding with engines pointing toward housing.	31/12/2010	Reduce occurrences of aircraft idling with engines pointing towards housing.
2.2	Review with NATS the impacts of offering intersection departures from F2 and B1 and understand the effects on the airport operation.	31/12/2010	Reduce idling time close to housing by holding aircraft further from runway.
2.3	Understand issues surrounding the establishment of controlled airspace around Farnborough.	31/12/2010	Reduce holding delays caused by general aviation traffic.
	General		
3.1	Work with NATS to produce a procedure for recording engine start and taxi-out times.	1/7/2010	Enable better quantification of taxi/hold time of individual aircraft.
3.2	Following completion of major development projects, produce a Flight Crew Handbook for Farnborough Airport that will educate all pilots on the reason for operational requirements and procedures.	31/12/2011	Reduce emissions through education and assist pilots in reducing their environmental impacts.
3.3	Review the results of odour monitoring campaigns at other UK airports.	Ongoing	Understand extent to which odour monitoring techniques around airports are useful and effective.



Odour Monitoring Scheme TAG Farnborough Airport

1. Introduction

- 1.1 As a part of the TAG Farnborough Airport Master Plan 2009 TAG is committed to continued study of the impacts of business aviation at the Airport on local air quality, with due regard to the TAG Farnborough Airport Section 106 Agreement. This document outlines the scope of this scheme with particular emphasis on the impacts of odour from airport sources on local residents.

2. Aims

- 2.1 The aim of the programme is to understand odours that may occur as a result of airport operations through monitoring and recording of odour around the Airport.

3. Objectives

- 3.1 This programme has the following main objectives:
- To understand odour concentrations around the Airport, particularly at residential locations closest to the Airport boundary
 - To inform odour management procedures at the Airport
 - Wherever possible, address odour impacts that are identified

4. Background information

- 4.1 TAG records all instances of complaints arising from odours, whether confirmed as associated with airport activities or not. Where possible the activities that were taking place at the airport and the meteorological conditions that prevailed are also noted.
- 4.2 TAG also assesses air quality through monitoring of nitrogen dioxide levels at thirteen sites in and around the airport boundary.
- 4.3 TAG has an Odour Management Plan in place that is used in conjunction with ATC procedures to minimise the risk of odour events occurring.

5. Methodology and Scope

- 5.1 Odour complaints are commonly received by TAG through one of the three following mediums: by telephone to the dedicated complaints line, by email to the dedicated address or by letter to the Environment Manager. The telephone number and email address shall be advertised on the TAG and FACC websites:

Telephone: 01252 526001 **Email:** complaints@tagfarnborough.com

- 5.2 The programme will include odour sampling on request from complainants at residential areas around the airfield. Sampling will be carried out with a view to capturing exhaust emissions from taxiing aircraft to include those which are required to hold before entering the runway for take-off. Odour samples will be analysed when required and reported upon to cover identification and quantification of odorous compounds
- 5.3 TAG is committed to taking samples from air, water or land if reports are received from members of the public concerning pollution from aviation activity at Farnborough Airport. Where analysis of samples is required, this will be undertaken by an independent laboratory and the results reported to Rushmoor Borough Council and the originators of the report.

6. Results

- 6.1 The results will be used in conjunction with any conclusions drawn from monitoring and reporting undertaken by Rushmoor Borough Council, with whom TAG are committed to working together in order to control and mitigate the identified impacts. Conclusions drawn from results will inform future development of the Odour Management Plan
- 6.2 In accordance with the Town and Country Planning Act Section 106 Agreement all complaints and associated details are reported to Rushmoor Borough Council within seven days of the end of each calendar month.
- 6.3 A detailed complaints report is submitted to the FACC every 4 months including complainant name, complaint, identified aircraft information, TAG or non TAG identity, details of identified procedure infringements and TAG response.
- 6.4 Charts displaying complaint distribution by postcode are submitted for the relevant months at each FACC meeting.

Miles Thomas
Environment Manager
April 2010

SCHEDULE 2

The Owner and the Company's Obligations to the Council and the County Council

1. TRAVEL PLAN

1.1 The Owner and/or the Company will not operate the Development unless the Travel Plan has been implemented and shall in any event implement the Travel Plan no later than the Deadline Date and shall thereafter comply with the requirements and timetable of the Travel Plan as set out in table 7.1 of the Travel Plan for the lifetime of the Development unless otherwise agreed in writing by the County Council such agreement not to be unreasonably withheld or delayed.

1.2 Without prejudice to the Travel Plan the Owner and/or the Company shall not operate the Development unless and until it has appointed a travel plan co-ordinator for the Development to implement the Travel Plan and has notified the County Council in writing of such an appointment and shall appoint such co-ordinator in any event no later than the Deadline Date.

1.3 The Owner and/or the Company shall pay to the County Council the whole of its reasonable costs incurred in advising on Travel Plan plus the whole of the reasonable costs incurred by the County Council in monitoring the Travel Plan as set out in Sections 8.8 and 8.9 of the Travel Plan as follows:

- (a) Prior to operation of the Development (or on the Deadline Date if earlier) the sum of £1,500 for the approval of the Travel Plan and the sum of £3,000 for the first year's monitoring of the Travel Plan and;
- (b) Thereafter on each of the 1st, 2nd, 3rd and 4th anniversaries of the operation of the Development to pay the sum of £3,000 towards the monitoring of the Travel Plan

2. HIGHWAY CONTRIBUTION

2.1 The Owner and/or the Company shall pay the Highway Contribution to the County Council proportionately in accordance with this schedule as set out at paragraphs 2.2 to 2.5 below

- 2.2 For each Aircraft Movement in excess of 28,000 in each Year, the proportion of the Highway Contribution payable in that Year shall be calculated in accordance with the following formula:

$$\text{Total proportion of Highway Contribution for relevant Year} = \text{£}13.96 \times (M - 28,000)$$

Where M is the total number of Aircraft Movements in the relevant Year.

- 2.3 The Owner and the Company shall provide to the County Council within one month following the end of the Year to which it relates an annual report detailing the number of Aircraft Movements in each relevant year to substantiate the basis of 'M' as referred to in the formula at paragraph 2.2 above
- 2.4 The Highway Contribution for the relevant Year shall be paid to the County Council within one month following the end of the Year to which it relates.
- 2.5 Once the cumulative total paid per annum towards the Highway Contribution pursuant to paragraph 2.2 reaches the sum of three hundred and seven thousand and fifty pounds (£307,050) excluding any Indexation no further payments shall be required to be paid;



TAG FARNBOROUGH AIRPORT

Travel Plan

Client: TAG Aviation

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RPS Ref: GJ/GW/RO/ic/JLJ0718-03B
Date: April 2010

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APPENDICES:

Appendix A:	Site Plan
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SECTION 1: BACKGROUND

Introduction

- 1.1 TAG Aviation ("TAG") is submitting a planning application under Section 73 of the Town and Country Planning Act 1990 to vary its existing planning permission (reference APP/P1750/A/06/2024640, dated 13 March 2008). The application will seek to vary condition 8 of the existing permission to allow an increase in the maximum number of aircraft movements allowed at TAG Farnborough Airport ("the Airport") from 28,000 to 50,000 per annum, including an increase in movements on weekends and Bank Holidays from 5,000 to 8,900 per annum. The proposals do not include any alterations to the existing access arrangements or on-site car parking provision nor are there any proposed changes to the operational hours, buildings, energy plant or the services at the Airport.

Policy Context

- 1.2 A travel plan is a long term strategy for improving and managing access to a site focusing on promoting sustainable modes of transport, and minimising single occupancy car trips.
- 1.3 Travel plans are an integral part of national, regional and local policy. The Future of Transport White Paper (2004) identified travel plans as being one of the six key objectives for Local Transport Plans. Travel plans are seen as an effective tool in delivering the Government's objectives for more sustainable transport. Paragraph 89 of Planning Policy Guidance Note (PPG) 13: 'Transport' states that Travel Plans should be prepared for all developments that have significant transport impacts.
- 1.4 National planning policy as set out in Planning Policy Statement 1 (PPS1) 'Delivering Sustainable Development' places emphasis on the achievement of sustainable development and directly supports the use of travel plans as a means of achieving environmental and social objectives.

- 1.5 Successful travel plans are the result of a partnership approach, which will involve the County Council, the planning authorities (borough councils), private sector stakeholders (such as public transport providers) and the communities affected by development.
- 1.6 Securing a travel plan as part of the planning process has three main purposes:
- Ensuring that development takes place in ways that minimise the impact of additional development;
 - Increasing accessibility and ensuring that opportunities are provided for people to travel to and from sites by a choice of modes of transport; and
 - Reducing dependence on the use of the private car.
- 1.7 This Travel Plan has been developed in accordance with Hampshire County Council's guidance document, "Development Related Travel Plans" (January 2009) and best practice guidance prepared by the DfT.

Site Location

- 1.8 The Airport is located approximately 2km to the south west of Farnborough town centre and approximately 60km south west of Central London. Other significant settlements in the vicinity are Fleet, to the west, and Aldershot to the south.
- 1.9 The site is bounded by the A325 Farnborough Road to the east, the A327 Elles Road to the north, the A327 Ively Road to the north and west (providing a link to the M3 via Junction 4A), and the A323 Fleet Road to the south. A site location plan is provided as Figure 1.
- 1.10 The Airport is located on former MoD land. Much of the adjoining land is similarly former MoD land. Adjacent to the north of the Airport is the former DERA 'Factory Site' which is now occupied by QinetiQ. To the west and southwest are areas of undulating open land that were previously used by the MoD for training ground forces including tank movements. Some of these areas are now accessible to the public for recreational purposes. To the south of the Airport is the Farnborough Aerospace Centre, MoD golf course and former training grounds. To the east are the settlements of Farnborough and Aldershot but much

of the surrounding area can be classified as semi-rural, interspersed with small villages and parishes.

- 1.11 To the south west and west of the Airport lies the Bourley and Long Valley Site of Special Scientific Interest (SSSI). The SSSI forms part of the Thames Basin Heath Special Protection Area (SPA), which covers much of Rushmoor Borough and stretches through parts of Surrey, Hampshire and Berkshire. The Airport is also bounded to the north by Eelmoor Marsh SSSI, part of which is found within the Airport site boundary. To the south of the Airport is the Basingstoke Canal which is also designated as a SSSI.

Site Description

- 1.12 TAG Farnborough Airport is now one of the most modern, high quality and efficient Business Aviation centres in Europe. It is the pre-eminent Business Aviation airport in the UK and is a significant local employer.
- 1.13 The Airport covers an area of approximately 220ha. Current on-site facilities include:
- A bi-directional runway with Instrument Landing System and sophisticated lighting,
 - A terminal facility (4,620sqm) comprising business lounges, a small café, security areas, meeting rooms and offices.
 - A modern, 34m high Air Traffic Control (ATC) tower;
 - Aircraft parking and taxiing aprons (120,000sqm) at the centre of the site;
 - A triple bay, wave-form hangar (15,600sqm). In addition, five ex-military hangars are used for aircraft maintenance, ground equipment storage and general storage. A second triple bay, wave-form hangar (15,600sqm) will be constructed in 2011/12;
 - A modern, secure fuel depot for the storage of 275,000 litres of Jet A1 aviation fuel;
 - A 190 space car park located near the terminal building;
 - A fully equipped fire station;

- A two-storey office building (1,150sqm); and
 - The European headquarters of Flight Safety International which incorporates a major flight simulator training centre.
- 1.14 Beyond the application site, but adjacent to it, are a contemporary 169-bedroom hotel complex and the Farnborough International Venue and Events (FIVE) conference centre. The hotel incorporates restaurants, bars, a gym and conference/business facilities and employs 120 staff.
- 1.15 TAG lets premises to over fifty (50) tenants on the site. These include major Business Aviation manufacturing companies such as Cessna and Bombardier, as well as companies that manage, maintain and refurbish Business Aviation aircraft.
- 1.16 There are a total of 834 no. vehicular parking spaces provided on site as follows:

Table 1.1: On-site Car Parking Facilities

Area				No. Car Parking Spaces
On-site Spaces	Normal	Car	Parking	807
On-site Spaces	Disabled	Car	Parking	25
On-site Spaces	Motorcycle		Parking	2
Total				834

- 1.17 Additional drop-off areas for delivery vehicles are provided adjacent to the hangars and office buildings.
- 1.18 A site plan is provided at Appendix A, whilst a full description of development at the Airport is set out in the TAG Farnborough Airport Masterplan (April 2009).

Employment Numbers

- 1.19 A survey undertaken by RPS in September 2008 established that some 1,110 people were working full-time at the Airport plus a further 64 part-time posts, representing a Full Time Equivalent (FTE) of 1,142 direct employees. This figure includes those who are employed directly by the Airport, contract staff who provide security, air traffic control and other essential services and additional people who work for TAG Farnborough Airport's tenants.
- 1.20 TAG's socio-economic consultants, Mott MacDonald, estimate that the number of direct on-Airport employees would increase to 1,566 by 2019, should the development proposal be permitted as shown in Table 1.2, below:

Table 1.2: Employment Projections

	Aircraft Movements 'Without Consent'	Aircraft Movements 'With Consent'	Direct On Airport Employment 'Without Consent'	Direct On Airport Employment 'With Consent'
2008 Actual	25,504	25,504	1,074	1,074
2019 Forecast	28,000	50,000	962	1,566

Source: MottMacDonald

- 1.21 TAG's own Airport operational staff work a two shift system, which generally operates between the hours of 06:00 – 14:00 and 14:00 – 23:00. TAG's tenant companies have varying start times reflecting the unscheduled nature of their businesses.

Current and Permitted Use.

- 1.22 The current use of the Airport is legally restricted to Business Aviation use. Under the current planning permission (and associated planning agreement) granted by Rushmoor Borough Council in 2000, air traffic for normal Business Aviation operations is restricted as follows:
- No more than 28,000 aircraft movements per annum shall take place of which no more than 5,000 movements shall be at weekends or Bank Holidays;

- All flying shall take place between 07:00 – 22:00 on weekdays and 08:00 – 20:00 on weekends and Bank Holidays. No flying shall take place on Christmas Day and Boxing Day;
- No bulk freight services, scheduled passenger services and/or 'inclusive tour' charter flying shall take place; and
- With the exception of 1,500 movements per annum by aircraft between 50 and 80 tonnes, no aircraft exceeding 50 tonnes shall take off or land at the Airport

Current Passenger Numbers

- 1.23 Table 1.3 sets out the number of annual aircraft movements at the Airport since TAG was granted the CAA operating licence in 2003.

Table 1.3: Annual aircraft movements (2003 – 2008)

Year	No. Aircraft Movements
2003	16,188
2004	17,175
2005	18,469
2006	21,365
2007	26,507
2008	25,504

Source: TAG Aviation

- 1.24 TAG estimates an average passenger load per plane of 2.53 persons. As such, it is estimated that the Airport is currently servicing in the region of 64,500 passengers per annum.

Daily Person Trips

- 1.25 The Transport Assessment (TA) which accompanies the planning application has calculated the number of daily person trips currently generated by the Airport and the number of daily person trips that are likely to be realised by 2019 (the Principal Assessment year for the purposes of the associated Environmental Statement) both with and without the benefit of a planning consent.

TAG Farnborough Airport Sustainability & Climate Change Charter

- 1.26 TAG published its Masterplan for the Airport in April 2009. The Masterplan sets out the company's commitment to the sustainable future development of the Airport by way of a 20-point charter. Point 16 of the Charter relates to sustainable travel, stating:

"TAG is in the process of preparing a Travel Plan suitable for everyone travelling to and from the Airport with the aim of reducing single occupancy car journeys and encouraging a shift towards sustainable patterns of travel".

- 1.27 TAG's Board of Directors is committed to becoming a leader in sustainability and delivering continual improvements at the Airport towards this objective.

Scope of Travel Plan

- 1.28 TAG fully acknowledges that Government and local guidance makes explicit that Travel Plans need to consider all journeys to and from a site. As such, this Travel Plan seeks to influence both passengers and employees (of TAG, its tenant companies and third party suppliers / contractors). The needs of each of these groups of users are considered within this Travel Plan.
- 1.29 However, given that employee trips account for a greater proportion of current trips to/from the site than do passengers, and the modus operandi of the Airport and the clientele that it caters for, the Travel Plan is primarily focused at encouraging employees to make 'Smarter Choices' in terms of their travel. It is also noted that TAG cannot be held responsible for the uptake of travel plan measures by its tenants and can only encourage their participation.
- 1.30 The responsibility for the delivery of this Travel Plan lies with TAG as owner and operator of TAG Farnborough Airport.

SECTION 2: PURPOSE

The Need for a Travel Plan

- 2.1 PPG13: Transport (2001) requires the submission of travel plans with planning applications for development that will have significant transport implications.
- 2.2 Hampshire County Council's guidance document, 'Development Related Travel Plans' (January 2009) requires travel plans to be developed in conjunction with planning applications for all developments where a Transport Assessment (TA) is required, as has been the case in this instance. The guidance requires the preparation of a 'full' travel plan in those instances where the likely end user of the development is known; in this case TAG.

Benefits of Travel Plans

- 2.3 Successful travel plans can provide numerous benefits to organisations, the environment and to the local community.

Organisational Benefits

- 2.4 The Department for Transport (DfT) (2002) guidance document, '*The travel plan resources pack for employers*', states that:

"Development of a travel plan for your organisation will help you to encourage staff, and others visiting your site(s) to use more environmentally friendly alternatives than driving alone, at least for some of their journeys."

Source: DfT (2002) 'The travel plan resources pack for employers' paragraph 1.1

- 2.5 Case studies have demonstrated that numerous benefits can accrue to businesses from the successful implementation of travel plans. Such benefits may include:

- Improved accessibility to employees, suppliers and customers;

- Reduced need to dedicate land for car parking increasing the supply of land that can be put to profitable use;
- Reductions in local traffic congestion resulting in more efficient business travel;
- Competitive advantage by assisting in the recruitment and retention of high quality staff; and
- Reduction in the inequalities that may exist between car and non car owners.

Environmental Benefits

- 2.6 By increasing accessibility and ensuring that opportunities are provided for people to travel to and from sites by a choice of modes of transport and by reducing dependence on the use of the private car travel plans can result in improved air quality and reductions in noise pollution.

Benefits to the Community

- 2.7 Benefits felt by the local community can include less traffic congestion, enhanced social inclusion and sense of community and the potential for improved travel options.

SECTION 3: TRAVEL SURVEY AND SITE AUDIT

Introduction

- 3.1 This section sets out the findings of the site audit and presents the findings of baseline travel behaviour surveys carried out in March 2009.

Site Audit

- 3.2 As part of the preparation of the accompanying Transport Assessment (prepared by RPS and dated May 2009), a site audit was conducted to record baseline transport provision in the vicinity of the site. It is recommended that this Travel Plan be read in conjunction with the TA.

Existing Public Transport Services

- 3.3 The nearest bus stop is located at Ively Gate, approximately 100m from the main entrance. This stop serves the 701 service, which runs between Farnborough Main rail station and the Aerospace centre during peak hours.
- 3.4 The routes and service frequency of buses within the vicinity of the site are shown below in Table 3.1.

Table 3.1: Existing Bus Services

Service	Route	Bus Service Times – Arrival at TAG Farnborough Airport						
701	Farnborough Main Station – Farnborough Kingsmead - Ively Gate	07:51	08:21	08:51	09:21	16:52	17:22	17:55
701	Ively Gate - Farnborough Kingsmead - Farnborough Main Station	07:58	08:28	08:58	16:32	17:02	17:32	18:02

Source: Stagecoach (last modified September 2007)

- 3.5 The nearest rail station, Farnborough Main, is located approximately 3km by road to the northeast of Airport. Farnborough is designated as a transport interchange in the Regional Transport Strategy and Farnborough Main is one of the busiest rail stations in Hampshire.
- 3.6 Services from Farnborough Main are operated by South West Trains and provide links to, amongst others, Southampton Central, Portsmouth, Eastleigh, Fareham, Winchester, Guildford, Woking, Basingstoke, Aldershot, Surbiton and London Waterloo. The fastest service to London Waterloo takes 38 minutes.
- 3.7 Farnborough North station is located approximately 4km northeast from the main entrance of the airport by road. This station serves the Reading to Gatwick line run by First Great Western. In addition to Reading and Gatwick, this service provides access to local towns such as Wokingham, Guildford, Dorking, Reigate and Redhill.
- 3.8 Table 3.2 provides details of the frequency of services available from Farnborough Main and Farnborough North stations.

Table 3.2: Existing Rail Services to/from Farnborough Stations

Farnborough Main Station							
Service	Intermediate Stations	Frequency (services per hour)					
		Mon-Fri AM Peak	Mon-Fri Off Peak	Mon-Fri PM Peak	Mon-Fri Eve	Sat	Sun
London Waterloo to Basingstoke	Fleet – Winchfield - Hook	4	4	4	4	4	1
Basingstoke to London Waterloo	Alton – Aldershot – Guildford – Woking - Surbiton	4	4	4	3	4	1
London Waterloo to Totton	Basingstoke – Winchester – Eastleigh – Southampton Airport – Southampton Central	2	2	3	2	2	1
Totton to London Waterloo	Woking – Clapham Junction	4	3	3	3	3	1
London Waterloo to Portsmouth Harbour	Reading - Basingstoke - Winchester - Eastleigh - Fareham - Portsmouth & Southsea	1	1	2	1	1	1
Portsmouth Harbour to London Waterloo	Woking – Clapham Junction	3	1	2	1	1	1
Farnborough North Station							
Destination	Intermediate Stations	Frequency (services per hour)					
		Mon-Fri AM Peak	Mon-Fri Off Peak	Mon-Fri PM Peak	Mon-Fri Eve	Sat	Sun
Reading to Gatwick Airport	Wokingham – Guildford – Redhill	3	1	2	1	1	1 every 2 hours
Gatwick Airport to Reading	Redhill - Guildford - Wokingham	2	1	1	1	1	1 every 2 hours

Source: South West Trains / First Great Western

Pedestrian and Cycle Infrastructure

- 3.9 Shared cycleway / footways are provided at each arm of the Ively Gate roundabout and along the northern side of the A327 Elles Road. Similarly, a shared footway / cycleway extends along the south side of Summit Avenue between the Nokia roundabout and a point approximately 100m west of the Southwood Lane roundabout where it transfers to the northern side of the carriageway at a Toucan crossing. From here, the route continues to the east providing a link to Farnborough town centre.

- 3.10 In addition to the aforementioned Toucan crossing, there are six pedestrian refuge crossing points on Summit Avenue which provide links between residential and industrial / business areas.

Baseline Travel Surveys

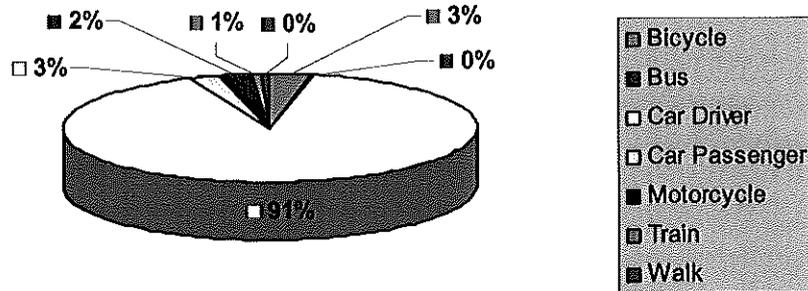
- 3.11 Baseline travel surveys to inform the development of the travel plan were undertaken during March 2009. The scope of the survey was deliberately limited to staff as it was deemed inappropriate to survey passengers for commercial reasons.
- 3.12 All Airport employees, including those of TAG's tenant companies and all flight crew (a total of 1,171 persons) were invited to complete the survey. The survey was conducted on-line between Thursday 5th and Friday 20th March 2009 and through interviews at the Airport on Monday 9th, Tuesday 10th and Wednesday 11th of March 2009, with data being collected using wireless PDA devices.
- 3.13 A total of 452 survey responses were received, equating to a response rate of 39% of current employees. Typically, a survey of this nature would expect a response rate in the region of 30-35% and hence the response is considered sound for the purposes of drawing statistically reliable conclusions.
- 3.14 A copy of the 2008 TAG Farnborough Airport Staff Travel Survey is provided at Appendix B.

Travel to and from TAG Farnborough Airport

Main Mode of Travel to/from the Airport

- 3.15 The survey demonstrates a reliance on the private car for the majority of staff journeys to work (93% of all journeys when car sharers are included), as shown in Chart 1 below. Main mode of travel is defined as being the mode in which most time is spent during the overall journey to work.

Chart 1: Main Mode of Staff Travel to TAG Farnborough Airport



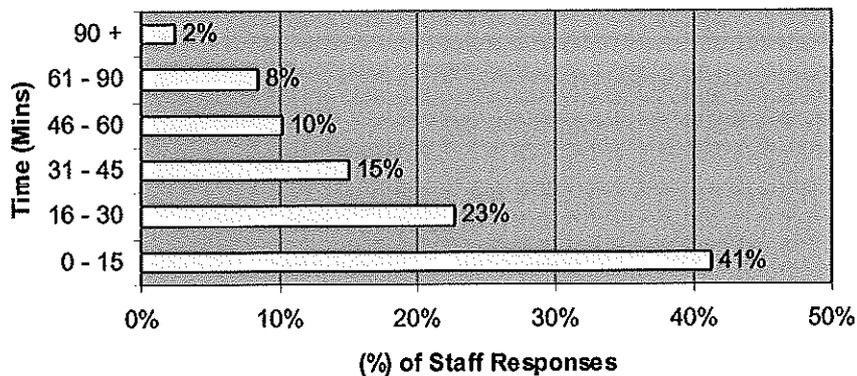
3.16 Bicycle journeys (3%) represent the most prevalent sustainable mode. Public transport accounts for only 1% of current journeys.

3.17 Less than 1% of employees who responded to the survey live within a 20-minute walking distance of the Airport, making walking to/from the Airport a rare occurrence.

Journey Time

3.18 Chart 2, below, illustrates the average time spent by employees travelling on their journey to work.

Chart 2: Journey Time

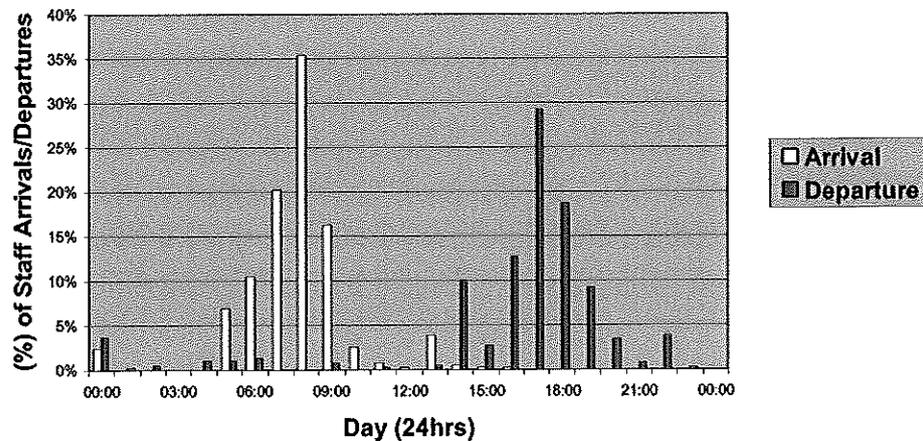


3.19 The majority of recipients (41%) spend less than 15 minutes travelling to/from the Airport, which suggests that there is a realistic potential to encourage a modal shift away from the private car and onto more sustainable modes of travel.

Typical Arrival and Departure Profiles

3.20 The surveys sought to establish when staff typically arrive at and depart the Airport. It can be seen from Chart 3 that there are clearly defined arrival and departure peaks; 35% of staff typically arrive between 08:00 – 09:00 whilst 29% typically depart between 17:00 – 18:00. This clustering effect again provides an opportunity to tackle single occupancy car trips through the introduction of targeted sustainable travel initiatives.

Chart 3: Arrival and Departure Profile



Travel Allowances

3.21 The survey asked staff to confirm whether or not they received certain travel allowances from their employers. Of those who responded, 91% receive no travel allowance whatsoever. Only 5% of respondents stated that they receive a company car allowance and just 2% receive a car mileage allowance.

- 3.22 Given the seemingly low proportion of employees that receive any travel allowance there would appear to be a genuine opportunity to influence travel choice through the provision of incentives to use public transport, walking and cycling.

Flexible Working Hours

- 3.23 Employees were asked to consider the feasibility of changes to their working hours, which is a measure that can assist in relieving peak period congestion.
- 3.24 Of those who responded, 47% considered it plausible for them to effectively undertake their job under different working hours.

Business Travel

- 3.25 The survey sought to separately identify the impact of business travel in terms of overall travel demand.

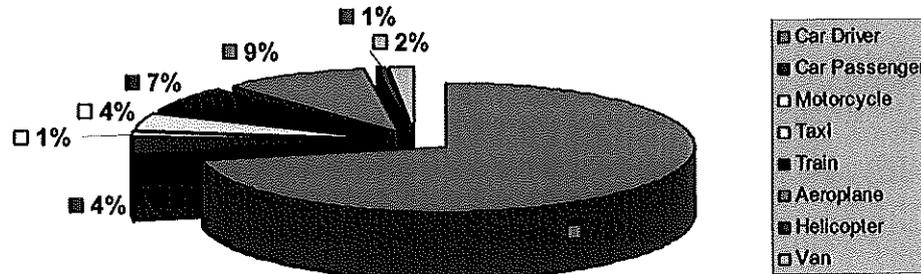
Frequency of business travel

- 3.26 Staff were asked to confirm how often their jobs required them to travel off-site for business purposes in the course of a typical month. Of those who responded, 12% stated that they travel off-site for business every day and 26% did so on a weekly basis. Just over a quarter of staff (28%) never travel off-site for business purposes.

Main Mode of Travel for Business

- 3.27 As with journeys to and from the Airport, the survey identified a reliance on the private car for business travel. In this case, 72% of business travel journeys are undertaken by car. The aeroplane is the second most common mode of business travel accounting for 9% of trips, as illustrated in Chart 4.

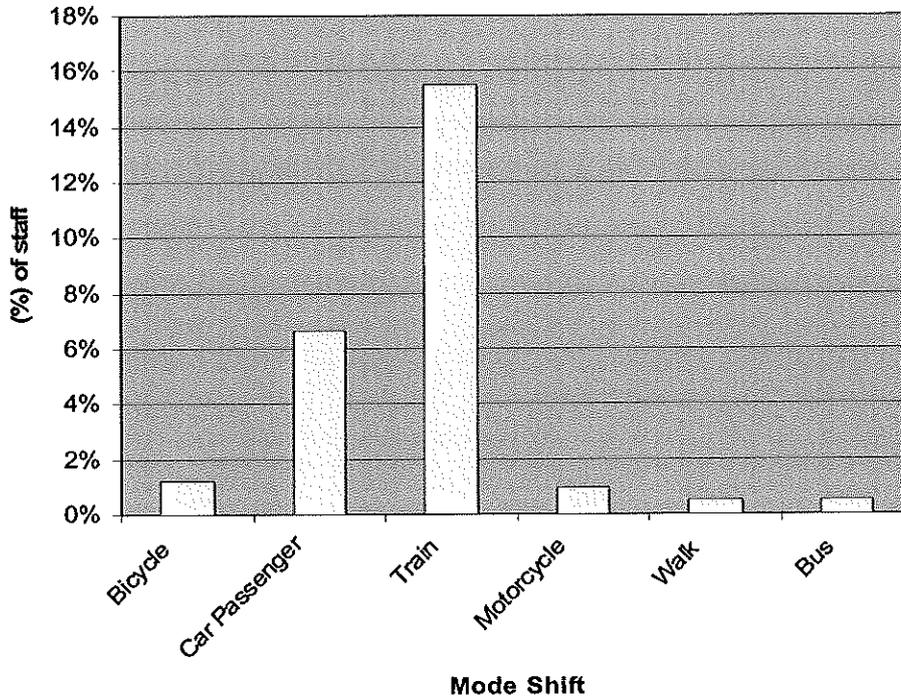
Chart 4: Main Mode of Business Travel



Feasible Alternatives

3.28 Staff were then asked to consider which modes, if any, might be a feasible alternative to their normal choice for business travel. The frequency of response is illustrated in Chart 5.

Chart 5: Feasible Alternative Modes for Business Travel



3.29 The most frequently selected alternative mode was rail, suggesting that a modal shift could be instigated if staff can be transported to/from Farnborough’s rail stations.

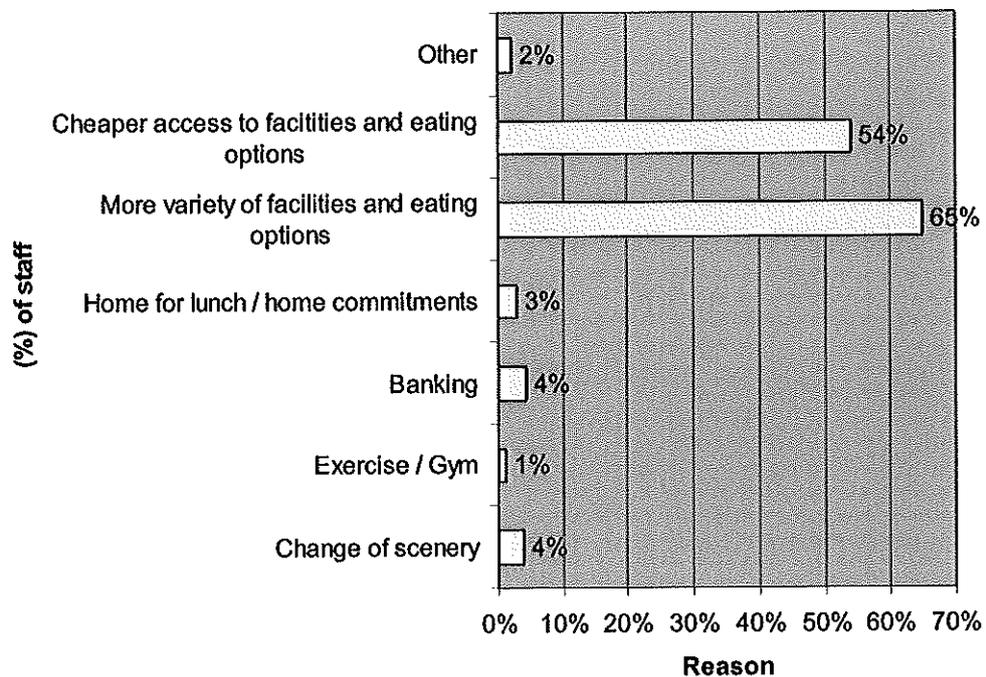
Home Working

3.30 When asked to consider the feasibility of home working, 71% of staff confirmed that it was imperative for them to be on-site to fulfil their duties. However, 29% of staff stated that they could potentially work from home. In a related question, 92% of recipients confirmed that they had access to the internet at home, suggesting that for some tasks at least, home working may prove a useful tool in an holistic approach to managing travel demand.

Non-work Trips

3.31 Staff were asked to consider the frequency and purpose of any journeys they make off-site in the course of a typical day. Just over half (52%) of recipients stated that they undertake a non-work related journey on a typical day. Chart 6, below, illustrates what staff consider to be the primary factors influencing their choice to leave the site during the day:

Chart 6: Factors influencing off-site travel



3.32 The availability of a broader variety and cheaper alternatives off-site appear to be the main push factors in determining the need to make additional journeys during the day. In a related question, 71% of staff indicated that they would remain on site if additional facilities were made available.

Car Travel

3.33 The survey asked a number of detailed questions relating to travel by the private car.

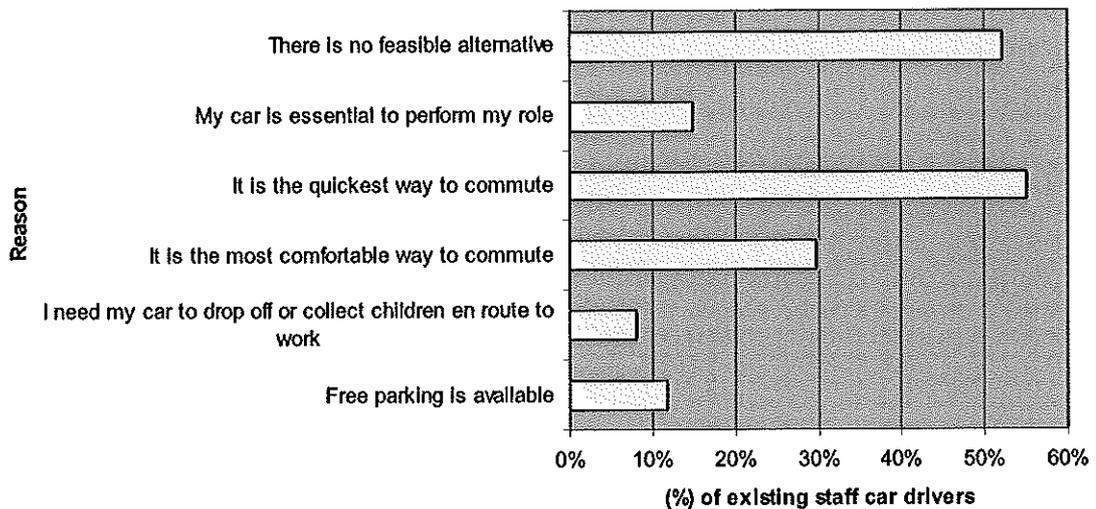
Car Park Passes

3.34 TAG issues car park passes to staff, caterers, contractors and a number of drivers. Such passes do not guarantee an on-site car parking space, but rather are used to confirm eligibility to access the site. Of those surveyed, 76% responded that they had a car park pass.

Main Reasons for Car Use

3.35 Staff were asked to consider the reasons behind their decision to travel to/from the site by private car. The most frequent responses, as illustrated in Chart 7 below, were that there is no feasible alternative to the car at present and that the car is the quickest way to commute.

Chart 7: Reasons for Car Use



Reducing Car Use

3.36 When asked whether they felt it possible to reduce the amount they used their car, 71% of staff stated that they did not feel it possible, whilst 25% felt that the potential did exist. 4% of respondents did not answer the question.

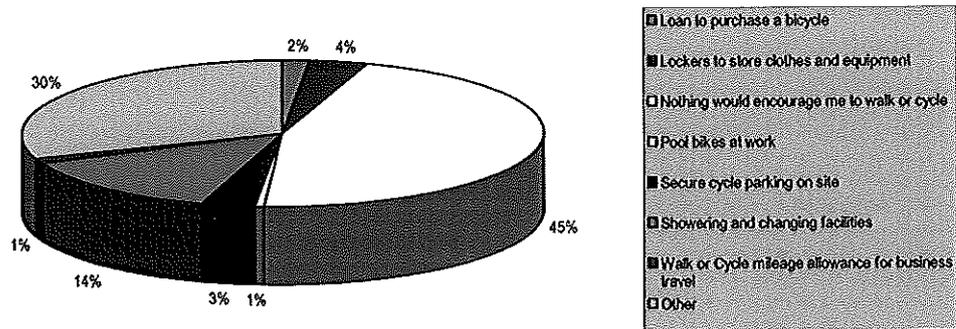
Car Sharing

3.37 Numerous case studies have demonstrated that car sharing has proved a successful means of reducing single occupancy car trips. Of those who responded, 58% said that they would consider car sharing.

Walking and Cycling

3.38 The survey invited staff to consider what might encourage them to walk or cycle to the Airport. The most frequently selected positive answers were showering and changing facilities and the provision of lockers and secure cycle parking.

Chart 8: Factors that would encourage walking and cycling



3.39 Staff were asked whether or not they were aware of cycle parking on the site. Of those who responded, just over half (55%) indicated that they were aware of on-site cycle parking. Similarly, 85% of respondents confirmed that they were aware of the existence of showers available to them.

Public Transport

3.40 The survey invited staff to consider what might encourage them to use public transport services. The most frequently selected positive answers were the provision of interest free public transport season tickets (8%) and discounted bus travel (5%). The majority of respondents (62%) stated that nothing would encourage them to travel by public transport.

3.41 When asked whether they knew how and where to access information relating to public transport services, 71% of staff confirmed that they could locate relevant information but generally chose not to do so. Only 8% of staff indicated that they used public transport route and timetabling information on a regular basis.

Summary

- 3.42 A site audit has identified the existing pedestrian, cycle and public transport infrastructure in the vicinity of the site. Baseline travel surveys to inform the development of the travel plan were undertaken during March 2009. The surveys have identified a reliance on the private car for both personal and business related travel, but also a number of opportunities for the development of targeted initiatives to instigate a modal shift to more sustainable modes.

SECTION 4: OBJECTIVES

Introduction

- 4.1 This section identifies the aims and objectives of the travel plan. These aims and objectives are borne out of TAG's stated commitment to improving the Airport's sustainability, the requirements of Hampshire's current Local Transport Plan (LTP) and adherence to Government Policy and the wider sustainable transport agenda.

Aims

- 4.2 The aims of the travel plan are to:
- Reduce the transport-related environmental impacts of operating the Airport;
 - Encourage greater energy efficiency both inside and outside the Airport;
 - Reduce travel to the Airport by private vehicles;
 - Manage the potential traffic impact of the proposals to increase the number of permitted flights at the Airport by encouraging the use of alternative means of transport to the private car; and
 - Invest in sustainable travel initiatives.

Objectives

- 4.3 The objectives of the travel plan are to:
- To improve awareness of surface transport issues and the impact of traffic on the local environment;
 - To show a commitment towards improving traffic conditions in the local area;
 - To influence the number of private car journeys to/from the site in order to reduce air pollution and the consumption of fossil fuels;

- To increase the proportion of trips to/from the site by sustainable modes of transport such as walking, cycling and public transport use;
- To promote the participation of staff in transport related projects on the site; and
- To work proactively with the Local Highway and Planning Authorities and other strategic partners.

SECTION 5: TARGETS

Introduction

- 5.1 This section develops the targets against which the initial success of the travel plan will be assessed.

Targets

- 5.2 Best Practice guidance places emphasis on targets being 'SMART', that is Specific, Measurable, Achievable, Realistic and Time Bound. The following targets are set on the basis of the results of the 2009 Staff Travel Survey at TAG Farnborough Airport.

- Target 1: To achieve a high level of travel plan awareness amongst staff by the time of the next Travel Survey (scheduled for March 2011) by adopting a branding strategy. The indicator associated with this target will be the proportion of staff who identify themselves as being aware of the travel plan at the time of the next travel survey.
- Target 2: To increase the response rate of the next Travel Survey from 40% to at least 50% to ensure an even more statistically robust dataset.
- Target 3: To reduce the number of single occupancy car trips (all users) to / from the Airport by 1% year-on-year until 2015 (compared with the 2009 baseline survey).
- Target 4: To increase the proportion of staff walking to the site to 5% (compared with the 2009 baseline survey) within 2 years of the implementation of a planning consent.
- Target 5: To increase the proportion of staff cycling to the site to 5% (compared with the 2009 baseline survey) within 2 years of the implementation of a planning consent.

SECTION 6: MEASURES

Introduction

- 6.1 This section provides a description of the measures that are proposed to ensure the achievement of the plan's stated aims and objectives.

Overarching Measures

Travel Plan Branding

- 6.2 Travel Plan 'Branding' is a key part of the promotion of the Travel Plan. It is important for all users to have a logo they recognise as it reinforces the Travel Plan, its initiatives and what it attempts to achieve. The branding will be suggested by the Travel Plan Co-ordinator and submitted for approval to TAG's Board of Directors.

Local Partnerships

- 6.3 Farnborough is home to a number of major blue chip employers including Nokia and IBM. In addition, Farnborough Business Park, which is currently under construction, will provide significant additional employment opportunities in the vicinity of the Airport. Such clustering presents an opportunity for a co-ordinated sustainable travel response. TAG is committed to working with its neighbours to the benefit of Farnborough as a whole and will make continuing liaison and partnership building with local businesses part of the Travel Plan Coordinator's job description.

Launch Event

- 6.4 The Travel Plan will be formally launched to all staff via a social event to be arranged by the Travel Plan Coordinator.

Information Pack

- 6.5 All staff on the site will be provided with a Travel Plan Information Pack via the Travel Plan Co-ordinator. This will provide up-to-date information relating to all the travel plan's key initiatives. Posters summarising this information will be made available in suitable areas for public consumption.

Flexible Work Arrangements

- 6.6 The Travel Plan Co-ordinator will seek to encourage the introduction of flexible working arrangements where feasible. Such arrangements may include, but are not limited to, flexible working hours, working from home and tele- or video-conferencing. The ability to instigate such practices is anticipated to vary between departments and between tenant companies.

On-site facilities

- 6.7 The Airport has a number of on-site catering facilities from which hot and cold refreshments are available for all users. All these facilities reduce the need for staff to leave the site during the day to purchase food, drink and other daily essentials.
- 6.8 The provision of staff changing facilities, including showers, encourages staff to walk or cycle to the site. Lockers will be provided to store items such as cycle helmets, spare shoes and clothes and other personal belongings that staff may need during their shift. Space is available for staff to dry clothes that have become wet during their journey.

Travel Plan Benchmarking

- 6.9 TAG is committed to keeping abreast of advances in Travel Planning. It will do so by benchmarking its Travel Plan against those being implemented elsewhere.

Walking and Cycling

Walk and Cycle to Work Week

- 6.10 The effective promotion of walking is a key part in encouraging people to move away from private car use. A 'Walk to Work Week' and 'Cycle to Work Week' will

be promoted each year, to emphasise the importance and benefits of sustainable travel.

- 6.11 A healthy breakfast will be provided for all staff that walk/cycle to work during these events. In addition, there will be a prize draw for vouchers that can be spent at a local sports/cycling shop, which staff will be entered into if they walk/cycle each day during the event week.

Discounts for Local Sports / Cycling Shops

- 6.12 The Travel Plan Co-ordinator will liaise with local sports / cycle shops in order to obtain discounts for staff when purchasing goods related to walking or cycling. Participating stores and the discounts offered will be advertised on promotional material provided to staff, in return for the discount provided.

Bicycle User Group

- 6.13 A bicycle user group (BUG) will be set up to encourage cycling, particularly encouraging those that have not previously cycled to work or who have not cycled for some time. The BUG will comprise of an overall coordinator and regular meetings by those that wish to attend. The user group will organise events that will assist in encouraging cyclists, such as bicycle maintenance lessons.
- 6.14 The bicycle user group will provide a forum for staff to express opinions as to advisable routes and equipment. Websites set up by the Cyclists' Touring Club (CTC) (www.fillthathole.org.uk and www.clearthattrail.org.uk) will be promoted.
- 6.15 The BUG will also provide the opportunity for improvements to cycling facilities within the vicinity of the Airport to be suggested and these will be reported to the Travel Plan Co-ordinator, and thereafter where applicable to Hampshire County Council.

National 'Cycle to Work' Initiative

- 6.16 The Government's national 'Cycle to Work' initiative provides a tax break for the purchase of bicycles and accessories. Firms such as Cycle Scheme Ltd. deliver this initiative through a voucher system. The initiative encourages participants to use their bicycles for work journeys at least 50% of the time, but there is no obligation to cycle to work for a pre-determined number of days throughout the year nor is there any obligation to record the number of work-related cycle trips or mileage undertaken. Participants of this scheme are not entitled to claim expenses for business trips using the purchased bicycle.
- 6.17 Typical savings can be between 30% and 50%, but the actual amount payable depends on each individual's tax status. Under the terms of the scheme, the bicycle remains the property of the employer until the hire period finishes (usually 12 months). At the end of the hire period the purchaser may be given the opportunity to buy the bike for a fair market value. In such instances the residual value of bicycles is assessed on an individual basis, but typically the market shows values to be around 5% of the original voucher value, plus VAT.
- 6.18 Employees paying tax through PAYE, who have a contract that outlasts the duration of the salary sacrifice period are eligible, provided they are over 18 years old, earn more than the national minimum wage after the loan repayment has been deducted, and have completed the employer's probationary period (if applicable). Under the salary sacrifice employees pay back the loan on the chosen bicycle, accessories and safety equipment from gross rather than net pay for the hire period, allowing them to benefit from income tax and National Insurance relief.
- 6.19 The Cycle Scheme website provides a useful tool to enable those interested in cycling to work to calculate the monthly costs savings that switching to cycling would afford them, as well as links to a network of over 1,200 independent bicycle shops. Please refer to <http://www.cyclescheme.co.uk> for further details.
- 6.20 This initiative is already available to TAG employees.

Secure Cycle Storage

- 6.21 There are already a total of 32 no. cycle parking spaces at TAG Farnborough Airport, located at the Terminal Building and at the main hangar.

Mileage Allowance for Cycling

- 6.22 In order to encourage staff to cycle to work (or for related off-site work purposes) a suitable cycle mileage rate will be paid to reduce the attractiveness of travelling by car. Staff participating in the National 'Cycle to Work' initiative are not entitled to claim cycle mileage.

Maps

- 6.23 Walking and Cycling Maps will be provided to all staff upon occupation and when a new member of staff joins. The maps will identify quiet/preferred routes for walking and cycling, which will be particularly useful for encouraging people new to cycling to find low trafficked routes to increase their confidence. These will also be supplied in other public areas for general consumption.

Visits by Local Bicycle Shop

- 6.24 The Travel Plan Co-ordinator will organise visits to the Airport by a local bicycle store. The purpose of such visits is to provide staff with the opportunity of having their bicycle serviced whilst they work. This initiative reduces the time required by staff to maintain their bicycle and therefore makes cycling more appealing.

Free and/or Subsidised Cycling Goods

- 6.25 The Travel Plan Co-ordinator will liaise with local bicycle stores to provide cheap but essential equipment for staff wishing to cycle to work. Such equipment could include, but is not limited to, water bottles, puncture repair kits, bicycle trouser clips and reflective goods.

Entry to walking/cycling charity events

- 6.26 Local walking/cycling charity events will be advertised to staff. An allowance will be made within the annual travel plan budget to enable TAG to cover the entry fee for such events.
- 6.27 Participation in such events will assist in increasing cycling proficiency and will provide an additional reason for staff to get fit by walking / cycling to work. It may

also assist in maintaining staff morale and also provides staff with a sense of achievement following completion of the event.

Public Transport

Season Ticket Loans

- 6.28 Staff will be provided with the option to participate in an interest free season ticket loan purchase scheme. A cheque will be provided for an annual season ticket for bus or rail services, which will be deducted from salaries in monthly instalments. This allows the employee to take advantage of the reduced rate of annual season tickets, without having to pay the full amount at the outset.

Enhancements to existing commercial public transport services

- 6.29 The Travel Plan Coordinator will continue to consult with local public transport operators (e.g. South West Trains and Stagecoach) and the County Council at regular intervals (at least annually) in respect of possible new routes, frequency alterations or capacity enhancements.
- 6.30 It is noted that South West trains offered a discounted rate on rail fares for journeys to/from the Farnborough International Airshow as part of a combined entry / rail offer.

Vehicular Measures

Employee Shuttle Bus / DRT

- 6.31 In order to encourage a significant reduction in single occupancy car trips to/from the Airport, TAG will consider the introduction of a branded courtesy shuttle bus (hybrid or electric engine) between Farnborough's train stations and the Airport to coincide with peak arrival and departure times and shift changes.
- 6.32 The Travel Plan Coordinator will meet with representatives of major local employers and other airports who have instigated similar arrangements.
- 6.33 The shuttle bus would also be available to passengers, if required, free of charge. TAG anticipates future opportunities to use the shuttle bus to transport larger groups of passengers (e.g. sports teams) as its business develops.

Car Parking Management

- 6.34 At present, access to the site's car parks is only permitted to pass holders; aircraft passengers are not issued with passes. No additional car parking would be provided under the development proposal.
- 6.35 The demand for on-site car parking will be regularly monitored by the Travel Plan-Coordinator and Site Management. In the unlikely event that demand for car parking resulting from the grant of planning permission starts to exceed supply TAG will consider the introduction of a permit system.

Vehicle Fleet

- 6.36 An 'Energy Feasibility Study' is currently underway, which is investigating, amongst other things, how the composition of TAG's existing vehicle fleet can be altered over time to reduce CO2 emissions through a planned vehicle replacement programme.

Car Mileage

- 6.37 Some staff are entitled to a business mileage allowance. For essential travel by car it is important not to disadvantage staff, however the rate must not provide an incentive to use the car over other more sustainable modes (e.g. rail). As such, the Travel Plan Co-ordinator will be consulted whenever the business mileage rate is reviewed.
- 6.38 It is important that staff who need to travel during the day can minimise the distance travelled. Route planning tools will be made available to enable staff to plan their route more effectively, thereby reducing time and costs.

Car Sharing Scheme

- 6.39 Some staff may be unable to complete their journey to work by walking, cycling or public transport and therefore the private car is the only option. In order to reduce the number of vehicular trips to the Airport, car sharing provides a good alternative to single occupancy car trips.
- 6.40 The Airport will promote access to 'Hantscarshare.com' (<https://hants.liftshare.com/>), part of the national LiftShare network. The Travel Plan Co-ordinator will provide practical advice for car sharers and will act as the primary contact for those wishing to start car sharing.

Car Sharing Spaces

- 6.41 Dedicated car share parking spaces will be provided within the main car park near the terminal building. The Travel Plan Co-ordinator will issue permits to those staff who car share. Random spot checks will be undertaken to ensure that car sharing spaces are not misused.

Guaranteed Ride Home

- 6.42 In order to encourage people to car share, a guaranteed ride home will be provided in the event of emergency. Should one of the car sharers have to work late or leave early, the other car sharer will be entitled to request a taxi fare to take them home if their journey cannot be easily undertaken by public transport. It is important that a safe journey home is provided, particularly for those staff that work shifts and leave work during hours of darkness. The guaranteed ride home scheme will be at the Travel Plan Co-ordinators discretion.

Taxis and Minicabs

- 6.43 Farnborough is well served by Hackney Cabs that operate from the rail stations and the town centre. There is also a wide selection of minicab and chauffeur-driven car companies operating in the area.
- 6.44 On arrival at the airport, taxis are permitted to drop passengers off at the terminal building. The use of taxis assists in reducing the demand for car parking within the Airport.

Motorcycle Parking

- 6.45 Motorcycle parking spaces are proposed to encourage trips to be made by motorcycle rather than by the private car, in line with the Motorcycle Industry Association's standard.
- 6.46 Motorcycle Parking will be provided in prominent areas of the site's car parks to ensure that natural surveillance is as high as possible.

Motorcycle Training

- 6.47 Motorcycle training will be organised by the Travel Plan Co-ordinator if it is desired by staff.

Purchase assistance for motorcycles less than 500cc

- 6.48 Loans will be made available to staff that wish to purchase motorcycles less than 500cc.

SECTION 7: TRAVEL PLAN STRATEGY AND ACTION PLAN

Introduction

- 7.1 Implementation of the recommended travel plan measures should be co-ordinated so as to ensure the successful delivery of the sustainable transport strategy. This section sets out the strategy for delivery.

Promotion and Awareness

- 7.2 It is important to ensure that the travel plan's message is sustained and refreshed over time. Three primary methods will be used to ensure that TAG's sustainable travel aspirations are met: the TAG Farnborough website, events and a travel plan newsletter.

Website

- 7.3 Details of how the Airport can be accessed by sustainable modes of transport will be added (and regularly updated) to the TAG Aviation website (<http://www.tagaviation.com>) for the benefit of all users.

Events

- 7.4 As well as the main launch event referred to in the previous section, the Travel Plan Coordinator will be responsible for arranging initiative-specific events and/or participation in national events (e.g. the national 'Cycle to Work' week) to maintain the profile of the travel plan.
- 7.5 Events will be promoted via the website and via a note attached to pay slips in the preceding month (where feasible).

Newsletter

- 7.6 The Travel Plan Coordinator will be responsible for the production and dissemination of a biannual newsletter detailing progress against targets, new initiatives as they come on stream and key contacts.

Funding

- 7.7 The post of Travel Plan Coordinator (TPC) will be fully funded by TAG.

Action Plan

- 7.8 Table 7.1, overleaf, presents an action plan for the implementation of the travel plan which highlights the time at which steps should be taken and the person or body responsible for each action.

Table 7.1: Action Plan

Action	Responsibility	Timescale for Implementation
Appointment of Travel Plan Co-ordinator (TPC)	TAG	Prior to implementation
Determine travel plan branding	TPC	Prior to implementation
Update TAG website	TPC	Prior to implementation
Update Intranet	TPC	Prior to implementation
Produce and distribute employee travel packs	TPC	Prior to implementation
Arrange a launch event to make all site users aware of the travel plan and its initiatives	TPC	Prior to implementation
Advertise the Cycle to Work scheme	TPC	Ongoing
Improve the energy efficiency of the vehicle fleet	TAG	2015 – 2019
Seek to develop partnerships with other local businesses	TPC	Ongoing
Liaise with existing commercial public transport operators	TPC	Ongoing
Set up a Bicycle User Group	TPC	Prior to implementation
Arrange for walking and cycling maps to be distributed	TPC	Prior to implementation
Instigate car sharing scheme	TPC	Prior to implementation
Arrange for dedicated car share spaces to be marked out in car parks	TPC and Site Management	Prior to implementation
Set up Guaranteed Lift Home scheme	TPC	Prior to implementation
Establish Season Ticket Loan system	TPC	Prior to implementation
Liaise with public transport (bus and rail) operators in respect of service enhancements	TPC	Annually
Implement staff shuttle bus	TPC and TAG	Prior to implementation
Ensure provision of on-site motorcycle parking	TPC and Site Management	Prior to implementation
Arrange motorcycle training	TPC	Within 3 months of implementing planning consent
Establish Motorcycle Loan system	TPC	Prior to implementation
Introduce personalised travel planning service	TPC	Within 3 months of implementing planning consent
Travel Plan benchmarking	TPC	Annually
Monitor through biennial travel surveys	TPC, TAG and key stakeholders	Biennially
Review Travel Plan	TPC and TAG	Ongoing

SECTION 8: MONITORING

Introduction

- 8.1 This section outlines a strategy for monitoring and reviewing the effectiveness of the Travel Plan and identifies the parties responsible for enacting this strategy.
- 8.2 Monitoring is a key element of the travel plan process. Experience has taught that without a stringent and robust monitoring programme there is a risk that travel plans become static documents that fail to evolve with changing on-site circumstances. Similarly, without effective monitoring it is difficult for a business to understand what the positive and negative elements of its travel plan are.

Internal Monitoring

- 8.3 The onus for monitoring the travel plan rests with TAG (or its successor in title).
- 8.4 TAG undertakes to repeat the travel survey reported in Section 3 of this report, or use Hampshire County Council's standardised I-TRACE survey, biennially. As such, the date for the next travel survey will be in 2011.
- 8.5 The survey data will be provided to the County Council and stored on a secure countywide travel plan database and will be used to monitor Hampshire's targets for travel plan development and provide information for the Local Transport Plan process.
- 8.6 The results should be provided to the local authority and will form the basis of discussion at a review meeting.

External Monitoring

- 8.7 The success and progress of the Travel Plan will also be externally audited by Hampshire County Council, which has adopted standardised approval and monitoring fees that are payable by developers over a review period of five (5) years. The travel plan will not cease at the end of the review period, but it is anticipated that travel patterns and behaviour should have been established and be sustainable within that timeframe.

- 8.8 Prior to the implementation of a planning consent, TAG (and its successors in title) covenants to pay Hampshire County Council £1,500 (inclusive of VAT and disbursements) for its advice in approving the travel plan.
- 8.9 Thereafter, the Applicant covenants to make annual payments of £3,000 (inclusive of VAT and disbursements) to Hampshire County Council for a period of five (5) years for monitoring the approved travel plan.
- 8.10 These commitments will be made legally binding through the execution of a S106 Agreement between TAG, Hampshire County Council and Rushmoor District Council.
- 8.11 Hampshire County Council reserves the right to observe the monitoring or request (at the developer's cost) an independent audit of the information collected. In addition to this, the County Council will carry out random monitoring of up to ten sites per year. This will be done via a traffic count and vehicle occupancy count or other suitable methods.

Review

- 8.12 Travel plan review meetings will be held on the first, third and fifth anniversary of the grant of a planning consent. The review meetings will involve, as necessary, representatives of TAG (the Travel Plan Co-ordinator), the local planning authority (Rushmoor District Council), the County Council (Development Control Highways and the Travel Plan team), public transport operators and community representatives.
- 8.13 TAG is committed to the long-term success of this travel plan and voluntarily commits to continuing its own monitoring of its success and progress on a biennial basis beyond the initial 5-year period that the Local Highway Authority will monitor, using the methodology set out above. Further review meetings may be required beyond the initial 5-year period; the need for additional meetings will be agreed by the Travel Plan Co-ordinator and the Local Authorities.

Amending the Travel Plan

- 8.14 The results of the monitoring surveys will be used to inform the evolution of the travel plan. The Travel Plan Co-ordinator will present the findings of the surveys, summarise the actions identified by the review meetings and recommended changes to the travel plans' aims, objectives and targets for ratification by TAG's board of directors.

Dissemination of Results

- 8.15 The Travel Plan Co-ordinator will be responsible for communicating the results of the monitoring surveys and resultant amendments to the travel plan to all users. This will be achieved through the production of a staff newsletter and postings on the TAG Farnborough website.

Barriers to Implementation

- 8.16 Potential barriers to the successful implementation of the travel plan can be categorised as administrative, operational and fiscal barriers.

Administrative barriers

- 8.17 Experience of best practice Travel Planning in the UK has identified that establishing and maintaining robust administrative systems is imperative to the successful implementation of many Travel Plans. The Travel Plan Coordinator will work with TAG's (and its tenant companies) administrative staff to ensure that suitable systems are in place.

Organisational barriers

- 8.18 The travel plan is intended to cover the entire Airport, including TAG's own operation and its tenants. However, TAG cannot be held responsible for the uptake of travel plan measures by its tenants and can only encourage their participation.
- 8.19 The fact that staff will work shifts may mean that some staff may have less access to the Travel Plan Coordinator than others would. TAG will ensure that

the Travel Plan Coordinator's job description ensures that access is afforded to all staff as far as is practicable.

Fiscal barriers

- 8.20 Changes to UK tax, licensing and insurance regulations have the potential to cause barriers to the implementation of the travel plan. The Travel Plan Coordinator will be required to keep abreast of relevant regulations and legislative changes to ensure fiscal barriers do not impede the successful delivery of the Travel Plans aims and objectives.

Summary

- 8.21 Monitoring is a key element of the travel plan process. The progress and success of the travel plan will be monitored through comprehensive biennial travel behaviour surveys audited both internally by TAG's appointed Travel Plan Co-ordinator and externally by Hampshire County Council's Travel Plan team.
- 8.22 TAG is committed to the long-term success of this travel plan and voluntarily commits to continuing its own monitoring beyond the initial 5-year period that the Local Highway Authority will be involved.
- 8.23 The results of the monitoring surveys will be used to inform the evolution of the travel plan.

SECTION 9: MANAGEMENT ARRANGEMENTS

Introduction

9.1 This section identifies those persons or groups responsible for ensuring the delivery of the travel plan and provides details of the proposed long-term management structure.

Travel Plan Co-ordinator

9.2 A Travel Plan Co-ordinator will be appointed prior to the implementation of a planning consent. The Travel Plan Co-ordinator's key responsibilities will be to:

- Be responsible for the day-to-day delivery of the travel plan;
- Put the measures identified in this travel plan into place;
- Set up arrangements for, and subsequently enact, the implementation, monitoring and review of the travel plan;
- Promote and market the travel plan and the measures contained herein;
- Secure on-going management arrangements with all key stakeholders; and
- Instigate new measures as necessary in the light of experience gained.

9.3 TAG will employ a suitably qualified person to the position of Travel Plan Co-ordinator. The Travel Plan Co-ordinator will be a TAG employee (full-time) and the position will not be outsourced.

9.4 The contact details of the Travel Plan Co-ordinator will be forwarded to Hampshire County Council's Travel Plan team within one month of the implementation of planning consent.

Travel Plan Focus Group

- 9.5 A Travel Plan Focus Group will be set up to feed information to the Travel Plan Co-ordinator. The purpose of the Focus Group is to allow individual members of staff (of both TAG and its tenant firms) to express their views and opinions on travel related matters to the Co-ordinator in an informal setting.

Steering Group

- 9.6 A Steering Group comprising the Travel Plan Co-ordinator, Local Authority representatives, other TAG (and tenant company) employees and community representatives will be established to ensure effective communication and co-ordination of actions relating to the implementation of the travel plan.

SECTION 10: ENFORCEMENT

10.1 The Travel Plan will be secured through a Section 106 Agreement. The signatories will be TAG, Hampshire County Council and Rushmoor District Council. Such a legally binding agreement provides Hampshire County Council with the security that TAG is fully committed to the implementation of the Travel Plan.



SECTION 11: COMMITMENT

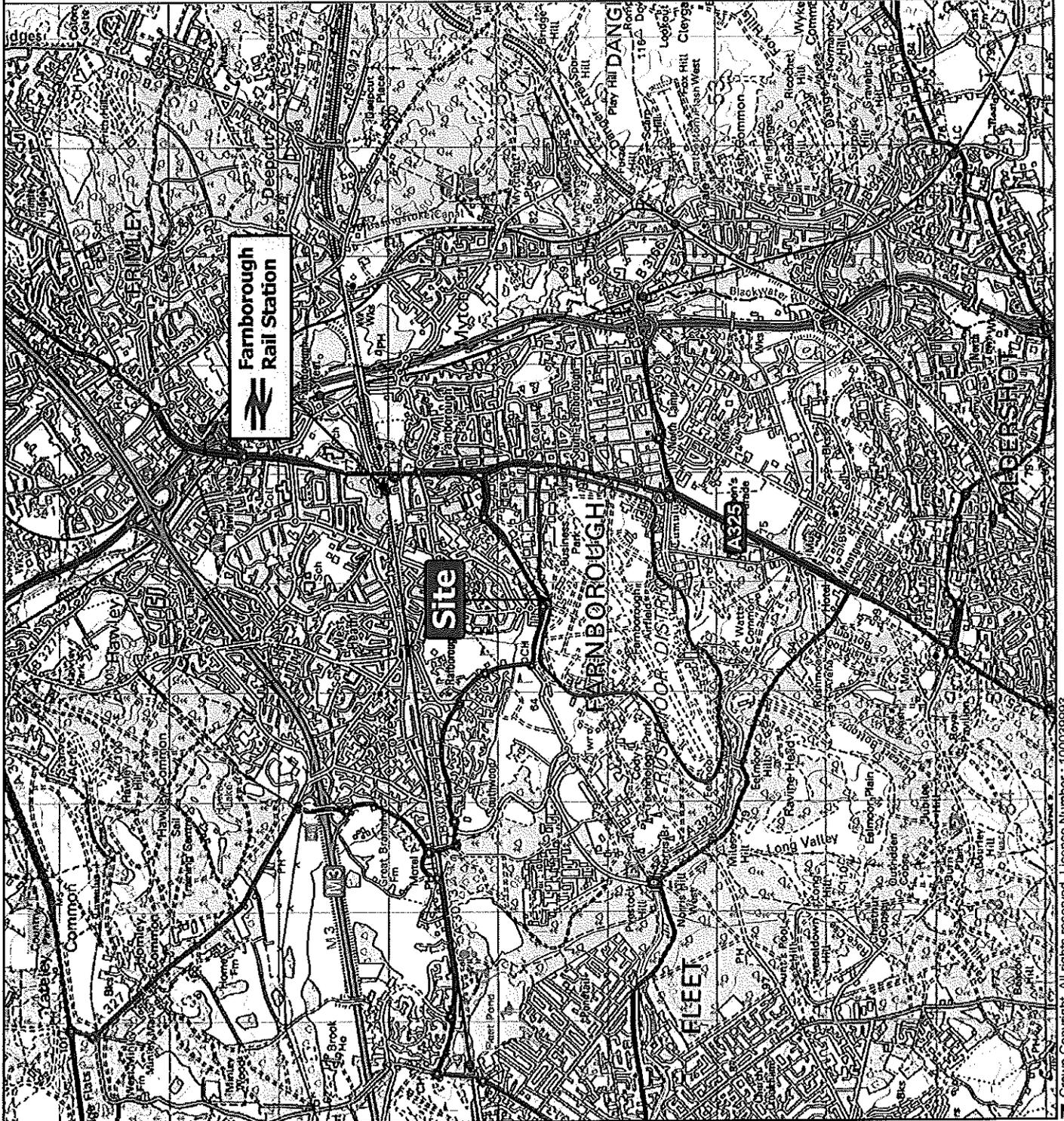
- 11.1 TAG Aviation is fully committed to the implementation of the Travel Plan and has been endorsed by senior management.

Brandon O'Reilly

CEO TAG Farnborough Airport



FIGURES



1st Floor West, Cottons Centre, Cottons Lane, London, SE1 2QG
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Client: TAG Aviation

Project: Farnborough Airport

Title: Site Location Plan

Date: 14/05/09 Scale: 1:50000 Original paper size: A4

Drawn: RO Checked: GJ Job No: JLJ0718

Figure No: 1 Rev:

Transport

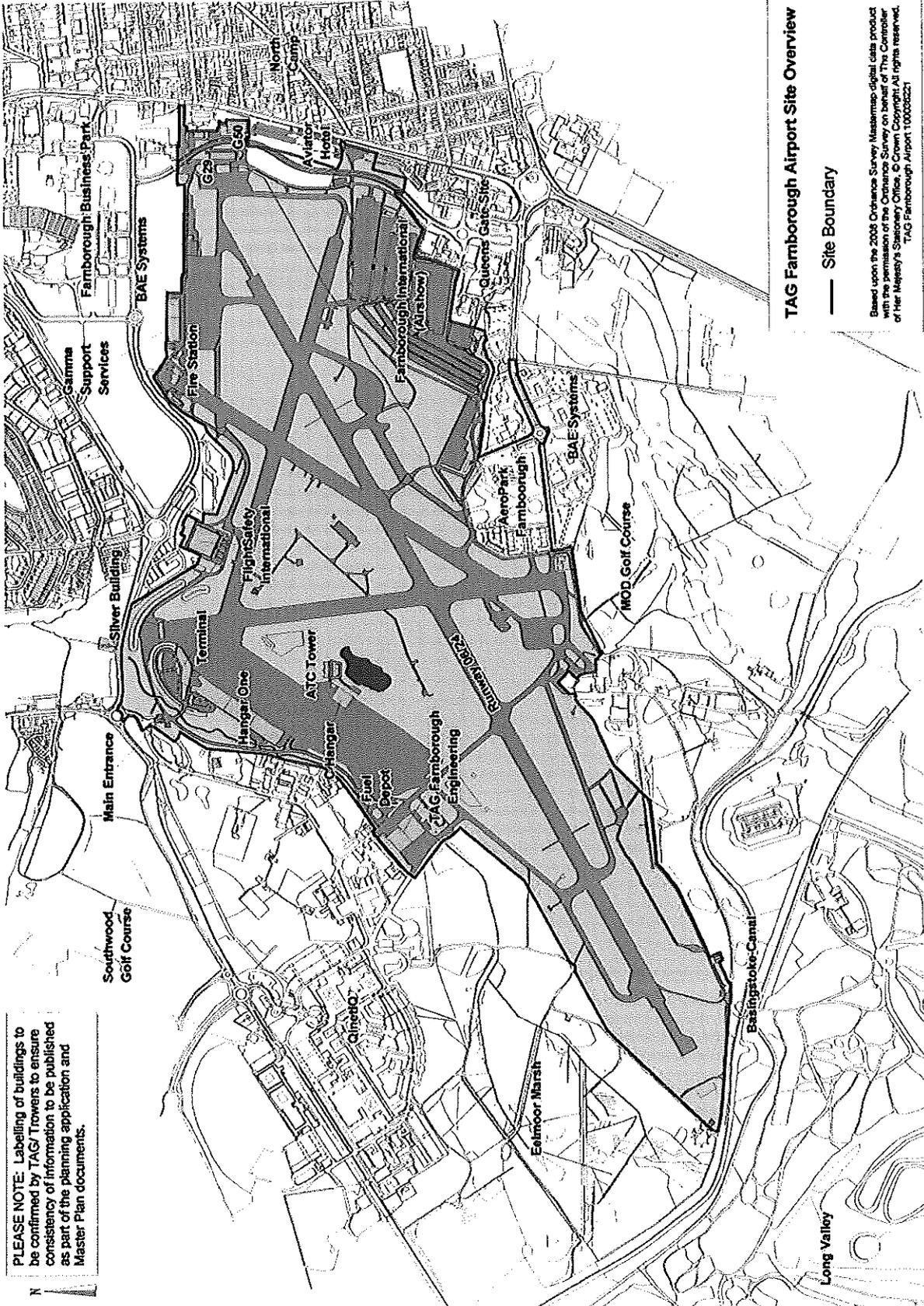


APPENDICES



APPENDIX A

Site Plan



PLEASE NOTE: Labelling of buildings to be confirmed by TAG/ Trainers to ensure consistency of information to be published as part of the planning application and Master Plan documents.

TAG Farnborough Airport Site Overview

— Site Boundary

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Drawn:	15.05.08	Scale:	NTS	Rev:	
Job No:	JL00956	Drawn:	GR	Checked:	CC

Project: TAG Farnborough Airport

Title: TAG Farnborough Site Airport Site Layout

Figure No: Figure 1.1

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APPENDIX B

2008 TAG Farnborough Airport Staff Travel Survey

Questionnaire

TAG Farnborough Airport Staff Travel Survey

Welcome to the TAG Farnborough Airport Staff Travel Survey - open between
05/03/2009 and 20/03/2009

As you maybe aware, TAG is currently consulting on the Airport Master Plan which sets out the intentions for growth to 2018 and beyond. Once the Master Plan has been finalised, TAG will submit a planning application to increase the number of flights allowed annually. The planning application will be accompanied by an environmental impact assessment.

This survey is being undertaken to collect information about staff and crew travel patterns and understanding of the environmental management at the Airport. The results of the survey will be presented within the planning application to demonstrate the current Airport activities as a baseline against which future activities will be compared. The Survey should only be completed once and will take less than 5 minutes to complete.

The survey is being administered by RPS on behalf of TAG.

This Survey is being administered by TAGSurvey@rpsgroup.com

SECTION 1: TRAVEL TO AND FROM TAG FARNBOROUGH AIRPORT

Question 1: What main mode of transport (in terms of the longest distance) do you normally use to travel to work?

- Car (driver)
- Car (passenger)
- Train
- Bus
- Bicycle
- Walk
- Motorcycle
- Taxi
- Other - please specify:

Question 2: What other (secondary) modes of transport do you use to travel to work? (e.g. walk to rail station)(Please tick all that apply)

- Car (driver)
- Car (passenger)
- Train
- Bus
- Bicycle
- Walk
- Motorcycle
- Taxi
- Other - please specify:
- N/A

Question 3: How long does your journey to work normally take?

- 0 - 15 minutes

- 16 - 30 minutes
- 31 - 45 minutes
- 46 - 60 minutes
- 60 - 90 minutes
- 90 + minutes

Question 4: What time do you normally arrive at TAG Farnborough Airport? (NOTE 24 HOUR CLOCK)

00:15

Question 5: What time do you normally leave TAG Farnborough Airport? (NOTE 24 HOUR CLOCK)

00:15

Question 6: Do you receive any of the following travel allowances?

- Car mileage allowance
- Company car
- Travel expenses
- Other - please specify:
- No

Question 7: Would you be able to undertake your job effectively if you travelled to work at other times (i.e. to avoid peak times) on a flexi-time basis?

- Yes
- No

Question 8: Do you have access to the internet? (please tick all that apply)

- Yes - at home
- Yes - at work
- No

SECTION 2: BUSINESS TRAVEL

Question 9: How often do you need to travel off site during the course of a normal month?

- Daily
- Weekly
- Monthly
- Never

Question 10: Which mode of travel do you normally use for business travel?

- Car (driver)
- Car (passenger)
- Train
- Bus
- Bicycle
- Walk
- Motorcycle
- Taxi
- Other - please specify:
- N/A

Question 11: Which other modes of transport could you feasibly use for business travel? (please tick all that apply)

- Car (driver)
- Car (passenger)
- Train
- Bus
- Bicycle
- Walk
- Motorcycle
- Taxi
- Other - please specify:
- N/A

Question 12: If the option were available, could you undertake your work from home (i.e. you do not need to be at the airport)?

- Yes
- No

Question 13: Do you go off-site during the course of the day for non-work purposes (e.g. to buy lunch, go to the bank etc.)?

- Yes
- No

Question 14: If you answered yes to the previous question please indicate why you choose to leave the site.

- Better value for money
- More variety
- Other - please specify:

Question 15: If you do leave the site, would you choose to stay on site if that service was available at the airport?

- Yes
- No

SECTION 3: CAR TRAVEL

Question 16: Do you have a car park permit?

- Yes
- No

Question 17: What are your main reasons for using your car to get to work?

- I dont use my car for work
- My car is essential to perform my role
- It is the cheapest way to commute
- It is the quickest way to commute
- It is the most comfortable way to commute
- Free parking is available
- I need my car to drop off or collect children en route to work
- There is no feasible alternative
- Other - please specify:

Question 18: Do you think you could reduce the amount you use your car?

- Yes
- No

Question 19: What other modes of transport could be a feasible alternative to the car for travel to work?

- Train
- Bus
- Bicycle
- Walk
- Motorcycle
- Taxi
- No alternative option
- Other - please specify:
- N/A

SECTION 4: CAR SHARING

Question 20: Would you be prepared to car share?

- Yes
- No

Question
21:

If yes, what would encourage you to do so? (Please tick all that apply)

- Guaranteed lift home in an emergency
- Help in finding car share partners with similar shift patterns
- Reserved parking spaces for car sharers
- Reduced permit charges for car sharers
- Pool car on site
- Pool bike on site
- Other - please specify:

SECTION 5: WALKING & CYCLING

Question
22:

What would encourage you to walk or cycle to work? (Please tick all that apply)

- Showering and changing facilities
- Lockers to store clothes and equipment
- Secure cycle parking on site
- Loan to purchase a bicycle
- Walk or Cycle mileage allowance for business travel
- Pool bikes at work
- Nothing would encourage me to walk or cycle
- Other - please specify:

Question
23:

Are you aware of any available cycle parking at your workplace?

- Yes
- No

Question
24:

Are you aware of showers that are available to people who walk or cycle to work?

- Yes
- No

SECTION 6: PUBLIC TRANSPORT

Question
25:

Which of the following initiatives would encourage you to use public transport?
(Please tick all that apply)

- Interest free public transport season ticket
- Discounted bus travel
- Information on public transport

- Nothing would encourage me to use public transport
- Other - please specify:

Question 26: Do you know where to find public transport route and timetable information?

- Yes - use it regularly
- Yes - but dont use it
- No

Section 7: ENVIRONMENTAL MANAGEMENT

Question 27: Rate your awareness of environmental management at Farnborough Airport

- I am not aware of any measures taken
- I am occasionally made aware of environmental management
- I am made aware of environmental management on a regular basis
- I am very aware of existing environmental management

Question 28: Do you know of a dedicated sustainability/environmental manager at TAG?

- Yes, I know their name and how to contact them
- Yes, I know there is one, but I do not know their name or how to contact them
- No, I do not know of a dedicated sustainability/environmental manager at TAG

Question 29: How well do you feel TAG manage issues of sustainability?

- I think there is scope for considerable improvement
- I think TAG manage sustainability reasonably well, however improvements could be made
- I feel TAG manage sustainability well
- I feel TAG manage sustainability very well

Question 30: Do you think your employer encourages you to address sustainability in your professional work?

- Yes, sustainability is actively encouraged within the workplace
- No, sustainability within my job is not actively promoted

Question 31: Have you had any training in environmental management during your employment here?

- Yes, a lot of training
- Yes, some training
- No, none at all

Question Please rate the three most significant areas where you regard improvements could

- 32: be made?
- Better waste management, for instance, more opportunities to recycle waste
 - Better energy efficiency
 - Better water efficiency
 - Landscape and habitat management
 - More involvement in the local community to promote sustainability off site
 - More sustainable staff travel arrangements
 - Environmental decision making in procurement

Section 8: Personal Background

Question 33: Which company do you work for?

Question 34: What is your job?

Management/professional - airport/airline specific Other:

Question 35: Is your job Full time or Part time?

- Full time
- Part time

Question 36: Do you work on a Permanent or Temporary basis?

- Permanent
- Temporary

Question 37: How long have you worked for present employer? Please provide your answer as years and months.

Question 38: What is your home postcode?

Question 39: How long have you been living at your current address?

Question 40: Did you move to that address because:

- Reasons unconnected to current job

- In order to work for your current employer
- For both personal and work reasons

Thank you for completing the survey. Please submit your response by clicking below by 1800 hours, Friday 20th March 2009.

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SCHEDULE 3

Council's Covenants

1. Airport Consultative Committee

The Council agrees to retain an Airport Consultative Committee in consultation with the Company.

2. Complaints

The Council agrees to pass to the Company any complaints about the operation of the Site within a period of 24 hours of receiving any complaint in order that the Company may speedily consider and if appropriate seek to remedy the matter.

3. Schemes

Within 3 months of receipt of any Scheme for approval the Council shall either give notice of approval or non-approval and if its notice shall be one of non-approval it shall give reasons for such non-approval (such approval not to be unreasonably withheld or delayed).

4. Safeguarding of the Site operations

4.1 The Council will promptly notify the Owner and the Company of applications for determination under the Planning Acts in respect of proposals for development which may affect the operation of any aspect of the Site or issues of the Site operation or safety so as to enable the Owner and the Company to make appropriate representations to be taken into account in the consideration of any such proposal.

4.2 The Council undertakes to consult with the Company on proposals for development or on any other matter which could inhibit the use of the Site for civil aviation purposes.

SCHEDULE 4

County Council's covenants

1. REPAYMENT OF HIGHWAYS CONTRIBUTION

The County Council hereby covenants with the Owner and the Company to use the Highway Contribution and any interest accrued thereon for the purpose described in this Deed and to refund any portion of the Highway Contribution remaining unspent or uncommitted by the letting of a contract on the tenth anniversary of its receipt by the County Council (which for the avoidance of doubt shall be the date upon which the final portion of the total sum is received by the County Council and not any earlier portion thereof) together with interest thereon at the rate from time to time prescribed under Section 32 of the Land Compensation Act 1961

THE COMMON SEAL of
RUSHMOOR BOROUGH COUNCIL
was hereunto affixed in the presence of:

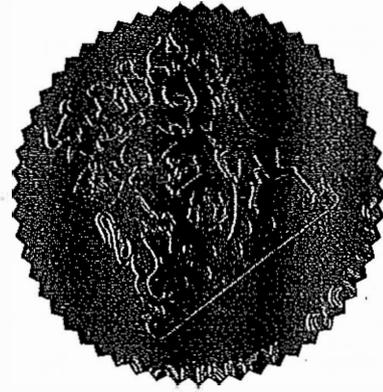
9/10

Leader of the Council



Solicitor to the Council

EXECUTED as a DEED by affixing)
the COMMON SEAL of HAMPSHIRE)
COUNTY COUNCIL in the presence of:-)



36/1648



Authorised Signatory

EXECUTED AS A DEED by)
TAG FARNBOROUGH AIRPORT)
FREEHOLD LIMITED acting by two)
Directors or a director and the secretary)



Director:

Director/Secretary:

EXECUTED AS A DEED by)
TAG FARNBOROUGH AIRPORT)
LIMITED acting by two)
Directors or a director and the secretary)



Director:

Director/Secretary:

SIGNED AS A DEED BY

.....
LLOYDS TSB BANK PLC

Executed as a deed by
John Procter
as attorney for and on behalf of
LLOYDS TSB BANK PLC
in the presence of