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Our ref: RHACC/AIS

Your ref:

Date: 06 January 2016

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 CONSULTATIVE COMMITTEE - THURSDAY 14 JANUARY 2016**

I write to inform you that the Annual General Meeting of the Airport Consultative Committee will be held on **Thursday 14 January 2016 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

Encs

## **Membership:**

Alan Tolhurst OBE (Chair)

Jim Bamford (Nottinghamshire County Council), Councillor Joe Blackham (Doncaster MBC), Councillor Rachael Blake (Doncaster MBC), Andrew Bosmans (FODSA), Councillor Johanna P Churchill (Lincolnshire County Council (Sub for Cllr O'Connor)), Phil Cole (Office of Caroline Flint MP), Mike Cotterill (Peel Airports Management), Councillor Jane Cox (Doncaster MBC), Daniel Fell (Doncaster Chamber of Commerce and Enterprise), Councillor Robin Franklin (Barnsley MBC), Steve Gill (Robin Hood Airport), Chris Harcombe (Robin Hood Airport), Councillor James Hart (Doncaster MBC), Councillor Emma Hoddinott (Rotherham MBC), Paul Maddison (FODSA), Parish Councillor Norma McCarron (Blaxton Parish Council), Mel McCoole (South Yorkshire Joint Authorities), Councillor Bill Mordue (Doncaster MBC), Kellie Naylor (Robin Hood Airport), Peter Nears (Peel Holdings (Management Ltd)), Councillor Pat J O'Connor (Lincolnshire County Council), County Councillor Chris Pearson (North Yorkshire County Council), Councillor Helen Richards (Substitute Member for Bassetlaw District Council), Marina Di Salvatore (West Lindsey District Council), Councillor Ian Saunders (Sheffield City Council), Andrew Shirt (Committee Secretary), Councillor Pam Skelding (Nottinghamshire County Council), Kate Stow (Robin Hood Airport), Councillor Charles L Strange (West Lindsey District Council), Councillor Jo White (Bassetlaw District Council), Robert Wilkinson (Bassetlaw Development Agency), Yvonne Woodcock (Ex-Officio), Parish Councillor Jennifer Worthington (Cantley with Branton Parish Council) and Richard Wright (Sheffield Chamber of Commerce and Industry)

## **Purpose of the Airport Consultative Committee**

The Robin Hood Airport Doncaster Sheffield Consultative Committee provides the mechanism for the exchange of information between the Airport Operator (Peel Airports Ltd), users of the airport, local authorities in the vicinity 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.

**ROBIN HOOD DONCASTER SHEFFIELD CONSULTATIVE COMMITTEE**

**ANNUAL GENERAL MEETING**

**THURSDAY 14 JANUARY 2016**

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

**AGENDA: Reports attached unless stated otherwise**

	<b>Item</b>	<b>Page</b>
1	Welcome, Introductions and Apologies for absence	
2	Minutes of the ACC Annual General Meeting held on 15 January 2015	1 - 6
3	Matters Arising	
4	Chairman's Annual Report	Verbal Report
5	Robin Hood Airport Consultative Committee - New Member Induction Pack	7 - 18
6	Membership Update	19 - 22
7	Schedule of Meetings 2016	23 - 24

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### **ROBIN HOOD DONCASTER SHEFFIELD**

### **AIRPORT CONSULTATIVE COMMITTEE**

### **ANNUAL GENERAL MEETING**

### **15 JANUARY 2015**

PRESENT: Alan Tolhurst OBE (Chair)  
Councillor B Barker (Bassetlaw District Council), A Bosmans (FODSA), P Cole (Office of Caroline Flint MP), L Daffern (Robin Hood Airport), S Dishman (Doncaster Chamber of Commerce and Enterprise), S Gill (Robin Hood Airport), Parish Councillor N McCarron (Blaxton Parish Council), Councillor H McNamee (Doncaster MBC), K Naylor (Robin Hood Airport), 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), A Shirt (Committee Secretary), A Storey OBE (Ex-Officio) and Parish Councillor J Worthington (Cantley with Branton Parish Council)

Apologies were received from: J Bamford, Councillor L Bramall, Councillor R Franklin, Mayor R Jones, Councillor P Schofield, Councillor P Skelding and Councillor Y D Woodcock

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

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

An extended welcomed went to Peter Nears, Strategic Planning Director at Peel Holdings (Management) Ltd.

Apologies for absence were noted as above.

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

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

#### 3 **CHAIRMAN'S ANNUAL REPORT**

The Chair informed the meeting that when considering the contents of his report on 2014, he thought that he would be commenting merely on a year of consolidation, rather as he had done so last year at 2013.

However, upon further reflection about the activity which had taken place during 2014, the Chair had realised that there were plenty of positives to reflect upon. There had been many developments, instead of being isolated events, which were beginning to hang together and set the Airport for a bright future. Furthermore, the Chair added

that it was a brave and significant move on the part of Peel to take back control of the Airport in 2013.

There had been some important and interesting developments during 2014, nationally and locally which the Chair wished to report upon:-

#### Airports Commission

In 2014, the outcome of the Airports Commission on the developments in the South East of the country became that bit closer and the final options were now appearing.

#### Future of Smaller Airports

The Commons Transport Select Committee had started to take a keen interest in the use of smaller Airports, and RHADS, along with others, had responded to the Committee's inquiry document. The Chair commented that this was a good sign, as politically, the strategic importance of smaller Airports was at last, being recognised and that the Airports' collective longer term sustainability is crucial to the UK economy.

#### Managing Noise

In May 2014, the Civil Aviation Authority (CAA) had published a series of recommendations to help drive improvements in the way aviation manages aircraft noise, which the Authority was now discussing with the industry. One interesting recommendation included the potential for tax breaks for local people and businesses, as well as the potential for a future noise tax to incentivise airlines to procure and operate fleets in the most efficient fashion possible.

#### Air Passenger Duty (APD)

The unwelcome APD remained in place in 2014, and over 30 aviation, tourism and business groups joined together to press for the abolition of the tax. So far, progress had been limited and there was an increase charged from April.

The Chair commented that on a positive side, the announcement that APD on children's flights would be abolished was most welcome.

#### Department for Transport (DfT) Guidelines for Airport Consultative Committees

Following a consultation, the DfT had issued a new set of guidelines for the conduct of Airport Consultative Committees. The RHADS ACC welcomed the proposals and agreed to review the RHADS Constitution accordingly. This has been carried out, and a revised version of the Constitution had been included as an item in the agenda for approval.

#### Local Developments

During the year, a number of important local developments started to come together.

There were signs that progress on the FARRRS link road was having an impact on airlines' thinking about the potential of the Airport. And on a recent visit, airline

representatives were flown over the development to see the progress; the reactions from the representatives were very positive.

Another very positive news story was published in late 2014 regarding the £10million development of the **Doncaster International Business Park**. The proposed design for 'Eco Pods' had been received with acclaim; and fitted well within the local environmental vision for the area.

Support from the **business community** increased during the year with the Sheffield City Region's Chairman expressing full support for Peel's vision for the Airport. An 'Advocacy Event' had been held to secure the support of local businesses; which had been well attended and many of these had agreed to become Advocates for the Airport.

Business leaders had seen the impact that RHADS could have on future trade, and with the introduction by airlines of more efficient aircraft, it was surely not beyond the realm of a possibility that RHADS will develop into a critical international point to point base.

During the year, the ACC saw some of the results of Steve Gill's and Chris Harcombe's hard work in marketing the Airport, which had resulted in increased flights to Riga, Northern Ireland, the Isle of Man, Bucharest and other important destinations.

Overall, there was growth in **passenger numbers** and the outlook was good with around 10% growth forecast for the year ahead.

On the question of route development, the Airport had responded to a DfT consultation on how the Government should assess the need for start-up route development support for Airports with fewer than 5 million passengers a year.

Last year, the ACC had been pleased to note that, while passenger numbers were steady, **cargo traffic** had increased by 8% during 2013. In 2014, cargo activities continued to increase with 112% growth, with evidence of further opportunities in 2015. The Chair commented that this was a good news story and was very much in keeping with the Airport Director's vision in making the Airport a Centre of Logistics Excellence.

In December 2014, under Lorraine Daffern's leadership, the Airport achieved a **Doncaster Chamber Award** for its success in customer relations; and this was on top of being voted No 1 Airport again by the Which? Magazine.

From a **tourism** perspective, the Committee was involved in meetings between the Airport and representatives of the Pilgrim Fathers Origins Association, who were in the early planning stages of events which will culminate, (it is hoped) in a major event in 2020.

Similarly, contacts had been made with authorities in Lincoln who are leading the planning for this year's celebration of the 800<sup>th</sup> anniversary of the sealing of the Magna Carta.

These events will have an impact on the marketing of the Airport.

The news that the **Vulcan to the Sky Trust (VTST)** is firming up its plans for the development of an Engineering Centre at the Airport was most welcome, and a briefing on the vision will be given on Friday 13 February, at 2pm in Hangar 3 at the Airport.

This news, coupled with the announcement about the new **Rail Academy** Project in Doncaster served to add to the good news story about the region.

#### Noise Monitoring and Environmental Sub-Committee

The Noise Monitoring and Environmental Sub-Committee continues to monitor the implementation of the Quiet Operations Policy. The number of complaints about aircraft noise during the year was limited, with just a few complainants' comments making up the bulk of the totals.

Members were reminded that each complaint is recorded and responded to by Kellie Naylor, whose arrival as the new Environmental and Communities Officer was welcomed during the year.

The Chair rounded-up his Annual Report by taking the opportunity to thank the Airport Director and his colleagues for the positive and constructive manner in which the relationship between the Committee and the Airport is conducted.

Thanks were also given to Andrew Shirt for his excellent support to the Chair personally, and to the Committee.

The Chair extended his sincere thanks to the Committee Members for their commitment and support.

2014 had been a good year with much to celebrate and the signs were there for an excellent year in 2015.

RESOLVED – That the Chairman's Annual Report be noted.

#### 4 ROBIN HOOD AIRPORT CONSULTATIVE COMMITTEE: UPDATED CONSTITUTION

The Chair reminded Members that back in April 2014; the Department for Transport (DfT) had issued revised guidelines for Airport Consultative Committees.

It had been agreed that the RHADS ACC's original Constitution should be updated to reflect the new guidance.

The updated version of the Constitution was presented for Members' approval.

RESOLVED – That the Committee agrees to adopt the updated Constitution presented at today's meeting.



5 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.

6 SCHEDULE OF MEETINGS 2015

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

Airport Consultative Committee

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

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.

CHAIR

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## **Welcome Pack – January 2016 Robin Hood Airport Consultative Committee**

Dear New Member

Welcome to Robin Hood Airport Consultative Committee. We expect you to make a positive contribution towards the aims and purpose of the Committee and to assist in public understanding of Robin Hood Airport.

This pack has been put together to explain the aims of the Committee and your role within it.

Inside this pack you will find:

- An introduction to the Committee and facts about the Airport
- The Constitution of the Airport Consultative Committee

The Committee has a web page on the South Yorkshire Joint Authorities website: <http://www.southyorks.gov.uk/SYJSHome/AirportConsultativeCommittee.aspx>

The Committee Secretariat is provided by South Yorkshire Joint Authorities Governance Unit, a department of Barnsley MBC. The Committee Secretary is Andrew Shirt, he can be contacted via email [ashirt@syjs.gov.uk](mailto:ashirt@syjs.gov.uk) or telephone 01226 772207. Postal address: Andrew Shirt, Committee Secretary, Robin Hood Airport Consultative Committee, 18 Regent Street, Barnsley, S70 2HG.

As Chairman of the Committee, I hope you will enjoy your time serving on it and find it both interesting and worthwhile.

**Alan Tolhurst OBE**  
**Chairman of Robin Hood Airport Consultative Committee**

## **Introduction**

In 2002 Doncaster Metropolitan Borough Council and Peel Airports (Finningley) Ltd signed an Agreement under the term of S106 of the 1990 Planning Act to the development of the former RAF Finningley as an international airport. The new airport was opened in April 2005 and is operated by Peel Airports Ltd.

While the Airport Operator is not required under the terms of the Civil Aviation Act 1982 to establish formal consultation arrangements, it was decided in 2005 to set up a Doncaster Sheffield Airport Consultative Committee with terms of reference which mirrored the guidance issued by the Department for Transport to those airports required under the Act to engage in consultation.

Under the terms of the S106 Agreement the Operator is required to operate the Airport in accordance with measures which promote quiet airborne aircraft activity and to meet certain other standards relating to the environment: details of the requirements are contained in the S106 Agreement.

## **Airport Data**

There is single runway with a length of 9498 feet by 197 feet making it longer and wider than those at many other airports in northern England. Details of the Airport facilities and services can be found in the UK Air Pilot.

## **Consultation**

In accordance with the decision to establish a Consultative Committee the Airport Operator approved a Constitution to regulate its work. The Constitution was agreed by the Committee at its first meeting in January 2005, and was updated in January 2015 to bring it into line with further guidance issued by the Department for Transport. The Consultative Committee's Constitution is set out on pages 4-9.

The Committee is independent with no executive power, but it does monitor the Airport Operator's commitments. The Committee's primary function is to act as a facilitator between the Airport Operator, its users, local residents and the business community, keeping all parties informed of developments, and to ensure that complaints and comments about operations are handled in accordance with agreed procedures. Members are not meant to be expert in airport or aviation matters but they should seek to promote greater understanding to local communities about airport operations and to the operator about the impact of its operations.

## **The Quiet Operations Policy**

The Airport Operator is required to notify all aircraft pilots that they are required to observe the Quiet Operations Policy as well as published noise abatement procedures.

Visual circuits are normally flown to the east of the airport, except in emergency, under the control of the airport.

Departing aircraft are normally to follow Noise Preferential Routes, unless special circumstances require these procedures to be modified. These routes are designed to minimise the impact of noise and to facilitate access to air traffic routes.

Information about noise is provided electronically to the DMBC Environmental Health Officer on a regular basis for audit purposes. Noise is monitored at two fixed points, one to the north and one to the south of the airport. In addition, a mobile monitor is available for use to measure noise at specific locations.

Review of the implementation of the Quiet Operations policy is delegated to the Noise Monitoring and Environmental Sub Committee, with the Minutes of the Sub-Committee meetings being submitted quarterly to the Airport Consultative Committee. This practice enables the main Committee discussions to focus on strategic rather than operational issues.

## **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. South Yorkshire Joint Authorities 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.

**MEMBERSHIP OF AIRPORT CONSULTATIVE COMMITTEE****Annex A**

<b><u>Authority/Body</u></b>	<b><u>Seats</u></b>
<b>Doncaster MBC:</b>	
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
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 Authorities	1
	<b><u>33</u></b>

**Membership**

	<b><u>Seats</u></b>
<b><u>Bassetlaw</u></b>	
Blyth Parish Council (PC)	1
Bassetlaw Parish NE Forum	1
Environmental Health Officer	1
	<b>3</b>
<b><u>Doncaster</u></b>	
Armthorpe Ward	1
Finningley Ward	1
Hatfield Ward	1
Rossington Ward	1
Torne Valley Ward	1
Environmental Health Officer	1
Local Area Manager	1
	<b>7</b>
<b><u>Parish/Town Councils</u></b>	
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
	<b>8</b>
<b><u>Lincs and East Riding</u></b>	
East Riding and North East Lincs Liaison	1
	<b>1</b>
<b><u>Robin Hood Airport</u></b>	
Airport Director	1
Environment & Community Officer	1
Air Traffic Representative	1
	<b>3</b>
<b><u>Other</u></b>	
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
	<b>6</b>
	<b><u>28</u></b>

## **Meetings**

The Committee meets quarterly, usually the third Thursday of January, April, July and October. The Annual General Meeting will be held in January.

All meetings commence at 10:00 am in the Blenheim Meeting Room, Heyford House, Robin Hood Airport, Doncaster, unless stated otherwise. Car parking for Members is available in Heyford House Staff Car Park.

Papers for meetings are circulated to Members approximately one week beforehand by the Committee Secretary.

Members are expected to respect confidentiality and this will be indicated on any reports marked 'Restricted'.

Members are expected to report-back to their sponsoring organisations regularly and this can be done by a short oral or written report of their own.

Matters to be discussed at meetings will include, but are not confined to, updates from RHADS on passenger numbers, new services, passenger services, any relevant planning matters, airspace changes, current consultations and community activities.

## **Membership**

Most Members are nominated by their sponsoring organisation, although there are a number of individual Members appointed because of their relevant experience. Broadly speaking there are two types of membership:

1. Local Authorities (LAs) in the surrounding areas. Members should represent the full range of relevant issues, including planning, economic and environmental issues. They should endeavour to enable the LA to better consider how the Airport features in their plans and policies, through the knowledge they have gained through the Committee.
2. Representatives of the local communities around the actual airport site, which can be directly affected by the Airport's operations. They include Parish Councils, the Local MP, Chambers of Commerce and Friends of Doncaster Sheffield Airport (FODSA).

Where a Member cannot attend a meeting they should inform the Committee Secretary beforehand, substitute Members are welcome to attend the meeting. A register of attendance is kept, and any Member absent for three consecutive meetings without explanation will be asked to give one. In cases of persistent non-attendance, the Member may be asked to resign.

The Robin Hood Airport Consultative Committee is a member of the United Kingdom Association of Airport Consultative Committees. Further information about the Association is available at <http://www.ukaccs.info/index.html>

Members of the Airport Company staff in attendance at meetings are listed below; other staff may attend as necessary:

Steve Gill	Managing Director	<a href="mailto:sgill@peelairports.com">sgill@peelairports.com</a>	01302 801041
Mike Cotterill	Finance Director	<a href="mailto:mcotterill@robinhoodairport.com">mcotterill@robinhoodairport.com</a>	01302 801083 07436 037728
Chris Harcombe	Head of Aviation Development	<a href="mailto:charcombe@peelairports.com">charcombe@peelairports.com</a>	07501 467888
Kate Stow	Head of Marketing & Communications	<a href="mailto:kstow@peelairports.com">kstow@peelairports.com</a>	01302 801072 07825 006535
Ian Smith	Commercial Manager	<a href="mailto:ismith@peelairports.com">ismith@peelairports.com</a>	07436 037732
Kellie Naylor	Environment and Community Officer	<a href="mailto:knaylor@rpeelairports.com">knaylor@rpeelairports.com</a>	01302 801028 07918 725892
Sharon Cowlshaw	Airport Secretary	<a href="mailto:scowlshaw@robinhoodairport.com">scowlshaw@robinhoodairport.com</a>	01302 801041

If you require any further information, or clarification at this stage, then please do not hesitate to contact the Committee Secretary, Andrew Shirt, email [ashirt@syjs.gov.uk](mailto:ashirt@syjs.gov.uk) telephone: 01226 772207.

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## ROBIN HOOD AIRPORT CONSULTATIVE COMMITTEE

### ANNUAL GENERAL MEETING

14 JANUARY 2016

#### 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.

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#### 2. Recommendations

Members are recommended to note the report.

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#### 3.1 Membership of the ACC

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

<b>Authority/Body</b>	<b>Member</b>	<b>Nominated Substitute</b>
Chair of the ACC	Alan Tolhurst OBE	
Barnsley MBC	Councillor Robin Franklin	
Bassetlaw Development Agency	Richard Wilkinson	
Bassetlaw District Council	Councillor Jo White	Councillor Helen Richards
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	

<b>Authority/Body</b>	<b>Member</b>	<b>Nominated Substitute</b>
Doncaster MBC	Councillor Joe Blackham Councillor Bill Mordue Councillor Jane Cox Councillor James Hart Councillor Rachael Blake	
Friends of Doncaster Sheffield Airport (FODSA)	Andrew Bosmans	Paul Maddison
Lincolnshire County Council	Councillor Pat J O'Connor	Councillor Johanna Churchill
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 Mike Cotterill Chris Harcombe Kellie Naylor	
Rotherham MBC	Councillor Emma Hoddinott	
Committee Secretary	Andrew Shirt	Melanie McCoole
Sheffield Chamber of Commerce and Industry	Richard Wright	Tom Lindop
Sheffield City Council	Councillor Ian Saunders	
West Lindsey District Council	Marina Di Salvatore	
West Lindsey District Council	Councillor Charles L Strange	
Ex-Officio	Yvonne Woodcock	



### **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:-

<b>Authority/Body</b>	<b>Member</b>	<b>Nominated Substitute</b>
<b>Bassetlaw</b>		
Blyth Parish Council	Parish Cllr Robert Brown	Parish Cllr Graham Hassall
North East Bassetlaw Forum (Misson Parish Council)	Parish Cllr Angela Wilcox	Parish Cllr John Holmes
Environmental Health Officer	Julian Proudman	
<b>Doncaster</b>		
Armthorpe Ward	Councillor Tony Corden	
Finningley Ward	Councillor Jane Cox	
Hatfield Ward	Councillor Linda Curran	
Rossington Ward	Councillor Rachael Blake	
Tickhill & Wadworth Ward	Councillor James Hart	
Doncaster MBC, Environmental Health	John Davies	Trevor McDonald Gavin Levett
Doncaster MBC, South Area Office, Adults & Communities	Stephen Racjan	Julie Cartlidge
<b>Parish/Town Councils</b>		
Auckley PC	Parish Cllr Ian Swainston	
Austerfield PC	Parish Cllr Sandra Crawford	
Bawtry TC	Town Cllr Alan Cropley	
Blaxton PC	Parish Cllr Norma McCarron	
Cantley with Branton PC	Parish Cllr Jennifer Worthington	
Finningley PC	Parish Cllr Charlotte Sheriff	

Tickhill TC	Town Cllr Gordon Whitehead	
Maltby Town Council	Town Cllr Simon Ball	
<b>Lincs and East Riding</b>		
East Riding and North East Lincs Liaison (Wroot Parish Council)	Parish Cllr David Sanders	
<b>Robin Hood Airport</b>		
Airport Director	Steve Gill	Mike Cotterill
Environment and Community Officer	Kellie Naylor	
Air Traffic Representative	Andy Hudson	
<b>Other</b>		
Chair of the NMESC	Alan Tolhurst OBE	
ACC Secretary	Andrew Shirt	Melanie McCoole
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](mailto:ashirt@syjs.gov.uk)



# Robin Hood Airport

## Consultative Committee

### **Schedule of Meetings 2016**

#### **Airport Consultative Committee**

Thursday 14 January (AGM and Ordinary)  
Thursday 14 April  
Thursday 14 July  
Thursday 13 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 17 March  
Thursday 23 June  
Thursday 15 September  
Thursday 1 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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