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Your ref:

Date: 07 January 2015

This matter is being dealt with by: **Andrew Shirt**
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TO:- ALL MEMBERS OF THE AIRPORT CONSULTATIVE COMMITTEE

Dear Member

**RE: ANNUAL GENERAL MEETING OF ROBIN HOOD AIRPORT DONCASTER
SHEFFIELD – AIRPORT CONSULTATIVE COMMITTEE –
THURSDAY 15 JANUARY 2015**

I write to inform you that the Annual General meeting of the Airport Consultative Committee will be held on **Thursday 15 January 2015 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

Andrew Shirt
Committee 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), J P Churchill (Lincolnshire County Council (Sub for Cllr O'Connor)), 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), Councillor 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)), Councillor 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

ANNUAL GENERAL MEETING

THURSDAY 15 JANUARY 2015

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

AGENDA: Reports attached unless stated otherwise

	Item	Page
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ROBIN HOOD DONCASTER SHEFFIELD AIRPORT

AIRPORT CONSULTATIVE COMMITTEE

ANNUAL GENERAL MEETING

16 JANUARY 2014

PRESENT: Mr A Tolhurst OBE (Chair)
Councillor B Barker (Bassetlaw District Council), Mr A Bosmans (FODSA),
Mrs L Daffern (Robin Hood Airport), Mr S Dishman (Doncaster Chamber of
Commerce and Enterprise), Mr C Harcombe (Robin Hood Airport), Mr P Harris
(Doncaster Chamber of Commerce and Enterprise),
Parish Councillor N McCarron (Blaxton Parish Council), Councillor H McNamee
(Doncaster MBC), County Councillor C Pearson (North Yorkshire County
Council), A Shirt (South Yorkshire Joint Secretariat), I Smith (Robin Hood
Airport), Mr A Storey OBE (Ex-Officio) and Councillor Y D Woodcock
(Doncaster MBC)

Apologies were received from: Mayor R Jones, Mr P Cole, Mr D Fell, Mr S Gill,
Councillor Councillor B Hoyle, Mr P Nears, Councillor Councillor P Schofield,
Town Councillor P Scholey, Councillor Councillor J Summers and
Parish Councillor J Worthington

1 **WELCOME AND APOLOGIES**

The Chair welcomed Members to the eighth Annual General Meeting of Robin Hood Airport Doncaster Sheffield Consultative Committee.

Apologies for absence were noted as above.

2 **MINUTES OF THE MEETING ANNUAL GENERAL MEETING HELD ON 17 JANUARY 2013**

RESOLVED – That the minutes of the Annual General Meeting of the Airport Consultative Committee held on 17 January 2013 be agreed as a correct record.

3 **CHAIRMAN'S REPORT**

The Chair informed the meeting that the Airport Director had mentioned several times in 2013 that the year would be one of consolidation, with aviation in general being impacted upon by the global economic climate, and with airlines withdrawing to their traditional main operating bases as a means of weathering the austerity storm.

There were some important and interesting developments during 2013, nationally and locally which the Chair wished to report upon:-

Aviation Policy Framework

Nationally, the most significant event was the publication of the Government Aviation Policy Framework, which replaced the 2003 Aviation White Paper. Essentially, the Framework reiterated the important contribution Aviation could make to growth in the UK economy.

Airport Commission

Stemming from the Framework, the other major item to hit the national headlines was the setting up of the Airport Commission, whose interim report was published in December.

The report stated that there was a need for one additional runway in the south east to be in operation in 2030 and a second by 2050.

There would be analysis of developments at Gatwick and Heathrow. It had also been suggested that proposals for the Thames Estuary, Birmingham and Stansted would be considered at a later date.

The Group of smaller regional airports made representation that facilities outside of the south east should be given due consideration in the review, however this seemed not to be the case.

Air Passenger Duty

One particularly unhappy note was the continued frustration felt by aviation and business partners, as well as the public at large, about the imposition of the Air Passenger Duty by the Government.

In the face of strong representations from all sections of society and evidence that other countries had relaxed their policies on passenger duty; the Chancellor announced in the Autumn Statement that APD would increase again from 1 April 2014.

There was general disappointment that there was no sign of reform and concern, even anger, that the competitors had been handed a free pass to grow their Aviation sectors, in particular with emerging markets.

FARRRS Link Road

Turning to the local scene, the major development in the year under review was the start of work on the FARRRS link road. The support for the project from the LEP had been significant and the scheme was now on track for completion, hopefully in 2016, although major projects such as this were often subject to delay.

Members were reminded that the current plan sees a connection being made from the M18 to Parrot's Corner, with further funding being sought to complete the section from the A638 to the airport link road at Hurst Lane. This would be a significant step in the continued development of the Airport as a contributor to the economic growth of the Region.

Business Support

With regard to economic development, the Chair highlighted that the business community continued to support the Airport as best it can. Whilst business people welcome the routes available for leisure there was frustration that there were not more routes available for business purposes.

That, said, attendance late last year by the Airport management at the World Routes Conference was a success and there was increased interest in opportunities at Robin Hood. Some of the interest may link with plans to increase tourism in the region, especially the aim to capitalise on the Pilgrim Fathers' story.

More recently, the Airport launched a survey of business trends with a view to improving connectivity for business within the region. The results of the study would be useful in the debate on the best ways forward for air-rail inter-modality.

The link established between the Airport and Doncaster College, with 6 apprentices starting work at the Airport in the year, was also a further example of strengthening of the relationship with the community.

Cargo

The Chair commented that whilst passenger figures were at a steady level, with 654,478 passing through the Airport, cargo traffic increased by 8% in the year and was evidence of the increased effort which the Airport's management team were putting into this activity. (7,469,438 pax since 2005).

Noise Monitoring and Environmental Sub-Committee

The Sub-Committee had completed its first year in its new guise and was getting to grips with the technicalities of noise monitoring.

The number of complaints had plateaued, although there had been an increase in contacts with individuals (with a small number making as many as 5 complaints in a month).

The bulk of complaints continued to come from residents in Bawtry with one very active resident in Moorends. Training flights tended to generate more complaints than regular scheduled activity.

In terms of runway utilisation, runway 20 was used more than 02, due to the prevailing wind direction.

To increase Members knowledge and experience of airport operations, the Sub-Committee had a briefing on emergency procedures and visited the Fire Section and Air Traffic Control. In addition, the ACC had received an excellent briefing from Gary Weston on his cargo operations.

In summary, whilst activity at the Airport may have been below original expectations, 2013 had not been a bad year, with cargo operations increasing, access to the Airport being improved, and passenger numbers holding up and with increased interest from new operators.

It was also a good year, as Robin Hood's value to Peel Airports Limited was reaffirmed and control was handed back from Liverpool.

The Airports value to the local economy was also further increased, as the Airport Director and his team became more involved in activity at the LEP.

The Chair rounded-up his Annual Report by taking the opportunity to thank the Airport Director and his team for their support and guidance to the Committee and to Andrew Shirt and the Secretariat for their work in keeping the Committee informed and on the correct track.

The Chair extended his personal thanks to Committee Members for their interest and involvement in the life of the Airport and in supporting himself.

RESOLVED – That the report be noted.

4 MEMBERSHIP UPDATE

A report of the Secretary was presented setting out the current membership of the Airport Consultative Committee and the Noise Monitoring and Environmental Sub-Committee.

RESOLVED – That the Committee notes the current membership of the Airport Consultative Committee and Noise Monitoring and Environmental Sub-Committee.

5 SCHEDULE OF 2014 MEETINGS

RESOLVED – That the following schedule of meeting be agreed:-

Airport Consultative Committee

Thursday 16 January (AGM and Ordinary)
Thursday 17 April
Thursday 17 July
Thursday 16 October

Noise Monitoring and Environmental Sub-Committee

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

All meetings will commence at 10:00 am, in the Blenheim meeting room in Heyford House, Robin Hood Airport, unless stated otherwise.

CHAIR

ROBIN HOOD AIRPORT DONCASTER SHEFFIELD CONSULTATIVE COMMITTEE

CONSTITUTION

Introduction

1. In 2005, Robin Hood Airport Doncaster Sheffield agreed to the establishment of a Consultative Committee which then adopted a Constitution based on guidelines issued by the Department for Transport in December 2003.
2. In April 2014, the Department for Transport issued revised guidelines for Airport Consultative Committees and the original Constitution has been updated to reflect the new guidance.

Purpose

3. The Government expects all aerodromes to communicate openly and effectively with their local communities and users of the airport about the impact of their operations. The Robin Hood Airport Doncaster Sheffield Consultative Committee provides the mechanism for the exchange of information between the Airport Operator, users of the airport, local authorities in the vicinity of the airport and other organisations surrounding the airport which have an interest in the operations and management of the airport. Specifically, the Committee is:
 - a. To foster communication and build understanding between the airport, its users, local residents and the business community.
 - b. To stimulate the interest of the local population in the development of the airport.
 - c. To consider the impact of the airport operation on the environment, surface access, employment, the local and regional economy, and the circumstances of local communities and their residents.
 - d. To monitor the implementation of the Airport Operator's commitments made under the S106 Agreement between the Airport Operator and Doncaster Metropolitan Borough Council.
 - e. To consider and comment upon consultative reports, as required.
 - f. To facilitate constructive discussion to resolve differences, when required.

Title

4. The Committee's title is the Robin Hood Airport Doncaster Sheffield Consultative Committee.
5. There is one sub- committee: the Noise Monitoring and Environmental Sub-Committee.

Officers of the Committee

6. The Chair of the Committee is appointed by the Airport Operator.
7. The South Yorkshire Joint Secretariat is the appointed Secretary to the Committee and is responsible for servicing all Committee and Sub-committee meetings.
8. The Chair of the Noise Monitoring and Environmental Sub-Committee is appointed by the Committee Chair.

Membership

9. The Committee comprises of members appointed to represent organisations and interest groups which are affected by, or involved in, the operations of the Airport. The list of representative bodies and organisations is at Annex A.
10. Representative bodies and organisations will inform, in writing, the Committee Secretary of their nominated representatives. If possible, the term of office for representatives should be more than one year, in order to facilitate the development of a body of knowledge and understanding of aviation and airport operations.
11. When a representative is unable to attend Committee meetings, he or she may send a notified deputy. Details of deputy representatives should be communicated to the Secretary in advance of the Annual meeting each year.
12. Members should be prepared to convey the views of their wider organisations and report back afterwards.

Participation

13. The Department for Transport guidelines advocate the adoption of a Code of Conduct for members to ensure the effective operation of the Committee and its sub-Committee. The elements of the Code are:
 - a. **Respect:** members should treat each other with respect and courtesy at all times.
 - b. **Commitment:** Members should dedicate sufficient time to prepare for and attend meetings.
 - c. **Conflicts of Interest:** Members should declare any conflicts of interest.
 - d. **Participation:** Members should participate fully in meetings.
 - e. **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.
 - f. **Confidentiality:** Members should respect the status of any confidential issues they discuss.

Meetings

14. The Committee and the Sub-Committee will meet quarterly.
15. The Committee will hold an Annual General Meeting in January.
16. If business so requires, the Secretary, after consultation with the Chair, will call an extraordinary meeting.
17. The Secretary will circulate agendas and associated papers well in advance of meetings to allow members to prepare fully and obtain technical advice if necessary.
18. Urgent business may be considered without notice at the discretion of the Chair.
19. The Secretary will record the proceedings of the Committee and Sub-Committee and submit these for approval at the next meeting.

Items for Discussion

20. Items for discussion will vary from meeting to meeting, but will cover the following matters, some of which will be delegated to the Sub-Committee for consideration:
 - a. Updates on airport operations, including passenger numbers, new services, complaints, runway utilisation, implementation of the Quiet Operation Policy, and environmental issues.
 - b. Airport developments.
 - c. Airspace changes.
 - d. Surface access.
 - e. Complaints monitoring.
 - f. Updates on local authority plans and policies which may impact on the Airport.
 - g. Community initiatives.
 - h. Updates from sub-groups, if established.

Quorum

21. The Committee will not make formal decisions unless at least one third of the organisations and bodies, listed at Annex A, are present.

Sub-Committee

22. The Noise Monitoring and Environmental Sub-Committee's duties are:
- a. To act as a link with local communities.
 - b. To review the implementation of the Quiet Operations Policy.
 - c. To review every two years the Sound Insulation Grant Scheme.
 - d. To consider the impact on the local community of ground operations associated with the airport.
 - e. To monitor air quality as measured at the monitoring stations.
 - f. To monitor the level of complaints and the performance of the airport's complaints handling procedure.
 - g. To review environmental implications of planning applications.
 - h. To review any incidents involving the use of emergency procedures relating to dumping of fuel and fire water.
 - i. To review the effectiveness of bird control measures.
 - j. To monitor the effectiveness of water resource management and the waste management plan.
23. Membership of the Sub-Committee is shown at Annex B.

Complaints

24. The Committee is not a dispute resolution forum and does not have executive or decision-making powers over the Airport. However, the Committee can facilitate constructive discussion to resolve differences and issues, if required.
25. The Committee will not investigate individual complaints as a matter of routine; however, complainants who are not satisfied with the Airport Operator's response could contact the Committee, with the Operator's permission, to raise the matter for discussion. That said, it should be remembered that the Committee is not an arbiter of last resort.

Public Access to Meetings

26. The wider local community will be made aware of the Committee and its work through the Airport and Consultative Committee web-sites. Meetings of the Committee and the Sub-Committee may be open to the public at the discretion of the Committee. Proceedings of meetings will be published on the web-sites.

Annual Reports

27. The Committee will receive an Annual Report from the Airport Operator and submit this to DMBC.

Annex A

MEMBERSHIP OF AIRPORT CONSULTATIVE COMMITTEE

<u>Authority/Body</u>	<u>Seats</u>
Doncaster MBC:	
Portfolio Holder – Cabinet Member for Transport	1
SASIG Member	1
Finningley Ward Councillor	1
Torne Valley Ward Councillor	1
Rossington Ward Councillor	1
Barnsley MBC	1
Bassetlaw District Council	1
Lincolnshire County Council	1
Nottinghamshire County Council	1
North Yorkshire County Council	1
Rotherham MBC	1
Sheffield City Council	1
West Lindsey District Council	1
Member of Parliament – Don Valley	1
The Company of Cutlers in Hallamshire	1
Doncaster Chamber of Commerce	1
Nottinghamshire Chamber of Commerce	1
Sheffield Chamber of Commerce	1
Doncaster Strategic Partnership	1
Bassetlaw Development Agency	1
Hayfield School/Local Schools Group (Ex-officio)	1
Directions Finningley	1
Doncaster Environmental Partnership	1
Chair, Noise Monitoring & Enviro Sub Committee	1
FODSA	1
Airport Users Committee: Passenger/Freight/GA	3
ABTA	1
Parish Council Representatives	3
Chairman – Mr Alan Tolhurst OBE	1
Secretary – South Yorkshire Joint Secretariat	1
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Annex B

Noise Monitoring and Environmental Sub-Committee

Membership

	<u>Seats</u>
<u>Bassetlaw</u>	
Blyth Parish Council (PC)	1
Bassetlaw Parish NE Forum	1
Environmental Health Officer	1
	3
<u>Doncaster</u>	
Armthorpe Ward	1
Finningley Ward	1
Hatfield Ward	1
Rossington Ward	1
Torne Valley Ward	1
Environmental Health Officer	1
Local Area Manager	1
	7
<u>Parish/Town Councils</u>	
Auckley PC	1
Austerfield PC	1
Bawtry TC	1
Blaxton PC	1
Cantley with Branton PC	1
Finningley	1
Tickhill TC	1
Maltby TC	1
	8
<u>Lincs and East Riding</u>	
East Riding and North East Lincs Liaison	1
	1
<u>Robin Hood Airport</u>	
Airport Director	1
Environmental Manager	1
Air Traffic Representative	1
	3
<u>Other</u>	
ACC Chairman (ex officio)	1
ACC Secretary	1
Health Impact Group Representative	1
Air Transport Forum Representative	1
FODSA	1
Rt Hon Caroline Flint MP	1
	6
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ROBIN HOOD AIRPORT CONSULTATIVE COMMITTEE

ANNUAL GENERAL MEETING

15 JANUARY 2015

Report of the Committee Secretary

MEMBERSHIP UPDATE

1. Purpose of the Report

The Committee is requested to note the current membership of the Airport Consultative Committee and Noise Monitoring and Environmental Sub-Committee.

2. Recommendations

Members are recommended to note the report.

3.1 Membership of the ACC

The named membership of the Airport Consultative Committee is set out below:-

Authority/Body	Member	Nominated Substitute
Chair of the ACC	Alan Tolhurst OBE	
Barnsley MBC	Councillor Robin Franklin	
Bassetlaw Development Agency	Richard Wilkinson	
Bassetlaw District Council	Councillor Bill Barker	Councillor Gillian Freeman
Blaxton Parish Council	Parish Councillor Norma McCarron	
Cantley with Branton Parish Council	Parish Councillor Jennifer Worthington	
Directions Finningley	Await Nomination	
Doncaster Chamber of Commerce and Enterprise	Daniel Fell	Simon Dishman

Authority/Body	Member	Nominated Substitute
Doncaster MBC	Mayor Roz Jones Councillor Barbara Hoyle Councillor Hilary McNamee Councillor Yvonne Woodcock Councillor Andrew Bosmans (SASIG) Councillor Patricia Schofield (Observer)	
Ex-Officio	Tony Storey OBE	
Friends of Doncaster Sheffield Airport (FODSA)	Andrew Bosmans	Paul Maddison
Lincolnshire County Council	Councillor Pat J O'Connor	Councillor Johanna Churchill
Maltby Town Council	Town Councillor Peter Scholey	
North Yorkshire County Council	County Councillor Chris Pearson	
Nottinghamshire County Council	Jim Bamford	
Nottinghamshire County Council	Councillor Pam Skelding	
Office of Rt Hon Caroline Flint MP	Phil Cole	
Peel Holdings (Management Ltd)	Peter Nears	
Robin Hood Airport	Steve Gill Lorraine Daffern Kellie Naylor	
Rotherham MBC	Councillor Alan Gosling	
Committee Secretary	Andrew Shirt	Melanie McCoolle
Sheffield Chamber of Commerce and Industry	Richard Wright	Tom Lindop
Sheffield City Council	Councillor Leigh Bramall	
West Lindsey District Council	Marina Di Salvatore	
West Lindsey District Council	Councillor Jeff Summers	

3.2 Membership of the Noise Monitoring and Environmental Sub-Committee

The named membership of the Noise Monitoring and Environmental Sub-Committee is set out below:-

Authority/Body	Member	Nominated Substitute
Bassetlaw		
Blyth Parish Council	Parish Cllr Robert Brown	
North East Bassetlaw Forum	Parish Cllr Christopher Stringer	
Environmental Health Officer	Julian Proudman	
Doncaster		
Armthorpe Ward	Councillor Tony Corden	
Finningley Ward	Councillor Yvonne Woodcock (Chair)	
Hatfield Ward	Councillor Pat Knight	
Rossington Ward	Councillor Hilary McNamee	
Torne Valley Ward	Councillor Barbara Hoyle	
Doncaster MBC, Environmental Health	John Davies	Trevor McDonald
Doncaster MBC, South Area Office, Adults & Communities	Stephen Racjan	Julie Cartlidge
Parish/Town Councils		
Auckley PC	Parish Cllr Ian Swainston	
Austerfield PC	Parish Cllr Lesley Gilfedder	
Bawtry TC	Town Cllr Alan Cropley	
Blaxton PC	Parish Cllr Norma McCarron	
Cantley with Branton PC	Parish Cllr Jennifer Worthington	

Finningley PC	Parish Cllr Margaret Lindley	
Tickhill TC	Town Cllr Margaret Marrison	
Maltby Town Council	Town Cllr Peter Scholey	
Lincs and East Riding		
East Riding and North East Lincs Liaison (Wroot Parish Council)	Parish Cllr Mel Wiles	
Robin Hood Airport		
Airport Director	Steve Gill	Lorraine Daffern
Environment and Communities Officer	Kellie Naylor	
Air Traffic Representative	Await Nomination	
Other		
ACC Chairman (ex officio)	Alan Tolhurst OBE	
ACC Secretary	Andrew Shirt	Melanie McCoolle
Friends of Doncaster Sheffield Airport (FODSA)	Andrew Bosmans	Paul Maddison
Office of Rt Hon Caroline Flint MP	Phil Cole	

Officer responsible: Andrew Shirt, Committee Secretary
Robin Hood Airport Consultative Committee
Tel: 01226 772207; Email: ashirt@syjs.gov.uk



Robin Hood Airport Consultative Committee

Schedule of Meetings 2015

Airport Consultative Committee

Thursday 15 January (AGM and Ordinary)
Thursday 16 April
Thursday 16 July
Thursday 15 October

All meetings will commence at 10.00 am, in the Blenheim meeting room in Heyford House, Robin Hood Airport, unless stated otherwise

Noise Monitoring and Environmental Sub-Committee

Thursday 19 March
Thursday 11 June
Thursday 17 September
Thursday 3 December

All meetings will commence at 10.00 am, in the Blenheim meeting room in Heyford House, Robin Hood Airport, unless stated otherwise

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