

WITHYHAM PARISH COUNCIL (the Council)

AIR TRAFFIC COMMITTEE

TERMS OF REFERENCE

Responsibility: ATC/Full Council
Review Cycle: Annually, or earlier in the event of legislative changes

| Date of Adoption/Renewal | Date for review |
|--------------------------|-----------------|
| May 2020 | May 2021 |

The Air Traffic Committee is an advisory committee of the Council to act on behalf of the Council as a channel for communicating the views and concerns of the residents of Withyham Parish to District, County, and Central Government levels, in connection with any matters relating to the effect of aircraft traffic levels on the residents of Withyham Parish.

CONSTITUTION

The Air Traffic Committee will consist of a minimum of three councillors, together with up to four appointed members of the public (without voting rights) to represent Groombridge, St John's, Withyham and Blackham.

The Membership of the Committee is to be reviewed after one year by the Council and each year thereafter.

The Chairman and Vice-Chair of the Council may attend as ex officio. The committee may, at its discretion, invite individuals to its meeting where specific input is required.

CHAIRMAN

The Air Traffic Committee shall elect from its number, a Chairman who is preferably a Councillor, at the first Air Traffic Committee meeting and annually thereafter. If the Committee fails to elect a Chairman, the Council has the right to co-opt a member of the Council to chair the meetings.

In the event of the Chairman's absence the members of the committee present will appoint a Chairman at the beginning of the meeting.

MEETINGS

1. The Air Traffic Committee shall meet as required, but not less than quarterly, except where agreed otherwise.
2. Meetings will be supported by the Parish Clerk or Assistant Parish Clerk.
3. The duties and agenda will be notified at least five days in advance – emergencies excepted.

4. Members of the public are encouraged to attend and each attendee will be allowed, if they so wish, at the beginning of the meeting to make a statement regarding relevant matters to the work of the Committee. The time allowed for this being 10 minutes in total.
5. The Committee may, at its discretion, question members of the public during the meeting who have submitted a project and are in attendance.
6. Minutes of each meeting are to be drawn up and distributed to all councillors and members of the Air Traffic Committee within seven working days and agreed and signed at the next meeting.
7. Members of the public may be co-opted to the Committee by recommendation from the existing committee members to Council, where a vote will be held.

QUORUM

This must comprise 3 members, to include a councillor. In the event that the committee is not quorate for a meeting, the Clerk will request attendance from other councillors as required.

PURPOSE

1. The Committee will consider any air traffic related changes and measures, taking the Spring of 2014 levels as its baseline and the effect of any such matters on people living and working within Withyham parish,.
2. The Committee will have the power to canvass views from residents in order to assess the majority and minority views of residents in relation to any changes that the Committee agree are likely to affect the residents. This power is subject to the Committee applying to the Finance and Administration Committee of the Council for funds to cover costs of such an exercise if any costs are likely to arise.
3. The Committee will report to the Council at the next available meeting after a meeting of the Committee, make any recommendations as to future action for decision by the Council and respond to questions from councillors on such recommendations.
4. The committee will draft balanced, reasonable and factual responses to public consultations, for submission to the full Council for agreement to publish on behalf of the Council.
5. The committee will submit an executive summary of the main points of all documents to which it is offering a response prior to a Full Council meeting.
6. The ESCC Leader for the Economy, Members of Parliament and the District and County Councillors will be kept informed of the Committee's work, and their support solicited where necessary.

7. The Committee will record the meetings' discussion, resolution and recommendations to Council and to make these Minutes available to the public.
8. The Chair of the Committee will provide a written report to the Annual Statutory Meeting on the Committee's activities over the previous year.
9. These Terms of Reference will be reviewed annually