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Our ref: ACC/AIS

Your ref:

Date: 11 July 2014

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TO:- ALL MEMBERS OF THE AIRPORT CONSULTATIVE COMMITTEE

Dear Member

**RE: ROBIN HOOD AIRPORT DONCASTER SHEFFIELD –
AIRPORT CONSULTATIVE COMMITTEE - THURSDAY 17 JULY 2014**

I write to inform you that the next meeting of the Airport Consultative Committee will be held on **Thursday 17 July 2014 at 10.00 am in the Blenheim meeting room, Heyford House, Robin Hood Airport, First Avenue, Doncaster, DN9 3RH.**

Please note car parking is available in Heyford House staff car park; access can be gained by pressing the 'help' button.

The agenda and supporting papers are attached for information.

Yours sincerely

A handwritten signature in black ink that reads 'ASHIRT'.

Andrew Shirt
Secretary

Enc

Membership:

Alan Tolhurst OBE (Chair)

J Bamford (Nottinghamshire County Council), Councillor B Barker (Bassetlaw District Council), A Bosmans (FODSA), L Bramall (Sheffield City Council), P Cole (Office of Caroline Flint MP), L Daffern (Robin Hood Airport), S Dishman (Doncaster Chamber of Commerce and Enterprise), D Fell (Doncaster Chamber of Commerce and Enterprise), L Findlay (Directions Finningley), R Franklin (Barnsley MBC), Cllr G Freeman (Bassetlaw District Council (Sub for Cllr Barker)), S Gill (Robin Hood Airport), Councillor Alan Gosling (Rotherham MBC), Mr C Harcombe (Robin Hood Airport), Councillor B Hoyle (Doncaster MBC), Mayor R Jones (Doncaster MBC), Mr T Lindop (Sheffield Chamber of Commerce and Industry), Mr I Lings (Lincolnshire County Council), P Maddison (FODSA), Parish Councillor N McCarron (Blaxton Parish Council), Councillor H McNamee (Doncaster MBC), Mr P Nears (Peel Holdings (Management Ltd)), P J O'Connor (Lincolnshire County Council), County Councillor C Pearson (North Yorkshire County Council), M Di Salvatore (West Lindsey District Council), Councillor P Schofield (Observer), Town Councillor P Scholey (Maltby Town Council), A Shirt (Secretary, South Yorkshire Joint Secretariat), P Skelding (Nottinghamshire County Council), 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

17 JULY 2014

IN THE BLENHEIM MEETING ROOM, HEYFORD HOUSE, ROBIN HOOD AIRPORT,
FIRST AVENUE, DONCASTER, DN9 3RH.

AGENDA: Reports attached unless stated otherwise

	Item	Page
1	Welcome, Introductions and Apologies for absence	
2	Minutes of the meeting held on 17 April 2014	1 - 4
3	Matters Arising	
4	<p>Membership Update</p> <p>Members are requested to note the following change of membership on the Airport Consultative Committee:</p> <ul style="list-style-type: none">➤ Barnsley MBC have appointed Councillor Robin Franklin (in place of Councillor B Mathers).➤ Lincolnshire County Council have appointed Councillor Pat J O'Connor to fill the current vacancy.	
5	Airport Activities Report	Verbal Report
6	Business Update from the Airport's Managing Director	Verbal Report
7	Publication of DfT Guidelines for Airport Consultative Committees	5 - 30
8	Key Points and Outcomes from the UKACCs Annual Meeting held on 11 & 12 June 2014	31 - 34
9	Draft Minutes of the Noise Monitoring and Environmental Sub-Committee held on 19 June 2014	35 - 38
10	Any other Business	
11	Date and time of next meeting - Thursday 16 October 2014 at 10:00 am, in Heyford House, Robin Hood Airport, Doncaster	



ROBIN HOOD DONCASTER SHEFFIELD AIRPORT

AIRPORT CONSULTATIVE COMMITTEE

17 APRIL 2014

PRESENT: Alan Tolhurst OBE (Chair)
Councillor B Barker (Bassetlaw District Council), A Bosmans (FODSA),
L Daffern (Robin Hood Airport), S Dishman (Doncaster Chamber of Commerce
and Enterprise), Mayor R Jones (Doncaster MBC),
Parish Councillor N McCarron (Blaxton Parish Council),
County Councillor C Pearson (North Yorkshire County Council), M Di Salvatore
(West Lindsey District Council), Councillor P Schofield (Observer), A Shirt
(South Yorkshire Joint Secretariat), P Skelding (Nottinghamshire County
Council), A Storey OBE (Ex-Officio), Councillor Y D Woodcock (Doncaster
MBC) and R Young (Doncaster MBC)

Apologies were received from: J Bamford (Notts CC), Councillor L Bramall
(Sheffield CC), S Gill (RHADS), Councillor B Hoyle and Councillor H McNamee
(Doncaster MBC)

1 **WELCOME AND APOLOGIES**

The Chair welcomed Members to the April meeting of the Airport Consultative
Committee.

An extended welcome went to Richard Young, Business Development Tourism and
Visitor Economy Officer for Doncaster MBC.

2 **MINUTES OF THE MEETING HELD ON 16 JANUARY 2014**

RESOLVED – That the minutes of the meeting held on 16 January 2014 be agreed as
a correct record.

3 **MATTERS ARISING**

i) **New Airport Website**

The Committee were informed that the new website for Robin Hood Airport had
now been launched.

ii) **Connections with South East Asia**

It was noted that discussions continued at the Airport regarding connections to
South East Asia.

4 UPDATE FROM DONCASTER MBC TOURISM ON THE PILGRIM FATHERS COUNTRY TOUR

The Committee received an update from Richard Young in relation to the Pilgrim Fathers Country Tour.

The Committee was reminded that the Pilgrim Fathers Country Tour was one of the main attractions for visitors to the county. The use of the airport was a catalyst for increasing traffic and growth in the region.

It was highlighted that Doncaster MBC Tourism had been working alongside its counterparts in Nottinghamshire, Bassetlaw and Lincolnshire since 2006 on developing a Pilgrim Fathers Country trail.

Doncaster MBC were currently assisting the Pilgrim Fathers UK Origins Association in submitting a funding bid for Heritage Lottery Funding. The funding bid would enable the Association to develop a Pilgrim Fathers Country Tour brochure, along with developing a visitor attraction based at Austerfield.

If the funding bid was successful, a visitor centre would be constructed, expected to be opened in 2017, prior to the 400th anniversary of the Pilgrim Fathers in 2020.

It was important that a Pilgrim Fathers “product” be developed (i.e. the brochure and visitor centre) in order for marketing the Pilgrim Country Tour to tourists and visitors. Within the next 5 years it was anticipated that an airline route from South America could be established with the Airport.

The Committee felt that it was not only important to stimulate growth around Doncaster, but also in all the areas in the wider heritage of the county.

Members were informed that a new art exhibition; ‘St. Helena’s Church and the Pilgrim Fathers’ would take place on Bank Holiday Monday 5th May 2014, at St. Helena’s Church, Austerfield.

RESOLVED – That the Committee notes the update.

5 AIRPORT ACTIVITIES REPORT

L Daffern, Head of Terminal Services and Security provided the Committee with an update regarding the commercial, marketing and operational issues at RHADS. In summary it was reported that:-

- Steve Gill and Chris Harcombe had attended the Routes Europe conference in France at the beginning of April. Their attendance at the conference was to promote the airport and to make the case for new air services.
- The regulatory functions of the airport had recently transferred from the DfT to the CAA.
- Wizz Air had launched a new route to Bucharest, with flights every Monday and Friday, starting on 13 June 2014. Flights were now on sale.

- Wizz Air had also launched a new route to Riga, with flights twice a week on Mondays and Fridays, starting on 20 June 2014. Flights were now on sale.
- LinksAir had commenced with their Belfast City and Isle of Man routes on 14 April 2014.
- Discussions were taking place with an airline regarding flights to Aberdeen.
- Interviews had recently been held for an Environment and Communities Officer, to be based at the Airport. An individual had been successful, subject to references etc.
- The Airport would shortly be recruiting for an Engineering Manager.
- Dayle Hauxwell had now commenced in post as the Airport's Cargo Manager. Discussions were on-going with a number of potential operators.
- Members were made aware that the management of Manston Airport in Kent had issued its staff with details of a 45-day consultation to closure notice. It was noted that if the Airport did close, it may result in increased QC4 operations from Robin Hood Airport.

In relation to the Finningley and Rossington Regeneration Route Scheme (FARRRS), Mayor Jones reported that work on the scheme was expected to be completed on time by early 2016. Plans were also in place to obtain funding in 2015 for the remaining 2½ kilometres of the route from Parrott's Corner to the Airport.

A Tolhurst asked if Peel Airports had submitted any funding bids to the Government's regional air connectivity fund which had been set up to allow airports to apply for funding to entice airlines to set up new routes to places within the European Union. L Daffern reported that she was not aware if Peel Airports had submitted any bids, adding that she would obtain an update for the July meeting. **ACTION: L Daffern**

In relation to permanently basing the Vulcan at the Airport, it was reported that discussions continued between the Airport and Vulcan to the Sky Trust.

A Tolhurst informed the Committee that discussions were taking place between the Advanced Manufacturing Research Centre and Vulcan to the Sky Trust regarding a programme for young engineers at primary school level.

S Dishman asked if an update could be provided regarding the businesses choosing to locate in the airport's business park. **ACTION: L Daffern to obtain an update for the July meeting.**

Mayor Jones informed the Committee that Doncaster MBC and its partners were currently bidding for both the establishment of an engineering academy and a rail academy.

A Storey asked if an update could be provided regarding the on-site hotel.

L Daffern reported that the hotel's occupancy rates had been particularly low; however, the Airport had recently been working with the hotel to develop a new "stay

and park” package for passengers in an attempt to generate business from passengers using the Airport.

S Dishman suggested that it may be appropriate to hold an annual logistics event at the Airport, once the infrastructure for FARRRS and the iPort was in place. The Committee commented that this was an excellent idea. **ACTION: L Daffern to forward the suggestion to S Gill.**

RESOLVED – That the update be noted.

6 UK AIRPORT CONSULTATIVE COMMITTEES LIAISON GROUP: RESPONSE ISSUED TO THE DFT ON THE GUIDELINES FOR AIRPORT CONSULTATIVE COMMITTEES

The Committee noted the UK Airport Consultative Committees Liaison Group’s response to the DfT’s request for comments on the draft updated guidelines for airport consultative committees.

A Bosmans informed the Committee that the Strategic Aviation Specialist Interests Group had also submitted a similar response to the DfT.

RESOLVED – That the response be noted.

7 MINUTES OF THE ACC ANNUAL GENERAL MEETING HELD ON 16 JANUARY 2014

RESOLVED – That the minutes of the Annual General Meeting of the Airport Consultative Committee held on 16 January 2014 be noted.

8 DRAFT MINUTES OF THE NOISE MONITORING AND ENVIRONMENTAL SUB-COMMITTEE HELD ON 20 MARCH 2014

RESOLVED – That the draft minutes of the Noise Monitoring and Environmental Sub-Committee held on 20 March 2014 be noted.

9 ANY OTHER BUSINESS

None.

10 DATE AND TIME OF NEXT MEETING

A Tolhurst informed the Committee that arrangements were being made for a representative from Cessna to attend the July meeting to update the Committee on the work of their organisation.

RESOLVED – That the next meeting of the Airport Consultative Committee be held on Thursday 17 July 2014 at 10:00 am, in Heyford House, Robin Hood Airport, Doncaster.

CHAIR

17 April 2014

Publication of DfT Guidelines for Airport Consultative Committees

I'm writing to let you know that today we have published the final version of the updated Guidelines for Airport Consultative Committees. You can download a copy of the Guidelines on our website at <https://www.gov.uk/government/publications/airport-consultative-committees-guidelines>.

In light of the new Guidelines we would encourage all airport consultative committees to look at reviewing their terms of reference and membership to ensure these are consistent with the principles and practice laid out in the Guidelines.

I would like to thank all those who responded to our request for comments and feedback on a draft of the Guidelines earlier this year. We received 47 responses from a range of committees, organisations and airports as well as a couple of responses from members of the public. We gained some valuable feedback and have endeavoured to take as much of it as possible into account in the updated version.

Both main additions to the Guidelines - the five principles and the suggested code of conduct for committee members - were generally well received by most of those who provided feedback. They have been updated slightly in response to specific comments received. It was generally agreed that best practice should be shared between committees although this could sometimes be difficult in practice. There was almost unanimous agreement that Section 35 of the Civil Aviation Act 1982 should be retained. In light of this response, the Department has no plans to change the legal status of committees, although we may look at updating the list of designated airports in the near future.

There were a range of views regarding the admittance of the public to meetings and a number of valid reasons why it might not be ideal for committee meetings to be made public were raised. While the Guidelines continue to encourage committees to open their meetings to the public, this is a decision that should be made by committees themselves after giving appropriate consideration to the local context.

The main changes that have been made to the Guidelines in response to the feedback and comments we received have been the acknowledgement throughout the document of the vital role committees play in protecting and enhancing the experience of passengers who use the airport, as well as the addition of a section on the role of committees with regards to complaints about airport operations. We have also included a section on disputes involving committees, although this stops short of setting out any formal dispute resolution mechanism as suggested by some respondents.

I hope the Guidelines provide a useful basis on which committees can continue to ensure constructive engagement at the local level.

Please let me know if you have any questions about the Guidelines.

Regards,

Tamara Goodwin

**Aviation Policy Advisor | Aviation Policy Implementation | Department for Transport |
020 7944 6651**

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Department
for Transport

Guidelines for Airport Consultative Committees

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Purpose of these guidelines

- 1.** The Government expects all aerodromes¹ 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 (see paragraph 1.2). We recognise the differences in circumstance between individual aerodromes and that arrangements and procedures for one committee may not be appropriate for another. Committees should determine how best to apply these guidelines for their specific circumstances, however, we expect 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.
- 5.** These Guidelines supersede the previous version published by the Department in December 2003.

¹ 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 51² 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. Separate arrangements exist for the designation of airports in Northern Ireland, namely Article 20(1) of the Airports (Northern Ireland) Order 1994.

² 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.

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,
 - d. 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.

- 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."*³

Users of the aerodrome

- 1.6** These will vary depending on the specific aerodrome in question. For many airports, passengers are obviously among the most central user groups, along with the airlines that carry them and the other associated services. Consultative committees are well placed to ensure passenger interests are represented and communicated to the airport. At the largest airports, having a passenger-focused sub-group might be appropriate to consider these issues in detail.
- 1.7** As far as possible, a full range of users of the airport should be represented on committees, or at least their views taken into account. This may include, but is not limited to, passengers, airlines (or their representative associations), retailers, training schools, freight companies, ground services, as well as those involved in any general aviation operating from the airport.

Local Authorities

- 1.8** Local Authority members have an important representational role on behalf of their constituents, particularly when they represent communities close to or affected by the airport's operations. They should represent the full range of issues relevant to their authority, including planning, economic and environmental interests. Membership on a consultative committee may also enable local authorities to better consider how the airport features in local authority plans and policies through the knowledge gained by being represented on the committee.

Others with an interest

- 1.9** The third category of Section 35 refers to any other organisation representing the interests of persons concerned with the locality in which the aerodrome is situated. While both the size of the locality and the type of organisation will vary according to local circumstances, this category would include community organisations such as local environmental groups and residents associations, local business and enterprise groups as well as tourism and consumer bodies.

³ Aviation Policy Framework, 2013, pg 68

The Role of Committees

- 1.10** 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 that have an interest in the operations and management of the airport.
- 1.11** They should promote greater understanding both to the surrounding community about airport operations and to the airport operator about the impact of those airport operations and any proposed operations. Topics discussed at meetings can vary widely, but often include environmental issues, airport development, updates on airport operations, an overview of any passenger service issues and surface access.
- 1.12** 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.
- 1.13** Committees 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.⁴ They can also play a vital role in protecting and enhancing the passenger experience at airports.
- 1.14** 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.
- 1.15** 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 monitor the implementation of airports' commitments made under statutory Noise Action Plans, where relevant. They also have a role in protecting and enhancing facilities for passengers.
- 1.16** 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

⁴ Aviation Policy Framework, 2013, pg 68

demonstrates the value committees can have in helping various interests reach a common understanding of the impact of airport operations.

The purpose and benefits of consultation

1.17 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, take account of and monitor trends, perceptions and potential challenges that may arise over time with specific groups of interests;
- allow 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;
- allow 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;

1.18 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.

2. Principles for Airport Consultative Committees

- 2.1** 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.

Independent

- 2.2** 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

- 2.3** Section 35 of the Civil Aviation Act 1982 specifies the categories of bodies or organisations that should be consulted and it is important that a committee comprises an appropriate range of views that is representative of those affected by, or involved in, the operations of the airport.
- 2.4** Committees could also consider the need for independent representatives, who are not affiliated with any organisation, when it comes to representing passenger interests.

The size of a committee

- 2.5** 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.

- 2.6** Although personal experience can be useful, members should represent the views of their wider organisation (unless they have been appointed as independent members of the committee), consulting with other members of the organisation before meetings and feeding back afterwards.

Making sure the mix is appropriate

- 2.7** 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. There should be fair and equitable treatment of the different categories with no one interest dominating the committee, however 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.
- 2.8** 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.

Ensuring organisations are representative

- 2.9** It can sometimes be difficult to judge whether a community organisation is truly representative of the community they claim to represent. Organisations should be clear about who they represent, as well as their aims and objectives. Ideally organisations represented on the committee should have a written constitution and documented membership to help secure the legitimacy of representatives.

Knowledgeable

- 2.10** While it is not expected that members themselves are experts on every subject the committee discusses, members should seek to gain 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

- 2.11** 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.
- 2.12** 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.

Transparent

- 2.13** Committees should be as open and transparent as possible about the issues they discuss and the conclusions they come to.
- 2.14** 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.
- 2.15** 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. If the committee has its own website, the airport should provide appropriate signposting from its website. The website should also include a schedule of the committee's meetings as well as minutes of the meetings themselves.
- 2.16** Committees may also wish to explore different ways of communicating with interested parties (such as through social media or e-newsletters) that could provide opportunities to engage more effectively with the people they represent.

2.17 Committees are encouraged to open their meetings to the public, unless there is a legitimate reason why it is inappropriate to do so. 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

2.18 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 or a sub-group).

Examples of the ways in which committees open to the public

- Some committees allow the public to attend every meeting, although they are not permitted to ask questions.
- Other committees allow the public to attend meetings and ask questions in advance, to be answered during the meeting.
- One committee has one meeting open to the public per year.

Constructive and Effective

2.19 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 lead to unproductive meetings. 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.

2.20 Airport managers 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. The airport management should be willing to be influenced by the discussions and opinions of the committee in order to make the process of consultation meaningful. The airport is expected to take the committee’s views into account when

making decisions on matters about which the committee has been consulted.

- 2.21** The airport should be clear about areas where decisions have already taken place or where the committee's views cannot influence the situation.
- 2.22** When the views of the committee are expressed in response to being consulted, the presence of any significant minority opinion should be made clear, as well as those areas where there is agreement.
- 2.23** Committees could consider setting up an annual work plan that identifies priorities to help ensure work and discussions remain focused or publishing a short annual report detailing what has been achieved by the committee in the past year.
- 2.24** To ensure committees remain effective they should periodically review both their terms of reference and their membership. As part of this review, committees could also consider seeking feedback on their work from those they represent.

3. Effective Committees

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, with the involvement of the committee itself. The chair should not be 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), or at least reviewing the chairmanship periodically.
- 3.3** It is important that consultative committees have an effective chair who 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.
- 3.5** A properly resourced secretariat should be appointed to ensure the effective working of the committee. A local authority (ideally, not a planning authority for the airport) may be suitably placed to carry out this function although other arrangements (such as an independent secretary) could also be appropriate. 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, answering questions and responding to points raised by the committee. Those attending on behalf of the airport should be at an appropriately senior level (for example CEO or Managing Director).

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 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 management and administration 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 (especially those concerning passengers), 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, social and environmental impact of airport operations.

Example items to include in the terms of reference:

- To foster communication and build understanding between the airport and its users, local residents and the business community.
- To stimulate the interest of the local population in the development of the aerodrome.
- To consider and comment upon the impacts of the airport's administration, operation and development in relation to:
 - The environment
 - Surface access issues associated with the airport
 - Employment
 - The local, regional and national economy
 - The circumstances of local communities and their residents.
- To protect and enhance the interests of users of the aerodrome, particularly those of passengers.
- To consider and, if appropriate, comment upon any factual and consultative reports, from Governmental and other sources, that are material to the future character, operation and development of the airport.

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. This allows more detailed discussions to take place regarding specific issues (such as those encountered by passengers) between interested members of the committee. It also may allow those not directly represented on the committee to be involved in an issue that affects them, for

example some passenger sub-groups include independent passenger representatives who do not sit on the main committee. Sub-committees should report back to the main committee on issues discussed and any actions being taken. The need for sub-groups will depend on the scale of activities and the local circumstances of the particular airport.

Examples of sub-groups

- Passenger or user experience group: can monitor passenger facilities and procedures, identify any gaps in services or issues arising from passenger experiences and make recommendations for improvement. They can also provide a passenger perspective on airport developments, particularly at the design stage.
- Noise and track keeping group: to oversee the airport's production of statistics, information and complaint handling relating to aircraft noise and assist the airport to improve the impact of aircraft noise on the community around the airport.
- Committee Steering Group: can be formed from a representative selection of members from the main committee to give preliminary consideration to new or major issues and make recommendations for the agenda of the main committee as well as deal with urgent matters on behalf of the main committee.
- Ad-hoc groups: committees could consider convening a temporary sub-group to deal with specific issues that arise, such as changing the committee's terms of reference or dealing with a new airport development.

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
- Passenger service issues
- Noise insulation schemes
- Surface access
- Airport development
- Airspace changes⁵
- Noise Action Plans⁶
- Responding to consultations
- Community initiatives
- Updates from any sub-groups

⁵ 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'

⁶ Where relevant.

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, including airport management, the Chair and the Secretary, to participate actively in the work and discussions of the committee. To help with this, we have included a suggested Code of Conduct 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 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.

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.

Complaints

3.18 While the airport should have an agreed formal procedure for recording complaints about aircraft noise as well as passenger service issues, committees are well placed to monitor trends or patterns of complaints (both noise related and from customers), to consider specific issues (for example how the airport responds to persistent complainants), and to monitor the airport's ongoing performance in dealing with complaints. The number, and for noise complaints general location, should be made available to the committee.

3.19 Passenger complaints could be reviewed by a passenger services sub-committee if the committee has established one.

3.20 Airports might suggest that complainants, if dissatisfied with the airport response on a matter of wider interest, could contact the committee to raise the matter for discussion. However, it should be remembered that the consultative committee is not an arbiter of last resort, and its recommendations are not binding on the aerodrome. So, it should not be the committee's function to investigate individual complaints as a matter of routine.

Disputes

3.21 Disputes involving members of the committee or the working of the committee should be handled within the committee in the first instance. While the Department wishes to see committees work effectively, it is expected that in the majority of instances a solution should be found at the local level. It is the airport that has the ultimate statutory responsibility for ensuring the three discrete groups identified at section 35 of the Civil Aviation Act 1982 are consulted equally and therefore has an interest in ensuring committees are working effectively.

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 to 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.

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.
- 4.5 When responding to consultations as a committee, the response should show where there is agreement between the different interests represented on the committee as well as the range of views held on an issue.
- 4.6 It is recognised that the Department, CAA and NATS should also proactively engage with consultative committees on issues of common interest.

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UKACCS ANNUAL MEETING 2014 – KEY POINTS AND OUTCOMES

AIRPORTS COMMISSION INTERIM REPORT

- The presentation given by Philip Graham, Airports Commission Secretariat is available on the UKACCS website – [click here](#) to see.
- The Airports Commission’s discussion paper on “[Utilisation of the UK’s Existing Airports Capacity \(Discussion Paper 06\)](#)” focuses on the domestic and international connectivity provided by regional and DA airports and airports serving London and the South East other than Heathrow and Gatwick. It also examines the connectivity trends at airports, how the business models of these airports are developing and whether the connectivity provided by these airports can be enhanced. **The deadline for responses is 25 July.**
- Making best use of existing capacity and surface access is a key part of the Commission’s work particularly over the medium term before new capacity becomes available. The decline in regional connectivity into London has been acknowledged and is being considered by the Commission. The Commission would find it helpful to hear the views of ACCs in respect of surface access issues at their airports.
- ACCs were encouraged to make individual submissions on Discussion Paper 06 - responses should be sent to airport.utilisation@airports.gsi.gov.uk.
- The Commission has amongst its recommendations for the short to medium term asked that a **Senior Delivery Group** drive forward the CAA’s Future Airspace Strategy (FAS). This Group is due to publish a road map in the near future setting out the timeframe and sequence of delivering airspace changes to achieve greater efficiency and capacity at airports.
- The Government’s response to the Commission’s Interim Report is awaited – due to be published in June 2014.

REGIONAL SERVICES AT LONDON AIRPORTS

- Philip Graham, Airports Commission and the DfT acknowledged the need to examine whether the mechanisms in place to maintain the UK’s domestic connectivity – linking regional centres as well as London - were being used in the best possible way.
- The DfT is due to consult on the EU State Aid Guidance in the summer.
- The UKACCS Secretariat was asked to prepare a response to the Airports Commission’s Discussion Paper 06 to emphasise the Group’s concerns about the need to protect domestic slots for regional services based upon the comments previously submitted to the DfT and Commission.
- The DfT would clarify the threshold at which the Regional Air Connectivity Fund applies (i.e. airports handling 3 mppa or 5 mppa). The DfT’s briefing note is attached.

AIRCRAFT OVERFLIGHT AND THE CAA’S FUTURE AIRSPACE STRATEGY (FAS)

- The first phase of the FAS focusses on connections for Gatwick and London City. The consultation processes and approach used in the first phase would be rolled out to other UK airports.
- The airspace changes flowing from the FAS could see new or altered NPRs and SIDs at many airports. It was important that the consultation processes adhered to the CAA’s CAP 725 and CAP 778 guidance – [click here](#) to see paper reported to the 2012 Annual Meeting. The lessons learned at Gatwick were noted.
- The Government’s policy of concentrating flight paths was noted but there was concern about the impact on the communities being overflowed for the first time under intensively used routes and new NPRs and SIDs and the fact that there was currently no statutory provision for compensation to be

paid where loss to property value is experienced (e.g. impacts of new highways is covered by the Land Compensation Act). It was agreed that this matter should be highlighted to the Government.

NEW DFT GUIDELINES FOR ACCS

- The presentation given by Tamara Goodwin, DfT is available on the UKACCs website – [click here](#) to see. UKACCs thanked the DfT for the comprehensive review that had been undertaken and commended the new guidelines in helping to ensure ACCs were engaged with a wide range of interests and were effective.
- Reviews by ACCs:
 - The presentation given Philip Carlisle, Adviser, Heathrow Airport Consultative Committee (HACC) is available on the UKACCs website – [click here](#) to see
 - Colin Flack, Chairman, Birmingham Airport Consultative Committee shared details of the review of his committee's membership. Birmingham ACC has always enjoyed a positive and proactive relationship with the airport and its member organisations. However the size of the committee membership is vast and the opportunity has been taken to consider the synergies between the various groups to ensure the future effectiveness of the ACC's role as a critical friend of the airport.
- The new Code of Conduct for members was considered vital to help members understand this role and account for their actions. The induction of new members was considered an important part of ensuring members were aware of the purpose and function of an ACC and their role. Newcastle ACC has recently prepared a welcome pack for new members which provided a source of key information for new members and what was expected of them.
- Managing the size of ACCs was discussed and it was suggested that credible umbrella organisations could effectively represent the various individual interest groups e.g. represent and work on behalf of smaller residents' groups and business groups.
- The advantages and disadvantages of holding meetings in public were discussed and examples shared. The DfT emphasised that wherever possible ACCs should aim to meet in public.
- The independence of ACCs (financing, officers, chairman) and what that meant in fulfilling the role of critical friend was highlighted. It was agreed that this issue would be considered by the UKACCs Working Group and would be a topic for discussion, with the possible use of an external facilitator, at next year's Annual Meeting.
- Reference was made to the Airports Commission's recommendation to create an Independent Aviation Noise Authority and the CAA's suggested Airport Community Engagement Forums. UKACCs was of the view that ACCs are already in place as the statutory mechanism to ensure consultation between airports and local interests, and that they should be used wherever possible, rather than inventing new bodies to deal with specific issues.

THE PASSENGER EXPERIENCE

- Gatwick Airport Consultative Committee (GATCOM) gave a presentation on the way in which passenger interests and issues are considered at Gatwick. A copy of the presentation is available on UKACCs website - [click here](#) to see.
- Gatwick Airport Limited invited GATCOM's Passenger Advisory Group to participate and provide input to project design at inception and throughout the development of a project to ensure the passengers' perspective was embraced in project design and delivery.

CAA'S REVIEW OF PRM SERVICES AT UK AIRPORTS

- James Fremantle, CAA gave a presentation on the key highlights of the CAA's work and the results of the review of PRM services at UK airports. A copy of the presentation is available on the UKACCs website – [click here](#) to see.
- UKACCs was pleased to learn that the results of the review were very positive on the airport side although there were areas where improvements needed to be made. These included visibility and accessibility of help points and the quality of the assistance, in particular waiting times, rudeness of staff and quality of facilities, e.g. seating.
- Other issues were around the consultation on and the publication of quality standards, performance monitoring against Quality Standards and publication of PRM charges.
- Delegates highlighted the following issues which affects the service quality:
 - Abuse of the system and “fake” PRMs to queue jump/travel through the airport more quickly
 - Pre-notification was highlighted as an area that impacted on the quality and efficiency of the service provided. Pre-notification rates had improved but it was felt that more needed to be done to inform and educate travellers. The CAA has a project to examine this in Autumn 2014.
- Delegates were encouraged to respond to the CAA's current consultation on Quality Standards under Regulation EC 1007/2006 – consultation launched on 12 May 2014 – [click here](#) to see. The closing date for comments is 1 August 2014.

CAA CONSUMER PANEL – WORK PROGRAMME AND PARTNERSHIP WORKING

- Keith Richards, Chair, CAA Consumer Panel provided an update on the work of the Panel over the past year, the issues being considered and partnership working.
- Key areas of work included:
 - Helping the CAA design an effective consumer research and engagement programme remains high on the Panel's list as this will help the CAA identify situations where consumers, or certain groups of consumers, may be particularly vulnerable to detriment.
 - Reforming the industry's complaints handling arrangements – the Panel will continue to urge the CAA to deliver a system that meets the standards consumers have come to expect in other regulated industries.
- Delegates enquired about the Panel's successes. Keith confirmed that the Panel had successfully inputted to the CAA's Q6 process and changes had been made as a result of the Panel's advice. The Panel's Annual Report is due to be published shortly and would include details of the Panel's successes.
- The Panel would value developing better communication flows with UKACCs and would liaise with the Secretariat to establish how best to achieve this so that the knowledge and experience of ACCs is taken into account in the Panel's deliberations and vice-versa.

MEMBERSHIP OF THE UKACCs LIAISON GROUP

- Durham Tees Valley's membership of UKACCs was considered given the continued decline in passenger throughput at the airport. The key points contained in a statement by the ACC submitted to the UKACCs were also considered. Whilst delegates had great sympathy for the issues facing Durham Tees Valley Airport, it was agreed that their membership should cease given the need to have a robust membership criteria which is regularly used to respond to requests for membership from other smaller ACCs.

UK AVIATION UPDATE

- The paper was noted.

EUROPEAN AVIATION UPDATE

- The paper was noted.

UKACCS SUPPORT SERVICE UPDATE

- The paper was noted. Delegates valued the support arrangements and information service provided.

VENUES FOR FUTURE CONFERENCES

- Manchester – 10/11 June 2015
- Offers to host the event in 2016 and 2017 are sought.

**Paula Street
UKACCS SECRETARIAT**



ROBIN HOOD AIRPORT DONCASTER SHEFFIELD

NOISE MONITORING AND ENVIRONMENTAL SUB-COMMITTEE

19 JUNE 2014

PRESENT: Councillor Councillor Y D Woodcock (in the Chair)
Councillor T Corden (Doncaster MBC), Town Councillor A Cropley (Bawtry Town Council), Councillor L Curran (Doncaster MBC), A Dutton (Robin Hood Airport), Parish Councillor G Hassall (Sub for Blyth Parish Council), Parish Councillor M Lindley (Finningley Parish Council), T Lonsdale (Robin Hood Airport), Parish Councillor M Marrison (Tickhill Town Council), M McCoole (Secretary, South Yorkshire Joint Secretariat), T McDonald (Doncaster MBC), Parish Councillor I Swainston (Auckley Parish Council), 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 J Bamford (Nottinghamshire CC), C Barnes (Robin Hood Airport), A Bosmans (FODSA), Parish Councillor R Brown (Blyth Parish Council), P Cole (Office of Caroline Flint, MP), L Daffern (Robin Hood Airport), J Davies (Doncaster MBC), Parish Councillor L Gilfedder (Austerfield Parish Council), S Gill (Robin Hood Airport), Parish Councillor R Harrison (Austerfield Parish Council), Councillor Councillor B Hoyle (Doncaster MBC), Parish Councillor N McCarron (Blaxton Parish Council), Councillor Councillor H McNamee (Doncaster MBC), Mr J Proudman (Bassetlaw District Council), S Racjan (Doncaster MBC), Town Councillor P Scholey (Maltby Town Council), A Shirt (Secretary, South Yorkshire Joint Secretariat), Parish Councillor Chris Stringer (Mission Parish Council) and Wilshaw-Read (Robin Hood Airport)

1 WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

Councillor Woodcock welcomed Members to the June meeting of the Noise Monitoring and Environmental Sub-Committee. An extended welcome went to Councillor Curran who had replaced Councillor Knight on the Committee.

Apologies for absence were noted as above.

2 MINUTES OF THE NOISE MONITORING AND ENVIRONMENTAL SUB COMMITTEE HELD ON 20 MARCH 2014

RESOLVED – That the minutes of the meeting of the Noise Monitoring and Environmental Sub-Committee held on 20 March 2014 be agreed as a correct record.

3 AIRPORT DEVELOPMENTS

T Lonsdale, Head of Airfield Operations informed the Committee that LinksAir had now launched new routes to Belfast City and the Isle of Man; work was continuing with LinksAir to expand its' base at the airport.

Wizz Air had last week launched flights to Bucharest, and a new route to Riga would commence on 20 June.

The airport anticipated a 7% to 8% growth in new routes for the year.

Hanger 1 is being redeveloped in preparation for use by 2Excel; they have two 727 aircraft that will operate from DSA later in the year; the aircraft would be used in connection with oil field work and for cargo transportation.

The airport had encouraging signs of generating new cargo flights on both a repeat business and ad hoc basis. Cargo flights would be encouraged to fly during the day time.

Members noted that prior to the closure of Manston Airport in Kent, there had been six or seven 747 scheduled flights per week at the airport. Following the airport's closure, aircrafts had decamped to Stansted Airport. Work was underway to persuade the airline companies that Doncaster Robin Hood Airport was the preferred airport of choice.

4 FARRRS DEVELOPMENT - PROGRESS

Members noted the FARRRS link would significantly increase the passenger market, bringing another 1 million additional people within 30 minutes driving time of RHADS. The road construction work was on schedule with no delays to date.

5 PRESS RELEASE: CIVIL AVIATION AUTHORITY URGES UK AVIATION TO IMPROVE NOISE PERFORMANCE AND DO MORE TO ENGAGE COMMUNITIES

A press release was submitted to the Committee following a series of recommendations published by the UK Civil Aviation Authority, to help drive improvements in the way the aviation industry managed aircraft noise.

RESOLVED – That the Committee noted the contents of the press release.

6 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 March 2014 to May 2014, together with the Airports' Track Keeping System.

a) Air Transport Movements

The presentation reported on the following:-

- i) The number and type of aircraft movements March 2014 to May 2014.

- ii) The number of arrivals and departures on each runway for March 2014 to May 2014.
- b) Quiet Operations Policy

The presentation reported on the following:-

- i) The number of complaints received from Robin Hood Airport from 1 March 2014 to 31 May 2014 amounted to 50 complaints.
- ii) Robin Hood Airport's total number of complaints and type of complaints for March 2014 to May 2014.
- iii) Number of complaints and individuals for March 2014 to May 2014.
 - During March 2014, the Airport received 12 complaints from 6 individuals.
 - During April 2014, the Airport received 15 complaints from 3 individuals.
 - During May 2014, the Airport received 23 complaints from 7 individuals.
- iv) Number of complaints and individuals from each area for the period.
 - During the period (1 March 2014 to 31 May 2014) there had been 35 complaints from 1 individual residing in the Moorends area.
- v) The percentage of total complaints from each area for the period.
- vi) The number of complaints and comparison figures for March to May 2013 and 2014.
- vii) Robin Hood Airport's annual number of complaints from 2005 to 2014.
 - The total number of complaints received by the Airport continued to decline year-on-year from 2009 onwards.
- viii) The number of night time departures from Runway 20 for the period March 2014 to May 2014.
- ix) The number of non-NPR aircraft departures March 2014 to May 2014.
- x) The number of Quota Count Points used and Quota Count Points from April 2005 to May 2014.

RESOLVED – That the presentation be noted.

7 ANNUAL NOISE REPORT 2013/14

The Committee received a presentation on the Annual Noise Report 2013/14 and recommended that a copy be sent to DMBC. A copy of the report would be made available on the Airport's Website.

8 ENVIRONMENTAL REPORT

A Dutton informed Members that a CSO report would be presented to future Committee meetings, together with a quarterly update on operational matters.

9 COMMUNITY ACTIVITIES

RESOLVED – That Members would be provided with the following at future Committee meetings:-

- i) Briefing of Section 106.
- ii) Review of Airspace Management.
- iii) Aircraft performance.

10 ANY OTHER BUSINESS

Councillor Lindley referred to the increase in flights at the airport, which had resulted in an increase of rubbish on Bawtry Road, due to the two rubbish bins not emptied frequently. T McDonald would look into the matter.

The Committee sent their best wishes to A Shirt on the birth of his son.

11 DATE AND TIME OF NEXT MEETING

RESOLVED – That the next meeting of the Noise Monitoring and Environmental Sub-Committee be held on Thursday 18 September 2014 at 10.00 am in Heyford House, Robin Hood Airport, Doncaster.

CHAIR