

**CAMBRIDGE INTERNATIONAL AIRPORT CONSULTATIVE COMMITTEE (CIACC)**

**TERMS OF REFERENCE**

1. **INTRODUCTION**

1.1 The Cambridge Airport Consultative Committee has been established by Marshall of Cambridge (Holdings) Limited, the operator of Cambridge Airport, and operates in compliance with the Government Guidelines to which Section 35 of the Civil Aviation Act 1982 and the Aerodromes (Designation) (Facilities for Consultation) Order 1996 apply.

2. **PURPOSE**

2.1 The purpose of the Consultative Committee is to provide an effective forum for discussion about all matters concerning the operation and development of Cambridge Airport. This specifically includes all those topics included in the Government Guidelines.

2.2 Consultation is not intended to detract from the responsibility of the Airport management to manage the Airport, and the process of consultation recognises the need for the Airport to be operated efficiently and responsibly.

2.3 The opportunity for consultation should be seen as a positive and interactive process through which the concerns of all interested parties can be considered.

2.4 Consultation within the Committee should be seen as a means of keeping all interested parties adequately informed of matters affecting them by providing an opportunity for any differences of view that may arise to be reconciled, and for difficulties to be resolved through agreed voluntary action.

3. **REPRESENTATION & COMMITTEE STRUCTURE**

3.1 The composition of the Cambridge Airport Consultative Committee is subject to regular review to ensure that it remains representative of the categories of bodies or organisations which should be consulted. These will be:

- 3.1.1 The Airport Operator
- 3.1.2 Airport Users
- 3.1.3 Local Councils
- 3.1.4 Parish Councils and Local Residents
- 3.1.5 Business interests / Environmental interests

3.2 The Consultative Committee should achieve a comprehensive input to its deliberations by including fair representation of the full range of uses of the Airport

and of local interests such as the Local Authorities, Parish Councils Local Residents' Associations and environmental and business interests.

3.3 Consultative Committee members should be given an equal opportunity to express their views, and account should therefore be taken of the need to ensure that the Committee is not so large or so small that it is unable to function effectively. Effective management of its business will be achieved through sensitive and authoritative chairing.

3.4 Membership of the Committee will comprise about 25 members. The membership is currently as set out below. The detailed membership of the Committee may be reviewed from time to time as circumstances change. The continued membership of a group will be reviewed if that group fails consistently to send a representative and any replacement will be of a comparable nature.

3.4.1 Marshall of Cambridge (three places):

- Group Historian (who acts as Secretary)
- Airport General Manager
- Airport Assurance Manager

3.4.2 Airfield Users (six places):

- Aeromega Ltd
- Marshall Aerospace & Defence Group Chief Test Pilot
- Cambridge Flying Group
- Mid Anglia Flying School
- Northside Flying Club
- Cambridge Aero Club

3.4.3 Local Councils (three places):

- Cambridge City Council Member
- South Cambs District Council Member
- Cambridgeshire County Council Member

3.4.4 Parish Councils (five places)

- Fen Ditton
- Fulbourn
- Quy
- Teversham
- Gt Wilbraham

3.4.5 Local Residents Groups (seven places)

- Representative of Barnwell/Abbey Ward



5. **FREQUENCY OF MEETINGS**

- 5.1 The Consultative Committee will normally meet two times each year, in May and November, unless the Committee requires fewer or more meetings.

6. **AGENDA AND MINUTES**

- 6.1 Proposals for Agenda items may be submitted by any Committee member, in writing, to the Secretary at least two weeks prior to any scheduled meeting. Items of any other business must also be tabled with the Secretary in advance of the meeting. A final Agenda will be provided to all Committee members, at least one week prior to each scheduled meeting.

6.1.1 It is expected that summaries of proposed Agenda items will be provided. In instances where prior research and detailed consideration by Committee Members will be required, Agenda time will only be allocated if all the relevant papers have been circulated in advance of the meeting.

6.1.2 The Chairman, in consultation with the Secretary, will agree the Agenda two weeks in advance of each meeting.

- 6.2 The Secretary will take Minutes of meetings, which will be circulated to all Committee members and published on the Company's website. These Minutes will be formally adopted as a full and fair account of proceedings at the next meeting.

6.2.1 The Minutes on the web site will be shown as "draft" until they have been formally adopted.

6.2.2 Minutes will not be posted on the web site until two weeks after they have been circulated to Committee Members.

- 6.3 There is an agreed formal procedure in place for recording complaints about aircraft noise and non aircraft complaints submitted to Marshall and the Local Councils. Details of all complaints will be circulated with the Agenda for review at each meeting as part of the "Flight Evaluation Unit report.

7. **PUBLICITY**

- 7.1 The meetings of the Committee are open to the press. It follows that the Press are at liberty to report the proceedings of meetings.

- 7.2 Any Press statements provided to the media which "represent" or comment upon the Committee's work, on behalf of the Cambridge Airport Consultative Committee, will be cleared in advance (out of Committee if necessary) by the Committee. In exceptional circumstances where time does not permit **such a** statement to be cleared in advance by the Committee, the Chair is authorised to make a statement, which he/she will be required to justify at the next full meeting of the Committee.

8 **PUBLIC ATTENDANCE**

8.1 Meetings of the Consultative Committee are open to the public, in order to enable them to listen to the proceedings in order to gain information about airport matters.

8.2 Members of the public may only address the Committee for a maximum of two minutes, subject to the Chairman's discretion.

9. **FUTURE TERMS OF REFERENCE**

9.1 The terms of reference and membership of the Cambridge Airport Consultative Committee will be reviewed on a regular basis, and when new or revised guidelines are issued by the Government.

10. **ADOPTION OF TERMS OF REFERENCE**

10.1 These Terms of Reference were formally adopted by the Cambridge City Airport Consultative Committee on 4<sup>th</sup> September 2003. They were reviewed and amended in Oct/Nov 2004 and further adopted on 12<sup>th</sup> May 2005. They were further amended by the Marshall Airport Cambridge Consultative Committee in October 2008 and further adopted on 12 November 2008. They were further amended by the Cambridge Airport Consultative Committee in November 2011, in November 2012, in November 2014 and in November 2017.