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Your ref:

Date: 07 January 2014

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**TO:- ALL MEMBERS OF THE AIRPORT CONSULTATIVE COMMITTEE**

Dear Member

**RE: ROBIN HOOD AIRPORT DONCASTER SHEFFIELD –  
AIRPORT CONSULTATIVE COMMITTEE – ORDINARY MEETING  
THURSDAY 16 JANUARY 2014**

I write to inform you that the **Ordinary meeting** of the Airport Consultative Committee will be held on **Thursday 16 January 2014 at 10.15 am in the Vulcan Viewing Lounge, 1st Floor in the Terminal Building, Robin Hood Airport, First Avenue, Doncaster, DN9 3RH.**

**Arrangements have been made for Members to use the On-Airport Car Park located directly opposite the Terminal Building (please see attached map). Tickets will be issued at the meeting for free exit.**

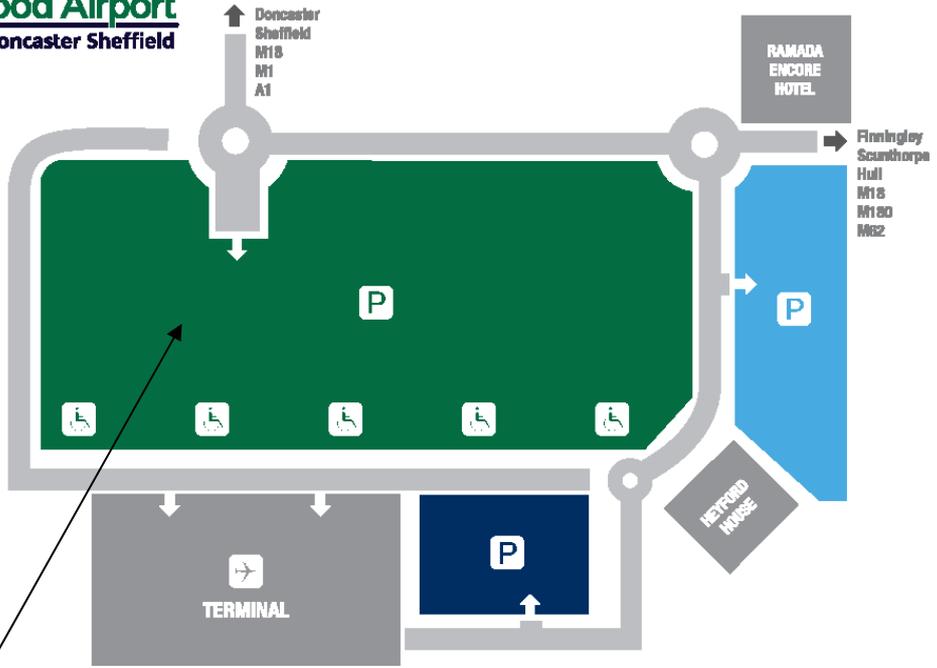
**At the conclusion of the meeting there will be a tour of the Terminal Building. In order to gain airside entry Members will be required to show their passport or BOTH parts of their driving licence (one part will not be accepted). Please remember to bring one of these documents along with you to the meeting.**

The agenda and supporting papers are attached for information.

Yours sincerely

Andrew Shirt  
Secretary

Enc



TERMINAL  
 ON-AIRPORT CAR PARK

PREMIUM CAR PARK  
 STAFF CAR PARK

**Membership:**

Mr A Tolhurst OBE (Chair)

Mayor R Jones (Doncaster MBC), Mr J Bamford (Nottinghamshire County Council), Councillor B Barker (Bassetlaw District Council), Mr A Bosmans (FODSA), L Bramall (Sheffield City Council), Mr P Cole (Office of Caroline Flint MP), Mrs L Daffern (Robin Hood Airport), Mr D Fell (Doncaster Chamber of Commerce and Enterprise), L Findlay (Directions Finningley), Cllr G Freeman (Bassetlaw District Council (Sub for Cllr Barker)), Mr S Gill (Robin Hood Airport), Mr C Harcombe (Robin Hood Airport), Councillor B Hoyle (Doncaster MBC), Mr T Lindop (Sheffield Chamber of Commerce and Industry), Mr I Lings (Lincolnshire County Council), P Maddison (FODSA), Councillor B Mathers (Barnsley MBC), Parish Councillor N McCarron (Blaxton Parish Council), Councillor H McNamee (Doncaster MBC), Mr P Nears (Peel Holdings (Management Ltd)), County Councillor C Pearson (North Yorkshire County Council), Ms M Di Salvatore (West Lindsey District Council), Councillor P Schofield (Observer), Town Councillor P Scholey (Maltby Town Council), P Skelding (Nottinghamshire County Council), I Smith (Robin Hood Airport), Mr A Storey OBE (Ex-Officio), Councillor J Summers (West Lindsey District Council), R Wilkinson (Bassetlaw Development Agency), Councillor Y D Woodcock (Doncaster MBC), Parish Councillor J Worthington (Cantley with Branton Parish Council) and Mr R Wright (Sheffield Chamber of Commerce and Industry)

**Purpose of the Airport Consultative Committee**

The Committee's purpose is to enable the Airport operator (Peel Airports Ltd), and communities in the vicinity of the Airport, local authorities, local business representatives, Airport users and other interested parties to exchange information and ideas.



**ROBIN HOOD DONCASTER SHEFFIELD AIRPORT CONSULTATIVE COMMITTEE**

**ORDINARY MEETING**

**THURSDAY 16 JANUARY 2014**

**IN THE VULCAN VIEWING LOUNGE, 1ST FLOOR IN THE TERMINAL BUILDING,  
ROBIN HOOD AIRPORT, FIRST AVENUE, DONCASTER, DN9 3RH.**

**AGENDA: Reports attached unless stated otherwise**

	Item	Page
1	Welcome and Apologies	
2	Minutes of the meeting held on 24 October 2013	1 - 6
3	Matters Arising	
4	Membership Update  Members are requested to note the following change of membership on the Airport Consultative Committee:  ➤ Rotherham MBC has appointed Councillor Alan Gosling (in place of Councillor Terry Sharman). ➤ West Lindsey District Council has appointed Councillor Jeff Summers (in place the Late Councillor Chris Underwood-Frost).	
5	Airport Activities Report	Verbal
6	DfT Update on the Guidelines for Airport Consultative Committees	7 - 28
7	Draft Minutes of the Noise Monitoring and Environmental Sub-Committee held on 6 December 2013	29 - 34
8	Any other Business	
9	Date and time of next meeting - Thursday 17 April at 10:00 am, Heyford House, Robin Hood Airport, Doncaster	

**AT THE CONCLUSION OF THE MEETING THERE WILL BE A TOUR  
OF THE TERMINAL BUILDING - PLEASE REMEMBER TO BRING  
YOUR PASSPORT OR DRIVING LICENCE (BOTH PARTS) IN  
ORDER TO GAIN AIRSIDE ENTRY.**

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## **ROBIN HOOD DONCASTER SHEFFIELD AIRPORT**

### **AIRPORT CONSULTATIVE COMMITTEE**

**24 OCTOBER 2013**

PRESENT: Mr A Tolhurst OBE (Chair)  
Mayor R Jones (Doncaster MBC), A Jones (Doncaster MBC),  
Parish Councillor N McCarron (Blaxton Parish Council), M McCoolle (South Yorkshire Joint Secretariat), County Councillor C Pearson (North Yorkshire County Council), Ms M Di Salvatore (West Lindsey District Council), I Smith (Robin Hood Airport), K Stones (FODSA), Mr A Storey OBE (Ex-Officio),  
Councillor Y D Woodcock (Doncaster MBC) and  
Parish Councillor J Worthington (Cantley with Branton Parish Council)

Apologies were received from: Mr J Bamford, Councillor Councillor B Barker, Councillor L Bramall, Mr P Cole, Mr D Craven, Mrs L Daffern, Mr J Davies, Mr D Fell, L Findlay, Mr S Gill, Mr C Harcombe, P Harris, Mr I Lings, Councillor Councillor B Mathers, Councillor Councillor H McNamee, Mr P Nears, Councillor Councillor P Schofield, Town Councillor P Scholey, A Shirt, Councillor P Skelding, Weston, J White, R Wilkinson, Mr R Wright and Mrs S Youngman

#### 1 **WELCOME AND APOLOGIES**

Councillor McCarron gave thanks to everyone for their best wishes following her accident.

Apologies for absence were noted as above.

The Committee noted that agenda items 7 and 8 would be taken together.

#### 2 **MINUTES OF THE MEETING HELD ON 25 JULY 2013**

RESOLVED – That the minutes of the meeting held on 25 July 2013 be agreed as a correct record.

#### 3 **MATTERS ARISING**

##### **Regional Tourism – Pilgrim Fathers' Heritage Trail**

A Tolhurst said that he had attended a recent visit to the Airport by Mike Burrows, the Chief Executive of Nottinghamshire County Council, who confirmed that his authority sees the Airport as a significant strategic player in the region. Regular liaison had since been established between Steve Gill and Mike Burrows, to discuss how the Airport may impact upon strategic plans and the Derby, Derbyshire, Nottingham and

Nottinghamshire Enterprise Partnership. **ACTION:- To be raised at the next Committee meeting.**

Wind Farms – Selby and Rotherham

No update was currently available.

Doncaster Chamber of Commerce and Enterprise – Meeting at RHADS 10 May 2013

I Smith would provide an update within his report on today's agenda, on the reasons why people should fly from the Airport, and the efforts being carried out to attract airlines to the Airport.

Arrangements for the next Committee Meeting (AGM and Ordinary Meetings)  
16 January 2014

I Smith would make arrangements for the next Committee meeting (AGM and Ordinary Meetings) on 16 January 2014 to be held in the Terminal Building at the Airport. **ACTION:- I Smith**

**ACTION:- Members were reminded to bring their passports to the meeting, to ensure access to relevant parts of the Terminal Building.**

Apprenticeships

I Smith commented that there were no apprenticeships currently at the Airport, but plans were in place to start in the future. Apprenticeships had now commenced at Durham Tees Valley Airport.

4 MEMBERSHIP UPDATE

Members noted the following change of membership on the Airport Consultative Committee:-

Nottinghamshire County Council had appointed Councillor Pam Skelding (in place of Councillor Mike Quigley MBE).

RESOLVED – That the update be noted.

5 AIRPORT ACTIVITIES REPORT

I Smith provided the Committee with an update regarding the commercial, marketing and operational issues at RHADS. In summary it was reported that:-

- The year to date air movements at the airport had seen positive growth.
- Passenger numbers were 3% ahead of plan in the period April to September 2013.
- The industry as a whole had suffered because of travellers concentrating on "staycations" due to the good weather encountered in the UK during the year.

- Following a reasonably weak start, Thomson were 3% ahead of last year's activity position.
- The Airport looks to be in a much stronger position post New Year.
- Thomson's sales figures to the large Egypt project had been affected, due to the unrest in Egypt. One of the winter services to Sharm El-Sheikh had been lost and replaced by a Lanzarote service. The Airport was working closely with Thomson on the matter.
- The results from the Consumer Research Programme would be delivered to the January 2014 Committee meeting. Discussions had been held with airlines and experts to ascertain the catchment areas for potential passenger markets. The Airport needed to engage with the wider catchment area. There was serious concern that the public were unaware of what the Airport currently had to offer.
- A marketing campaign advertising the airport was currently being aired on Capital FM, and promotional work had been carried out with Ryan Air for travel to Tenerife during the winter months. The Airport was spending money on raising public awareness.
- The current cargo performance was strong, with 8% ahead of last year, and had attracted ad hoc cargo coming through the Airport.
- Business aviation activity was growing, with an improvement compared to last year; although there had not been as good an uptake for the St Leger Festival as anticipated.
- Following the World Routes Conference, a number of carrier operators had expressed an interest in opportunities at the Airport. A Pakistani operator was looking at markets in the North of England and had expressed an interest in the operating from the Airport. ACTION:- C Harcombe to provide an update at the next Committee meeting.
- Advanced discussions were underway with a carrier for UK domestic services, for services to commence in March/April 2014.
- A review was being undertaken with partners in the terminal i.e. retail, beverages, taxi and parking facilities etc. The car park would be re-defined to provide for separate short stay and drop off areas, which would be clearly defined upon approach.
- There would be a number of revenue streams for refurbishment during the winter months.
- The Airport Controller was now located back at the Airport, and operating well.
- An advertisement for the recruitment of a Travel Trade Executive had been made, and a Cargo Business Manager was still being sought. Rachel Farr had been appointed as Internal Head of Marketing and Communications.

- The Airport was very much Thomson focused, and it endeavoured to bring in another operator to work alongside Thomson. The low cost market was fundamentally the key target market the Airport needed to deliver to.

RESOLVED – That I Smith be thanked for the update.

6 UPDATE ON THE FINNINGLEY AND ROSSINGTON REGENERATION ROUTE SCHEME (FARRRS)

I Smith informed Members that following the official launch, talks were underway regarding the commencement of the build, with a completion date set for the end of 2015. A positive reaction had been received from the Airline Partners.

Mayor Jones commented that the FARRRS was in the top ten schemes in the Sheffield City Region, and was fully funded. The last 2½ kilometres would allow FARRRS to be brought to the Airport, including a rail link; the next phase would be for a small rail station to be established at the Airport by 2018/19.

7 IMPROVING ACCESS TO LEEDS BRADFORD AIRPORT AND THE DEVELOPMENT OF AIRPORT CITY MANCHESTER - IMPACT ON RHADS

A Tolhurst informed Members that the Airport Commission were considering the provision of UK aviation hub services and an interim report could be expected in December 2013. Early indications are that enhanced runway facilities will be recommended. He added that it was against this background that West Yorkshire and Leeds District Councils were starting to work together, to improve access into Leeds Bradford Airport. In addition, the Manchester Airport City scheme was being well supported.

A Tolhurst wondered whether the developments in Leeds and Manchester would have an impact on RHADS, and queried how strong was the support to the Airport from the Local Enterprise Partnership. Mayor Jones commented that there was a real commitment from the Local Enterprise Partnership, and Phase 2 of FARRRS was one of the five schemes from Doncaster MBC. Mayor Jones added that if the Airport wanted to be seen as an international airport, it would need links to airports that had transatlantic flights.

I Smith commented that following the recent change in ownership of RHADS, and the resources Peel Airports Ltd had put in, real growth opportunities had started to be seen at the Airport.

I Smith referred to the following low cost airline carriers:-

- Jet 2 – Had a strong base at Leeds Bradford and East Midlands Airports. RHADS Airport had spoken to Jet 2 on a number of occasions; it was felt they would fit well with the Thomson product.
- Monarch – Had gone into Leeds Bradford Airport for its' first season; it was felt that Monarch could bring value to RHADS Airport.
- Ryan Air – There was still an opportunity for RHADS Airport.

- RHADS Airport was far the cheapest airport for travel to Tenerife during November 2013, December 2013 and January 2014.
- RHADS Airport had a good programme with Wizz Air, with the possibility of developing services to Western European areas, and also from Doncaster to Palma Airport.

Members made the following suggestions for promoting the Airport:-

- To target local travel agents, and travel agents within the Sheffield City Region.
- Advertisements to be included in the Frenchgate Shopping Centre and Doncaster Interchange.
- The Tourist Information Office to stock leaflets about the Airport, for people who did not have internet access.
- Local parishes to display the minutes of meetings and details of the Airport on noticeboards.
- Regular advertisements in local newspapers.
- Small leaflets to be revised and sent out every three months, to each local hotel, pub, parish council and local resident.
- The public to be made aware of the Airport and Thomson websites.

M Di Salvatore asked whether Doncaster MBC's LEP could instigate discussions with West Lindsey District Council's LEP, who were pushing the logistic transport sector. All LEPs were developing regional growth plans, which could incorporate the development of the Airport.

K Stones commented that Chinese investment had now been agreed at Manchester City Airport.

Members were requested to contact I Smith if there were any other outlets which could be contacted, in relation to promoting the Airport.

A Tolhurst summed up by saying that all organisations represented on the Committee needed to become more active in "marketing" RHADS; the task could be left to the Airport alone to undertake.

8 KEY POINTS AND OUTCOMES FROM THE UKACCS ANNUAL MEETING 2013

RESOLVED – That Members noted the key points and outcomes from the UKACCS Annual Meeting 2013.

9 DRAFT MINUTES OF THE NOISE MONITORING AND ENVIRONMENTAL SUB-COMMITTEE HELD ON 19 SEPTEMBER 2013

Councillor Pearson gave thanks for the useful visit around the Airport's Fire Station and Air Traffic Control, which he had found very interesting.

RESOLVED – That the draft minutes of the Noise Monitoring and Environmental Sub-Committee held on 19 September 2013 be noted.

10 SCHEDULE OF MEETING DATES 2014

RESOLVED – That Members noted the following Schedule of Meetings for 2014, to be held at Robin Hood Airport:-

Airport Consultative Committee

Thursday 16 January (AGM and Ordinary) – 10 am, Terminal Building  
Thursday 17 April – 10 am, Blenheim Meeting Room, Heyford House  
Thursday 17 July – 10 am, Blenheim Meeting Room, Heyford House  
Thursday 16 October – 10 am, Blenheim Meeting Room, Heyford House

Noise Monitoring and Environmental Sub-Committee

Thursday 20 March – 10 am, Blenheim Meeting Room, Heyford House  
Thursday 19 June – 10 am, Blenheim Meeting Room, Heyford House  
Thursday 18 September – 10 am, Blenheim Meeting Room, Heyford House  
Thursday 4 December – 10 am, Blenheim Meeting Room, Heyford House

11 ANY OTHER BUSINESS

Members agreed that it would be beneficial if Peter Nears, Director of Strategic Planning at Peel Holdings would be invited to attend a future Committee meeting, to update Members on the Airport Master Plan.

Members noted that Councillor Chris Underwood-Frost had sadly died. A letter of condolence would be sent to West Lindsey District Council on behalf of the Committee.

12 DATE AND TIME OF NEXT MEETING

RESOLVED – That the next meeting (AGM and Ordinary Meetings) of the Airport Consultative Committee be held on Thursday 16 January 2014 at 10.00 am at the Terminal Building, Robin Hood Airport, Doncaster.

CHAIR



## Department for Transport

### **Update of the Guidelines for Airport Consultative Committees**

#### **Background**

In the Aviation Policy Framework published earlier this year the Department committed to reviewing the Guidelines for Airport Consultative Committees, with the aim of supporting airport consultative committees in their work and sharing best practice.

There are 51 airports and aerodromes in England, Wales and Scotland that have been designated under Section 35 of the Civil Aviation Act 1982 to provide adequate facilities for consultation with respect to any matter concerning the management or administration of the airport which affects the interests of users of the airport, local authorities and any other organisation representing the interests of persons concerned with the locality in which the airport is situated. However there are also committees at airports that have not been designated under Section 35.

Last updated in 2003, the Guidelines for Airport Consultative Committees are intended to assist those involved in establishing, running and participating in Airport Consultative Committees (ACCs). They are intended to be applicable to all aerodromes with a consultation process, not only those designated under section 35 of the Civil Aviation Act 1982. The guidance is non-statutory and is intended to help committees operate in an effective and constructive way.

#### **Objective of the Review**

Our aim is to continue to ensure constructive engagement at the local level while supporting and enhancing the effectiveness of ACCs. As indicated in the Aviation Policy Framework we intend to retain the principle that the guidance remains flexible, proportionate and non-prescriptive and do not wish to upset existing good governance and working arrangements.

#### **Proposals**

The proposed update of the Guidelines contains a number of changes and additions from the 2003 version which are intended to support and enhance the effectiveness of ACCs. The two main additions are a set of principles for ACCs and a code of conduct for committee members, more detail about which can be found below. We would appreciate your feedback and comments on the draft, particularly in the following areas.

#### Principles for Airport Consultative Committees



## Department for Transport

While we recognise that committees vary widely in size and scope and what is appropriate at one aerodrome may not be appropriate at another, we think that all committees, whether designated or non-designated, at a small or large aerodrome, do have a common role and purpose. Therefore we are proposing to include a set of five principles (Independent, Representative, Knowledgeable, Transparent and Constructive) that all committees can use as a common basis. More detail about the principles can be found in Chapter 2 of the draft guidelines.

**Do you agree the principles described in Chapter 2 provide a common basis for all consultative committees to work to? Are there any additions or alternatives that should be considered?**

### Code of Conduct

We believe that a big part of committees working effectively and constructively is down to the members themselves. All members should commit to participate actively in the work and discussions of the committee. To help support committees and members in this, we are proposing to include a draft Code of Conduct that can be used and adapted by committees to help members understand what is expected of them, especially when joining the committee for the first time. The draft Code of Conduct can be found on page 16 of the draft guidelines.

**Do you agree that a Code of Conduct would be a useful way to ensure members participate constructively in the work and discussions of the committee? Does the draft Code adequately reflect what should be expected of committee members?**

### Sharing Best Practice and Knowledge

The Department would like to encourage committees to share best practice and information between themselves and other organisations. For committees at larger airports we feel that the Liaison Group of UK Airport Consultative Committees (UKACCs)<sup>1</sup> is an ideal group to do this through and is a good way to disseminate information. However, we are concerned that smaller committees are often working in isolation and do not have the opportunity to share information and best practice in the same way larger organisations are able to.

In the guidance we are encouraging committees to share best practice and knowledge on an informal and ad hoc basis, by attending other committee meetings or working with other committees on issues of common interest.

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<sup>1</sup> UKACCs is a subscription membership organisation. More information can be found at [www.ukaccs.info](http://www.ukaccs.info).



## Department for Transport

We also see consultative committees as being ideally placed to work with other organisations that may benefit from the particular expertise of committees on certain issues. While we would not like to see any unnecessary further burden on resources, we would like consultative committees to think about how they could work with organisations such as the CAA and local authorities on areas of common interest.

**Can you suggest some ways in which best practice can be best shared between committees? Do you agree that committees are well placed to work with other organisations on areas of common interest?**

### Rest of the Document

We have changed the layout of the document from the 2003 version. The draft is divided into four chapters covering the basics of committees (their background, their role and the purposes of consultation), the principles, effective meetings and best practice and knowledge sharing. The text has been updated and added to where relevant. The main omission is a section on complaints as we feel that as committees are not dispute resolution forums, so although at their best, committees can play a constructive role in facilitating understanding and resolving issues, complaints should, as a matter of course, be handled by the airport.

**Do you feel the layout of the document is user friendly and easy to understand? Are there any areas of the text you think need clarifying?**

### Section 35 of the Civil Aviation Act 1982

Section 35 of the Civil Aviation Act 1982 provides for the designation of aerodromes for the purposes of consultation while *The Aerodromes Designation (Facilities for Consultation) Order 1996* as amended (SI 2002/2421) provides the list of airports that are designated. The list includes some airports that are no longer operating and thought was given to whether to update the list when the Aviation Policy Framework was being drafted. At the time the decision was made, for reasons of practicality, not to update the list at this time. That remains the position of the Department, however during the Red Tape Challenge we were asked to review the statutory requirement on airports to provide facilities for consultation, in order to allow airports greater flexibility in their community engagement. The Department's view is that the statute remains a useful way of ensuring airports communicate openly and effectively with the local communities about the impact of their operations while at the same time ensuring the interests of the users of the airport are considered on an equal basis.

**Do you agree that Section 35 remains a useful way of ensuring different interests concerned in the operation of an airport are consulted in a fair and equal manner?**



## Department for Transport

**Would it be possible to achieve these objectives in a non statutory way - for example by the use of best practice guidance alone? Are there any areas where a statutory approach imposes unnecessary or disproportionate costs?**

### Case Studies

You will notice a series of green boxes spread throughout the document. We would like to include examples of best practice from committees around the country to make the guidelines more useful. If you think your committee (or organisation) does one of the following particularly well and that other committees could learn from your example, please provide us with a paragraph or two outlining what your committee does in the following areas:

- How a committee provided benefits to the airport, to local authorities and local communities
- How a committee has used specialist expertise
- Examples of sub-groups
- Ways in which a committee is:
  - Independent
  - Representative
  - Knowledgeable
  - Transparent
  - Constructive
- Examples of sharing knowledge and best practice between committees

### **Responding**

We would appreciate it if you could respond by Friday 14 February 2014 to:

Tamara Goodwin  
1/26  
Department for Transport  
Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR

020 7944 6651

Email address: [tamara.goodwin@dft.gsi.gov.uk](mailto:tamara.goodwin@dft.gsi.gov.uk)

We would appreciate responses from both committees themselves, members of the committees and the organisations they represent (including airports) as well as anyone else with an interest in Airport Consultative Committees.



Department  
for Transport

# Guidelines for Airport Consultative Committees

DRAFT

The Department for Transport has actively considered the needs of blind and partially sighted people in accessing this document. The text will be made available in full on the Department's website. The text may be freely downloaded and translated by individuals or organisations for conversion into other accessible formats. If you have other needs in this regard please contact the Department.

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# Purpose of these guidelines

1. The Government expects all aerodromes<sup>1</sup> to communicate openly and effectively with their local communities and users of the airport about the impact of their operations. Airport Consultative Committees (ACCs) are a well established way in which airports can engage with key stakeholders in the local area and beyond.
2. These guidelines are intended to assist those involved in establishing, running and participating in airport consultative committees. While the Government recognises that each airport consultative committee should work in a way that best suits the local circumstances within which it operates, this document sets out some particular principles and standards that committees can use to ensure they operate in an effective and constructive way.
3. These guidelines are intended to be applicable to all aerodromes with a consultation process, not only those designated under Section 35 of the Civil Aviation Act 1982. We recognise the differences in circumstance between individual aerodromes and that arrangements and procedures for one committee may not be appropriate for another. However, we hope that the basic underlining principles (as described in section 2) will be applicable across all committees.
4. The guidance is also intended to be useful for not only aerodromes that have, or intend to, set up a consultative committee, but also those who sit on the committees and other parties with an interest in the consultative procedures of airports.

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<sup>1</sup> In these guidelines 'aerodrome' applies to any aerodrome, irrespective of the size of operation. The term 'airport' is used interchangeably in this document.

# 1. The Basics

## What are Airport Consultative Committees?

- 1.1 ACCs are structured forums that provide an opportunity for the exchange of information between aerodromes and interested parties. They make recommendations to the aerodrome management and other bodies when appropriate as well as being a place where there is an opportunity to reach common understanding between interested groups about the nature of the aerodrome operation in the hope that issues can be resolved amicably.
- 1.2 There are 51<sup>2</sup> aerodromes throughout England, Wales and Scotland that are designated under section 35 of the Civil Aviation Act 1982 to provide "facilities for consultation". The Aerodromes Designation (Facilities for Consultation) Order 1996 as amended (SI 2002/2421) provides the list of airports that are designated.

## Legislative and Policy Context

### **Section 35 of the Civil Aviation Act 1982 (as amended)**

- 1 "This section applies to any aerodrome which is designated for the purposes of this section by an Order made by the Secretary of State.
- 2 "The person having the management of any aerodrome to which this section applies shall provide:-
  - a. for users of the aerodrome,
  - b. for any local authority (or, if the person having the management of the aerodrome is a local authority, for any other local authority in whose area the aerodrome or any part thereof is situated or whose area is in the neighbourhood of the aerodrome), and
  - c. for any other organisation representing the interests of persons concerned with the locality in which the aerodrome is situated, adequate facilities for consultation with respect to any matter concerning the management or administration of the aerodrome which affects their interests.
- 3 "The reference in subsection (2)(b) above to any local authority includes in relation to the area of Greater London a reference to the Mayor of London acting on behalf of the Greater London Authority."

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<sup>2</sup> The Government is aware that the list of airports in *The Aerodromes Designation (Facilities for Consultation) Order 1996 (SI 1996/1392)* as amended (SI 2002/2421) currently includes airports that are no longer in operation.

- 1.3** The Government considers that the best means of ensuring fair treatment of the different categories of statutory consultees is through a consultative committee formed for this purpose. This provides an opportunity for the aerodrome to consult relevant groups simultaneously as well as allowing those groups to engage with each other directly.
- 1.4** However, the Government would not expect the absence of statutory designation to be a barrier to effective consultation, as it should be a matter of good practice at airports.
- 1.5** The Aviation Policy Framework states that:

*"The Government expects all airports and aerodromes to communicate openly and effectively with their local communities about the impact of their operations."*<sup>3</sup>

## The Role of Committees

- 1.6** Committees are made up of representatives from the three "categories" mentioned above - users of the airport, local authorities in the vicinity of the airport and other organisations from the community surrounding the airport (for instance residents associations and local environmental groups).
- 1.7** They should promote greater understanding both to the local community about aerodrome operations and to the aerodrome operator about the impact of those aerodrome operations and any proposed operations. Topics discussed at meetings can vary widely, but often include environmental issues, airport development, updates on airport operations and surface access.
- 1.8** The nature of consultative committees and, indeed, of "adequate facilities for consultation" will depend upon the type and scale of the aerodrome and is likely to be site specific.
- 1.9** The Aviation Policy Framework states that the work of ACCs should recognise the wider role of the airport as an important local employer and influential driver in the local economy, as well as considering the local environmental impacts of an airport, including noise.<sup>4</sup>
- 1.10** While committees are not dispute resolution forums and they do not have any executive or decision-making power over the aerodrome, they can facilitate constructive discussion and help resolve differences while maintaining an overview of trends. They also do not prevent interested parties from raising concerns directly with the airport.
- 1.11** Although the committees do not have any executive power, they should be holding airports to account by monitoring the implementation of commitments made by the airport and challenging their performance when necessary. For example, the Government expects committees to

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<sup>3</sup> Aviation Policy Framework, 2013, pg 68

<sup>4</sup> Aviation Policy Framework, 2013, pg 68

monitor the implementation of airports' commitments made under statutory Noise Action Plans, where relevant.

- 1.12** While many committees operate to fulfil a legislative requirement, there are examples of committees being set up at airports that are not designated under section 35 which demonstrates the value committees can have in helping various interests reach a common understanding of the impact of airport operations.

## Principles for Airport Consultative Committees

We recognise that committees vary widely in size and scope as do the specific operating procedures and arrangements and what works for one aerodrome will not necessarily work at another. However committees do, at their heart, have a similar role and purpose and thus can operate to a common set of principles.

### Five Principles of Airport Consultative Committees

- Independent
- Representative
- Knowledgeable
- Transparent
- Constructive

*These principles are discussed further in section 2.*

## The purpose and benefits of consultation

Consultation has many benefits for the local community, the users of airports, local authorities and aerodrome operators. For example, it can:

- enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information and ideas;
- enable aerodrome operators to identify and take account of and monitor trends, perceptions and potential challenges that may arise over time with specific groups of interests;
- allows the local community and users of the airport to influence the aerodrome operator's decision-making process in areas of mutual interest and increases the effectiveness of decisions by drawing on local knowledge and expertise;
- minimise unnecessary and costly conflict;

- allow the concerns of interested parties to be raised and taken into account by the aerodrome operators, with a genuine desire on all sides to resolve any issues that may emerge;
- allows the local community, users of the airport and other interested parties to better understand the aerodrome's operations;
- complement the legal framework within which the aerodrome operates;

However, consultation is not intended to:

- detract from or constrain the responsibility of the aerodrome owner and/or operator to manage the aerodrome;
- prevent interested parties from raising concerns directly with the aerodrome, or through other channels.

**Examples of how committees provide benefits to the airport, to local authorities and local communities**

## 2. Principles for Airport Consultative Committees

### Independent

- 2.1** While the onus is on airports to provide facilities for and (usually) fund airport consultative committees, it is important that they are and they are perceived as being independent from the airport in order to maintain the confidence of all interested parties. Committees should be free to say what they think on issues. Committees should, as far as possible, be transparent about how and why they are funded, and chairs should be appointed through an open and transparent process.

### Representative

- 2.2** Section 35 specifies the categories of bodies or organisations that should be consulted, however it is important that all those significantly affected by or involved in the operations of the aerodrome should, so far as reasonably possible, have access to a representative who can speak on their behalf. Committees could also consider the need for independent representatives who are not affiliated with any organisation.

### The size of a committee

- 2.3** While the exact size of the committee will depend upon local circumstances, the committee should be a manageable size. Where there are a number of organisations that have a similar interest in the operations of the airport, thought should be given to ways in which those interests can be appropriately represented without making the committee unwieldy.
- 2.4** Members will not usually speak in a personal capacity. Instead they should represent the views of their wider organisation, consulting with other members of the organisation before meetings and feeding back afterwards.

### Making sure the mix is appropriate

- 2.5** There must be sufficient representation from each of the three discrete groups identified at section 35 of the Civil Aviation Act 1982 to ensure that the views of that group are adequately expressed. While there should be fair and equitable treatment of the different categories, it is more important to ensure that there is a representative balance of interests rather than to attempt equal numeric representation. Subject to ensuring adequate representation for each group, each committee has

discretion to decide on the scope and level of representation based on local circumstances and practice.

- 2.6** The groups represented will vary between aerodromes: the users at an airport with a mixture of commercial air transport and general aviation (GA) flights may encompass a wider spectrum of interested parties than either a major airport or a small GA aerodrome. The scale of interest from the local community and local authorities is also likely to be more significant at larger aerodromes as the positive and negative impacts are likely to cover a wider geographic area.

### **Community organisations**

- 2.7** It can sometimes be difficult to judge whether a community organisation is truly representative of the community they claim to represent. Community organisations represented on the committee should ideally have a written constitution and documented membership to help secure the legitimacy of representatives.

### **Local Authorities**

- 2.8** Local authority representatives should represent the full range of local authority interests including planning, economic and environmental interests. Consultative committees may also be well placed to consider how the airport features in local authority plans and policies, such as ensuring the economic value of airports is reflected in local authority Local Plans.

## **Knowledgeable**

- 2.9** While it is not expected that members themselves are experts on every subject the committee discusses, members should have a general understanding of the issues involved and should have a more in depth knowledge of the area they represent. All members should take an interest in the issues being discussed at meetings and be prepared to seek advice from others (such as officers from across the different organisational interests in the case of local authority representatives).

### **Specialist expertise**

- 2.10** It is often useful, especially at the larger airports' committees, if members are permitted to be accompanied by technical advisers (for example, elected council members may be supported by officers). Such advisers should not, however, intervene in committee proceedings unless invited to do so by the Chairman.
- 2.11** Depending on the size of the aerodrome and the subject matter for consideration, the committee could consider appointing an appropriate consultant having aviation and/or other relevant expertise to act as a specialist adviser to the committee as a whole.

## Examples of how committees use specialist expertise

### Transparent

- 2.12** Committees should be as open and transparent as possible about the issues they discuss and the conclusions they come to.
- 2.13** The wider local community and airport users should be made aware of the existence of the consultative committee and its role in relation to aerodrome operations as well as how to contact at least the secretary of the committee.
- 2.14** The existence and role of the committee, as well as members of the committee and the organisations they represent, should be easily accessible to the community online through a section on the airport's own website or on a dedicated website. The website should also include a schedule of the committee's meetings as well as minutes of the meetings themselves.
- 2.15** Committees may also wish to explore how new ways of communicating with interested parties (such as through social media) could provide opportunities to engage more effectively with the people they represent.
- 2.16** Committees are encouraged to open their meetings to the public, unless there is a legitimate reason it is inappropriate to do so, although the manner in which the public are admitted to attend meetings should be decided by the committee according to local circumstances.

### Balancing confidentiality and transparency

- 2.17** There may be times where the committee wishes to discuss matters that are confidential in nature. This can be handled in a variety of ways, from closing part of the meeting to the public to discussing confidential matters in a separate meeting (such as a steering group).

## Examples of ways in which committees are transparent

### Constructive

- 2.18** The wide variety of issues that consultative committees can get involved in, and the passion that some of those issues can invoke in people have the potential to turn committees into a "talking shop." As far as possible, the committee should take a constructive role in issues, taking the opportunity to influence matters where appropriate. As the committee

does not have executive powers, its role is more along the lines of a “critical friend”, to offer advice and encourage the airport to act on its advice by pointing out things that are working well, as well as being objectively (as far as possible) critical of areas where the airport could make improvements.

- 2.19** Airport operators should take the opportunity to engage with the committee at an early enough stage of future plans in order for the committee to take a constructive role in advising the airport and where the airport can take advantage of the specific knowledge and expertise committee members have. We expect airports to consult with committees and take their views into account.
- 2.20** Committees could consider setting up an annual work plan that identifies priorities to help ensure work and discussions remain focused.

DRAFT

# 3. Effective Meetings

## Set Up

### Funding

**3.1** The funding of committees is one issue that has the potential to be seen as compromising the independence of committees, as for many committees the administrative costs are covered by the airport. While there is little evidence that this is the case in practice, and as it is the airports that are legally responsible for providing facilities for consultation, committees should be transparent about how and why they are funded and seek to demonstrate how independence is achieved despite the financial ties.

### Chairs

**3.2** One of the most important ways in which committees can ensure their independence is by appointing a chair through an open and transparent process, preferably in line with the principles of the public appointments process and with the involvement of the committee itself. The chair should ideally be one that is not closely identified with any sectional interest. Thought should also be given to a term limit for chairs (for example, two terms of a maximum of five years, as is common for public appointments).

**3.3** It is important that consultative committees have an effective chair that is able to gain the respect of the other committee members and should have the ability to draw together a wide range of views into a coherent conclusion.

### Secretariat

**3.4** The Secretary should not be closely identified with any sectional interest. A local authority (ideally, not a planning authority for the airport) may be suitably placed to carry out this function.

**3.5** A properly resourced secretariat shall be appointed to ensure the effective working of the committee. The necessary secretarial support will depend upon the size of the committee and the volume and nature of the business handled. The duties of the secretariat should include:

- prepare minutes of the committee and distribute them to all members;
- issue notices of meetings of the committee and to place on the agenda any matters that are proper for the committee to consider;
- circulate relevant documents;
- publicise the output of the committee and maintain the committees website (where airport is not responsible for this)

- assist the committee on policy and technical issues, where appropriate.

### **Airport management**

**3.6** It is essential that the airport management participate fully in the committee proceedings by offering items for the agenda, attending meetings and by providing relevant information on the operation of the airport and answering questions.

### **Frequency of meetings**

**3.7** The consultative committee should meet at least three times a year, unless the committee is satisfied that fewer meetings would suffice. This ensures committees can respond to issues in a timely manner and in a way that adds the most value. Members should be given as much notice as possible as to the time and place of meetings.

### **Venue**

**3.8** The venue of the meeting should be decided by the committee. Unless otherwise agreed by the committee, the management of the aerodrome should arrange adequate facilities for meetings (as they have the legal duty to provide the facilities), having regard to travel convenience of members from the whole catchment. Venues should be accessible by public transport where reasonably possible.

### **Terms of reference**

**3.9** The terms of reference of the committee should be sufficiently widely drawn to allow it to consider all matters arising from the operation of the aerodrome. The exact terms of reference will be at the discretion of the committee but would be expected to cover existing and proposed facilities and services at the airport, input into environmental monitoring of the aerodrome, surface access, responses to formal consultation papers issued by government and other regulatory authorities, and consideration of the economic, and the social and environmental impact of committee recommendations.

#### **Example terms of reference:**

- to consider aerodrome issues as they affect the communities represented or the amenities of the aerodrome;
- to make suggestions to the aerodrome where this might further the interests of the communities represented;
- to stimulate the interest of the local population in the development of the aerodrome;
- to monitor the environmental impact of all aspects of the operation of the aerodrome and to advise on operating procedures resulting from such monitoring with a view to minimising noise or other pollution from whatever source;
- to protect and enhance the interests of users of the aerodrome;
- to discuss with the aerodrome formal procedures for recording complaints

about aircraft noise and other adverse effects of the aerodrome.

- to consider the contribution of the aerodrome to the local, regional and national economy.

## Sub Groups

- 3.10** Some committees (particularly at the larger airports) may find it useful to form sub-groups to deal with specific issues or areas. The need for sub-groups will depend on the scale of activities and the local circumstances of the particular airport.

### Examples of sub-groups

## Preparation

### Agenda and Papers

- 3.11** If possible all members should make available to the committee (through the Secretary) at as early a date as possible details of any matter of concern to that member which he or she wishes to raise at a meeting of the committee. Provided that a matter is within the terms of reference, it is recommended that all committee members be able to propose agenda items for discussion. However, there may be times where a case can be made not to accept an item, for instance if it involves an issue that has been discussed fully at a previous meeting where there is no new information and further discussion would not be constructive.
- 3.12** Papers should be circulated well in advance to allow representatives to prepare fully and obtain technical advice if necessary. The secretariat will need to ensure that the circulation of papers does not breach copyright, privacy or data protection.

### Items for Discussion

- 3.13** The issues that committees discuss will vary from meeting to meeting and from aerodrome to aerodrome, some will be standing items on agendas while others will be in response to ad hoc issues that arise. There should be an appropriate balance of issues discussed at meetings.
- Updates from airport management on operations at the airport, including passenger numbers and new services, runway utilisation, complaints, noise and track keeping
  - Updates from local authorities on local plans and policies that may impact upon the airport
  - Community noise and local air quality monitoring

- Noise insulation schemes
- Surface access
- Airport development
- Airspace changes<sup>5</sup>
- Noise Action Plans<sup>6</sup>
- Responding to consultations
- Community initiatives
- Updates from any sub-groups

## Proceedings

### Participation

**3.14** Members should be given guidance on how the committee works as well as the standards of behaviour expected of consultative committee members. To ensure the effective operation of the committee it may be considered useful to have a commitment from all members to participate actively in the work and discussions of the committee. To help with this, we included a draft Code of Conduct below that can be used and adapted by committees to ensure members understand what is expected of them.

#### Code of Conduct

- **Respect:** Committee members should treat each other with respect and courtesy at all times.
- **Commitment:** Committee members should dedicate sufficient time to prepare for and attend meetings, including seeking advice and views from others in their organisation where appropriate.
- **Conflicts of Interest:** Members should identify and declare any conflicts of interest (actual, potential or perceived), particularly where members do not represent an organisation.
- **Participation:** Members should participate fully in meetings. They should listen to what others have to say and keep an open mind while contributing constructively to discussions. Actions assigned to members should be fulfilled in a timely manner and progress reported back on at the next meeting.
- **Openness and Accountability:** Members should be open and accountable to each other and the organisations and communities they represent about their work on the committee.

<sup>5</sup> Airport Consultative Committees are listed as one of those who should be consulted with on airspace changes where there is potential for significant detrimental impact in the 'Guidance to the Civil Aviation Authority on environmental objectives relating to the exercise of its air navigation functions'

<sup>6</sup> Where relevant.

- Confidentiality: Members should respect the status of any confidential issues they discuss.

## **Discussion**

- 3.15** During meetings it is important that members should be given adequate opportunity to represent the views of those whom they represent and that no organisation or one group should dominate proceedings. Chairs should ensure discussion is on topic while members should make their point in a concise and constructive manner.

## **Voting**

- 3.16** It is expected that matters would be resolved by consensus. In general, the Chairman should avoid taking votes on matters other than those relating to the membership of the committee and its sub-groups.

## **Minutes and Actions**

- 3.17** The minutes of the meeting should be concise, but representative of the issues and views discussed. Committee publications should reflect the range of views and advice and/or recommendations to the airport operator put forward by members and should not merely reflect the majority viewpoint on any issue. Actions should also be recorded and followed up on at subsequent meetings.

## 4. Sharing Best Practice and Knowledge

### Sharing best practice

- 4.1** The sharing of best practice and information between consultative committees is strongly encouraged. For committees at larger airports, the Liaison Group of UK Airport Consultative Committees (UKACCs) is an ideal way to do this.
- 4.2** For committees at smaller aerodromes, sharing best practice on an informal and ad hoc basis may be appropriate. To facilitate this, committees should ensure their contact details are available on their websites.
- 4.3** All committees are encouraged to welcome members of other committees who wish see examples of other committees in action by observing meetings. Committees should also consider working together on issues of common interest by sharing information or ways of handling specific issues.

#### **Examples of sharing knowledge and best practice between committees**

### Sharing knowledge

- 4.4** Committees should also work with other organisations on issues where they have specific expertise to offer. This could include working with Local Authorities to inform Local Plans; the CAA on consumer issues through its Consumer Panel; or with the Department for Transport on specific policy issues.



## **ROBIN HOOD AIRPORT DONCASTER SHEFFIELD**

### **NOISE MONITORING AND ENVIRONMENTAL SUB-COMMITTEE**

**5 DECEMBER 2013**

PRESENT: Councillor Y D Woodcock (in the Chair)  
Mr A Bosmans (FODSA), Mr P Cole (Office of Caroline Flint, MP),  
Mrs L Daffern (Robin Hood Airport), Mr J Davies (Doncaster MBC),  
Mr A Dutton (Robin Hood Airport), P Holland (Bawtry Town Council),  
Parish Councillor M Lindley (Finningley Parish Council),  
Parish Councillor M Marrison (Tickhill Town Council),  
Parish Councillor N McCarron (Blaxton Parish Council), A Shirt (SYJS),  
C Stothard (Doncaster MBC), Parish Councillor I Swainston (Auckley Parish  
Council), Mr A Tolhurst OBE (Chair of the ACC, Ex-officio),  
Parish Councillor M Wiles (Wroot Parish Council) and  
Parish Councillor J Worthington (Cantley with Branton Parish Council)

Apologies for absence were received from Mr C Barnes (Robin Hood  
Airport), Parish Councillor R Brown (Blyth Parish Council),  
Town Councillor A Cropley (Bawtry Town Council), Mr S Gill (Robin Hood  
Airport), Councillor B Hoyle (Doncaster MBC), Councillor P Knight  
(Doncaster MBC), Councillor H McNamee (Doncaster MBC) and  
Mr S Racjan (Doncaster MBC)

#### **1 WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE**

The Chair welcomed Members to the December meeting of the Noise Monitoring and Environmental Sub-Committee.

Apologies for absence were noted as above.

#### **2 MINUTES OF THE NOISE MONITORING AND ENVIRONMENTAL SUB COMMITTEE HELD ON 19 SEPTEMBER 2013**

A Shirt confirmed that following the September meeting a letter of response had been sent to John Mann (Member of Parliament for Bassetlaw) regarding on-going aircraft noise concerns from a constituent residing in the Mattersey Thorpe area. To date, there had been no further correspondence.

RESOLVED – That the minutes of the Noise Monitoring and Environmental Sub-Committee held on 19 September 2013 be approved as a correct record.

#### **3 AIRPORT DEVELOPMENTS**

L Daffern, Head of Terminal Services and Security informed the Committee that 2Excel Aviation Ltd would be operating two Boeing 727s out of the airport in the New Year. One aircraft would be used for oil response and the second for cargo.

Refurbishment of Hangar 1 was currently being carried out. It was expected that work would be completed by April 2014.

Craig Hewitt had been appointed as Travel Trade Executive, who would commence in role from January 2014. His role would involve liaison with Travel Agents and raising awareness of the Airport and increasing sales.

The recruitment for a Cargo Business Development Manager was currently on-going.

A meeting with representatives from both the Airport and Thomson/TUI would be held shortly to discuss this year's performance and the campaign for 2014.

The research project regarding why airlines choose to locate at specific airports was now complete.

S Gill and C Harcombe would be focusing their efforts on the Growth Plan. It was noted that passenger numbers for 2014 were anticipated to be static. The catalyst for growth would be the new FARRRS link road.

A new Robin Hood Airport website would be launched during the first half of 2014. A number of radio marketing campaigns advertising the airport had now completed.

Work was currently taking place in liaison with the Vulcan Trust regarding a permanent home for the Vulcan.

Councillor McCarron asked if there was any information which could be provided to the Committee on a proposed railway link into the Airport.

A Bosmans informed the Committee that the Airport Operators Association (AOA), the trade body for UK airports, had long argued the case for more integrated transport policy to help deliver better surface access. The Association was pushing for capital spends away from London.

Councillor Holland asked for clarification regarding rumours that a fracking operation would be taking place in Bawtry shortly.

P Cole informed the Committee that Dart Energy was planning to submit an application next year to begin test drilling for fracking at a site east of Austerfield / Bawtry, adding that he would send on additional information which MP Caroline Flint had received for the Committee's information. **ACTION: P Cole**

#### 4 AIR TRANSPORT MOVEMENTS AND QUIET OPERATIONS POLICY REPORT

The Committee received a presentation from A Dutton regarding the Air Transport Movements and Quiet Operations Policy for the period 1 September 2013 to 31 October 2013.

##### a) Air Transport Movements

The presentation reported on the following:-

- i) The number and type of aircraft movements September to October 2013.

- ii) The number of arrivals and departures on each runway from September to October 2013.
- iii) Number of arrivals and departures on each runway from April 2005 to October 2013.

b) Quiet Operations Policy

The presentation reported on the following:-

- i) The number of complaints received from Robin Hood Airport from 1 September 2013 to 31 October 2013 amounted to 36 complaints.
  - On 18 October 2013 there had been 4 separate complaints received, 1 departure and 3 arrivals all on runway 20.
- ii) Robin Hood Airport's total number of complaints and type of complaints for September to October 2013.
- iii) Number of complaints and individuals for September to October 2013.
  - During September 2013, the Airport received 17 complaints from 4 individuals.
  - During October 2013, the Airport received 19 complaints from 6 individuals.
- iv) Number of complaints and individuals from each area for the period.
  - During the period (September to October 2013) there had been 18 complaints from 3 individuals residing in the Bawtry area. There had been 14 complaints from 1 individual residing in the Moorends area.
- v) The per cent of total complaints from each area for the period.
- vi) Number of complaints and comparison figures for the 2012 and 2013 period.
- vii) Robin Hood Airport's annual number of complaints from 2005 to October 2013.
  - The total number of complaints received by the Airport continued to decline year-on-year from 2009 onwards.
  - To date there had been 213 complaints received by the Airport.
- viii) Number of night time departures from Runway 20 for the period September to October 2013.
- ix) Number of non-NPR aircraft departures September to October 2013.
- x) Number of Quota Count Points used and Quota Count Points from April 2005 to October 2013.

- xi) The number of QC4 movements for the period.

A Bosmans stated that he understood that TC70 freight aircrafts were set to operate from RHADS, asking if these aircrafts were outside of the QC4 regulations. **ACTION: A Dutton to investigate and report back at the March meeting.**

- xii) The number of engine tests for the period.

RESOLVED – That the presentation be noted.

## 5 ENVIRONMENTAL REPORT

A Dutton informed the Committee that energy consumption continued to fall at the Airport. The current energy consumption figures in the Terminal Building had been reduced by:

- Gas 38,300 m<sup>2</sup>
- Electric 261,469 KWH
- Water 2,500 m<sup>2</sup>

There had been a total reduction of CO<sub>2</sub> emissions of 218.5 tonnes.

RESOLVED – That the update be noted.

## 6 FINNINGLEY AND ROSSINGTON REGENERATION ROUTE SCHEME (FARRRS) UPDATE ON RECENT DEVELOPMENTS

Councillor Woodcock informed the Committee that work had officially started on site to build the FARRRS link road. A ground breaking event had taken place on 14 October 2013. It was anticipated that the route would be completed by early 2016.

The Committee noted that an Open Day had been held on 21 October 2013 with around 300 people in attendance at the Holmescarr Centre in Rossington.

A Meet the Buyer Event and networking event had been held on 24 October 2013, where over 100 local business people had attended the event at Robin Hood Airport.

RESOLVED – That the update be noted.

## 7 COMMUNITY ACTIVITIES

Councillor Woodcock reported that the World Duty Free annual sale had taken place at the Airport on Friday 29 November and Saturday 30 November 2013, in the Airport's Vulcan Viewing Area.

The Committee asked if they could obtain pass holders for the 2014 event. L Daffern agreed to Members requested.

Councillor Marrison wished to place on record that staff on duty at the event had been very helpful and pleasant to her whilst attending the event.

**ACTION:** L Daffern to provide the excellent feedback to staff on duty at the event.

**8**     SCHEDULE OF MEETINGS 2014

RESOLVED – That the schedule of 2014 meeting dates for the Noise Monitoring and Environmental Sub-Committee be held on:-

- Thursday 20 March 2014
- Thursday 19 June 2014
- Thursday 18 September 2014
- Thursday 4 December 2014

All meetings will commence at 10:00 am and be held in the Blenheim meeting Room, Heyford House, Robin Hood Airport, Doncaster, unless stated otherwise.

**9**     ANY OTHER BUSINESS

Committee Work Programme 2014

L Daffern informed the Committee that she would continue to arrange for a variety of speakers to attend future meetings, asking for Members' nominations for speakers.

Members suggested that speakers be arranged to present:-

- The principles of the noise monitoring preferential route and quiet operations policy, and
- Information on training flights.

**10**    DATE AND TIME OF NEXT MEETING

RESOLVED – That the next meeting of the Noise Monitoring and Environmental Sub-Committee be held on Thursday 20 March 2014 at 10:00 am in Heyford House, Robin Hood Airport, Doncaster.

CHAIR

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