

**ATTACHMENT 1 – SCOPE OF SERVICES AS PART OF THE AGREEMENT BETWEEN BICKERDIKE ALLEN
PARTNERS LLP FOR CONSULTANCY SERVICES DATED 20TH DECEMBER 2017**

SCHEDULE 1

Services

The Supplier shall supply to the Customer the Services in this Schedule.

Aircraft Noise Monitoring Consultancy Services

The Supplier will act as the Customer's aircraft noise consultant, providing technical advice, support and input into the quarterly and annual aircraft noise monitoring reports for London Luton Airport.

The Supplier shall provide the following services and work streams:

- The preparation of the quarterly and annual aircraft noise monitoring reports.
- The production of quarterly night-time contours for the quarterly monitoring reports, including a report containing a comparison with previous quarters, and a breakdown of aircraft movements into aircraft types.
- The production of summer daytime and night-time contours for the annual monitoring report, including a report containing a comparison with previous summers, and a dwelling and population count within each contour band.
- The production of annual L_{den} and L_{night} contours for each year of the term of this agreement, including a report containing a comparison with previous years, and a dwelling and population count within each contour band.
- The production of forecast summer daytime and night-time contours for the following years of the term of this agreement, based on forecast movement data provided by the Customer.
- Producing estimates of the monthly quota count usage for the night-time period 23:30 hours to 06:00 hours, based on a database held and maintained by the Supplier at London Luton Airport.
- Reporting on the number of QC2 operations between 23:00 hours and 07:00 hours each month.
- Reporting on the number of Chapter 3 marginally compliant aircraft operating each month.

The Supplier shall ensure that all contours are prepared using the latest INM/AEDT version, and the contour model should be validated using noise data provided by the Customer on an annual basis.

The Supplier shall also support the Customer in its continual work to comply with the planning conditions relating to noise issued in 2014 with the planning reference 12/01400/FUL, providing guidance and support wherever necessary.

The Supplier shall provide support to the Customer and the London Luton Airport Consultative Committee (LLACC) with regards to London Luton Airport's noise insulation scheme. This support shall include, but will not be limited to:

- Production of a list of properties eligible for the scheme based on the criteria given in the Section 106 agreement dated 19th December 2014.

- Visiting selected properties and undertaking an inspection of the existing glazing and ventilation arrangements, measuring the pre and post installation performance, assuming 2 instances per year, and preparing a technical report on the results.
- Responding to ad-hoc requests for information.
- Attending the meetings of the LLACC sub-committee, overseeing the implementation of the scheme.

Subject to approval by London Luton Airport Consultative Committee (LLACC) and the Noise and Track Sub-Committee (NTSC), the Supplier will also act as noise advisor to these two committees and attend the committee meetings.

Models

The Supplier shall use the existing computer model for London Luton Airport in the Federal Aviation Administration (FAA) Integrated Noise Model (INM) to provide the Services.

The Supplier also has a model for the ground noise from London Luton Airport.

The Supplier shall use these models with dwelling and population data that the Supplier has under its licence with CACI Ltd, and the results plotted on the ordnance survey maps for which the Supplier also holds a licence.

The Supplier has already developed internal systems and databases to aid the production of the noise contours and the quota counts, which the Supplier shall refine and reuse as the agreement progresses.

Monitoring

The Supplier Manager shall be responsible for monitoring all information provided under the agreement using, without limitation, technical notes and reports as required by the Customer.

The Supplier shall ensure that all contour outputs are checked internally using the Supplier's quality assurance procedures, in order to ensure that noise contours and other submissions are as accurate as possible, prior to issue.

The Supplier shall ensure that its acoustics team holds weekly internal planning meetings, where the different elements of the Services to be provided are assigned and timescales are monitored.

The Supplier shall ensure that sub-team meetings are held by its staff regularly to ensure all outputs are developed and prepared for issue in a timely manner in accordance with the programme requirements of the Services. These will be used to manage the Services and the Service Levels and the Supplier shall provide a report on the KPIs to the Customer.

Providing the Services

The Services will be provided by the Supplier's specialist graduate aviation noise team. No sub-contracting is required for the provision of the Services.

The Supplier shall ensure that the Services are provided to high standards at all times. The Supplier shall ensure that its staff operate in accordance with the Supplier's internal standards in its quality management

policy as set out in Schedule 5, and in accordance with the current version of the Code of the Association of Noise Consultants in force from time to time.

Communication

The Supplier will liaise with the Customer via email, unless the Customer specifies otherwise.

The Supplier shall attend the meetings set out in this Schedule 1.

Ad Hoc Services

If requested by the Customer by email, the Supplier will also provide ad hoc Services including, but not limited to, supporting airspace change applications, preparing data and reports for community groups and councils, and provide training to the Customer's staff.