

Constitution and Terms of Reference of the Brighton City Airport Consultative Committee adopted November 2015

Definitions

In this constitution, the following words shall have the meanings indicated as follows:

"the Airport" means Brighton City Airport

"the Airport Management" means the Airport Manager or other persons representing the Operational Body

"the Committee" means the Brighton Airport Consultative Committee

"the Local Authorities" mean West Sussex County Council, Adur District Council, Lancing Parish Council and Sompting Parish Council

"the Locality" means the area within the Local Air Traffic Zone two nautical miles in radius from the centre of the main Airport runway

"the Operational Body" means Brighton City Airport Limited

"the Owning Authorities" mean Brighton & Hove City Council and Worthing Borough Council

"the Schedule" the schedule annexed hereto.

Purpose

1. The purpose of the Committee is to act as an effective means of consultation in relation to Brighton City Airport for the purpose of Section 35 of the Civil Aviation Act 1982, or any statutory modifications or re-enactment thereof.

2. To consider and make representations in respect to any matter concerning the management or administration of the Airport which affects the interests of:

a. the users of the Airport, the local authorities in whose areas the Airport or any part thereof is situated or whose area is in the neighbourhood of the Airport,

b. other formally constituted local organisations representing communities in the Locality.

c. to act as a means of exchanging information and promoting an understanding between the interests of the groups mentioned at a and b above

3. To provide a forum for communication and discussion through which representatives may bring to the notice of the Airport Management any matters which arise from activities or from the Airport which affect the interests of the local authority, company, body, airport users or other organisations and members of the public whom they represent.

4. To consider information that the Airport Management may provide about developments and events at or related to the Airport which might affect or be of interest to the representative bodies bearing in mind that some Committee representatives may also be Local Planning Committee Members.

5. To improve awareness of the local population of the facilities provided by the Airport and its contribution to the needs of general aviation.

Membership

1. The Airport Management shall invite applications for membership of the Committee from:

- a. Airport users;
- b. the Local Authorities;
- c. local interest groups or associations representing communities in the Locality; and
- e. the Owing Authorities.

2. The Chair of the Committee shall be a Member of the Committee during his/her term of office.

3. The Airport Management shall appoint, at its own discretion, the following as Members of the Committee:

i. up to four category (a) Airport users;

ii. the following from the category (b) Local Authorities:

West Sussex County Council
Adur District Council
Lancing Parish Council
Sompting Parish Council

iii. in addition, an Observer from West Sussex County and Adur District Council may attend to provide any technical advice in relation to the Aviation and Planning Policies;

iv. up to four organisations of the category (c) local interest groups or associations representing communities in the Locality;

v. one from each of the authorities comprising the Owing Authorities

4. The following criteria shall apply to category (c) groups or associations:

i. the local group or association shall be formally constituted with clearly defined objectives concerned with the Locality. The constitution, number and details of the proportion of those members living in the Locality should be available for the Airport Management to inspect.

ii. the local group or association shall have a formal decision making process and minutes of meetings should be regularly published and available for the Airport Management to inspect.

iii. the representative and deputy of local groups or associations shall be formally nominated and elected to represent the group or association on the Committee. A minute of such selection shall be made available for the Airport Management to inspect.

5. Appointment of Representatives:

- i. Each member organisation may appoint one representative to the Committee
- ii. Representatives to the Committee and their appointed deputies (if any) shall be appointed by a formal decision of the local authority, group or association and a copy of the decision of that appointment shall be sent to the Committee Secretary before the first Committee meeting which the appointed Member attends.
- iii. The Owing Authorities, Local Authorities, groups and associations shall be entitled to appoint a deputy for each of their representatives and such deputy shall be entitled to attend meetings of the Committee in the event of the appointed representative being unable to attend, and shall be entitled to act in the same manner as if they were an appointed representative.
- iv. The Airport Management shall reserve the right not to accept a nomination of a representative but must give reasons for doing so. The comparable regulations for category (a) and category (b) interest shall respectively be those of company law and local government law.
- v. Representatives appointed shall hold office for the period of their nomination
- vi. A representative appointed by a local authority, airport user, local group or association who ceases to be a Member or Officer of that authority, airport user, group or association shall thereby cease to be a representative of the Committee.
- vii. On the death, resignation or other cessation of nomination of a representative, the body by whom such a representative was appointed shall appoint a further representative to serve for the balance of the period of office of the original Member.
- viii. The Airport Management shall have the power to co-opt up to three additional Members to serve for such period or periods as the Airport Management may determine PROVIDED that such co-optees shall not vary the balance of membership so as to infringe the statutory requirements.
- ix The Owing Authorities shall be entitled to attend the Committee by such representatives as it considers appropriate in order to consult and respond to issues raised by the Committee.

Operation and Meetings of the Committee

1. The Committee shall meet three times in each calendar year, subject to there being sufficient business to be discussed and at such other times as the Committee or the Chair may from time to time desire.
2. The Chair should be a person not directly associated with the Airport, the Owing Authorities, the Operational Body or anybody or organisation with a representative on the Committee and shall be appointed by the Airport Management and approved as Chair at the first following Committee meeting. The Committee shall if it deems appropriate nominate one of the Members of the Committee to be its Vice Chair at the first meeting in each calendar year.
3. The Airport Management shall appoint a person to act as the Committee Secretary who shall:
 - i. prepare the minutes of the meeting of the Committee and distribute them to all

representatives, prior to their formal adoption at the next Committee Meeting:

ii. issue notices of the meetings of the Committee to the representatives and to place on the agenda for such meetings any correspondence or other matters which are proper for the Committee to consider and which he/she is reasonably required to do so by the representatives of the Committee, and

iii. disseminate correspondence and information to the Committee members.

iv. ensure that the agendas, reports and unapproved minutes of each meeting of the Committee are published on the Airport's website within one month of the meeting, and that the approved minutes are substituted for the unapproved version.

4. At least six representatives or duly appointed deputies are required to attend to form a quorum for all meetings of the Committee.

5. The Committee is not an executive body and decisions should normally be arrived at by consensus.

6. Whilst the Chairman may agree that guests or observers may be invited to particular meetings of the Committee where normally meetings of the Committee shall not be open to members of the public and local press unless otherwise determined by the Committee. Should members of the public or the press be invited to attend a meeting, the Committee can decide, with or without notice, to exclude the public or local press during the whole or part of the meeting whenever matters considered to be of a confidential nature are being discussed. If anyone wishes to raise a subject, they should do so via a relevant representative 10 working days before planned meeting dates, although the first point of contact about committee matters should be the Secretary.

7. Expenses incurred by the Committee shall be met by the Airport Management or shall be met in such a way as the Committee (with the consent of their appointing local authority, body or organisation) may determine.

8. In order to be eligible for discussion, the matters to be raised at the Committee Meeting should only be those set out in the agenda for the meeting and to be received by the Secretary at least 10 days before the date of that meeting except for matters arising immediately prior to the meeting.