

## Schedule 1

### Henstridge Airfield Consultative Committee Constitution and Terms of Reference

#### Part I Constitution

1. The name of the committee is the Henstridge Airfield Consultative Committee (herein after referred to as "the Committee").
2. The purpose of the Committee is to act as a means of consultation in relation to Henstridge Airfield as if it were set up in accordance with Section 35 of the Civil Aviation Act 1982 (as amended) or any statutory modifications or re-enactment thereof with the Terms of Reference as set out in Part II below. For the avoidance of any doubt, the Committee shall be consulted on matters concerning the management or administration of the Airfield which affects their interests, and will be able to take decisions about this Constitution and Terms of Reference, but it shall have no powers of control over the management or administration of the Airfield, its operation, use or activities.
3.
  - i. The members of the Committee shall be appointed by the bodies or organisations named in Part III below, each of whom shall be entitled to appoint one representative to serve on the Committee with the exception of South Somerset District Council who shall be entitled to appoint two representatives. The voting rights of the representatives are as set out in Part III below. All other persons and bodies shall be without voting rights and any other person or body who wishes to attend a meeting may do so at the discretion of the Chairman.
  - ii. The bodies or organisations shall be entitled to appoint a deputy for their appointed representative who shall be entitled to attend meetings of the Committee in the event of the appointed representative being unable to attend and which deputy shall be entitled to act in the same manner as if he were the appointed representative.
  - iii. Appointed representatives shall hold office for a period of three years.
  - iv. A representative appointed by a body or organisation named in the Schedule who ceases to be a member or officer of that body or organisation shall thereupon cease to be a member of the Committee unless specifically appointed by that body or organisation to continue to represent it on the Committee.
  - v. On the death, resignation or other cessation of membership of a representative, the body or organisation by which the member was appointed shall appoint a further representative to serve for the balance of the period of office of the original representative.
  - vi. The Committee shall have power to co-opt additional members whether individual or corporate but not exceeding three in number to serve for such periods or period as the Committee may determine.

- vii. Any member may be accompanied by an officer or other adviser but any such officer or adviser shall not address the Committee without the approval of the Chairman or have the power to vote in any circumstances.
4. The Committee shall meet twice a year unless the committee resolves otherwise and at such other times as the Committee or the Chairman may from time to time decide and at least 4 weeks' notice shall be given of the date of any meetings.
  5. In addition to such other agenda items as the Chairman agrees the Airfield Operator shall provide to each meeting a report containing:
    - Relevant statistics concerning aircraft movements disaggregated into months of the year
    - A narrative in support of those statistics
    - A forecast of events for the period to the next meeting with supporting narrative
    - A summary of any complaints received since the last meeting
    - A summary of any enforcement action taken and sanctions imposed since the last meeting
  6. All members of the Committee are able to propose to the Chairman agenda items for inclusion on a future agenda but such suggestions must be made in good time and subject to item 7 below, the inclusion of any items on the agenda is at the sole discretion of the Chairman.
  7. If the Chairman receives a written request to hold an extraordinary meeting of the Committee signed by five members, he shall call the meeting within seven days and it shall be held within fourteen days. In the event that the Chairman fails or is unable to comply with such request any five members of the Committee may forthwith call an extraordinary meeting.
  8. For the first 12 months following the establishing of the HACC under clause 5.1 of this Agreement the Chairman of the HACC shall be the Chairman of the Council's Area East Committee. Thereafter, the Chairman of the HACC shall be elected from within the membership of the Committee or may be such other suitably qualified or experienced person as the HACC agrees.
  9. The quorum of all meetings shall be four representative members or their duly appointed substitutes. If the Committee becomes inquorate during a meeting then the meeting will adjourn immediately and any remaining business will be considered at a time and date fixed by the Chairman.
  10. Normally matters should be resolved by consensus: if the Committee decides that a vote is necessary then it shall be determined by a majority of votes of those present on the basis of one vote per representative member. The Chairman shall not have a casting vote but in the event that there is an equality of votes the Chairman may exercise a second vote.
  11. In the event of a vote being taken on any matter the number of actual votes cast and details of the motion put to the Committee should be recorded in the minutes and made publicly available.
  12. Meetings of the Committee shall be open to members of the public and local press but a majority by vote of the Committee can decide with or without notice to exclude the public and local press during the whole or part of a meeting whenever publicity could be prejudicial to the public interest by reason of the confidential nature of any matter to be brought before the Committee or for other special reasons stated and arising from the nature of the proceedings.

13. Ten minutes will be set aside at the beginning of each meeting for public questions.
14. The Secretary of the Committee shall be appointed by the Committee.
15. The Secretary will fulfil the following duties:
  - I. Issuing notices of the meetings of the Committee to the members and to place on the agenda for such meetings any matters which are proper for the Committee to consider and are approved by the Chairman for inclusion on the agenda; and
  - II. Preparing minutes of the meetings of the Committee and distributing them to all members prior to their formal adoption at the next quorate Committee meeting.
16. Any expenses incurred in establishing the Committee and of running it thereafter including any remuneration and other expenses paid to the Secretary shall be met by the Airfield Operator.
17. Alterations to this constitution shall only be made by resolution of the Committee. Any proposed changes shall be submitted in writing to the Committee secretary at least 30 days before the next scheduled meeting date.

## Part II

### Terms of Reference

1. To provide for the purpose of Section 35 of the Civil Aviation Act 1982 (as amended) a means of consultation with respect to any matter concerning the management, operation or administration of the Airfield which affects the interests of:
  - I. Users of the Airfield
  - II. The local authorities in whose area the Airfield or any part thereof is situated or whose area is in the neighbourhood of the Airfield; and
  - III. Other organisations representing the interests of persons concerned with the locality in which the Airfield is situated
2. To serve as a focal point for the co-ordination of the interests of the Airfield, its users and those who live, work and seek recreation in the local area, and to act as a means of exchanging information and promoting an understanding between the various interests.
3. To consider questions concerned with the operation or management of the Airfield in the light of their effect in particular on the amenities of the locality and, where possible, to agree solutions.
4. To consider questions concerned with the locality in the light of their effect on the operation and management of the Airfield and, where possible, to agree solutions.
5. To receive information on and have raised for discussion any matter relating to existing or proposed Airfield operations, including events, at or from the airfield, and on any proposed developments which are likely to affect or be of interest to the local authorities, local residents and users of the Airfield.

6. To receive information from the operator in relation to complaints about the use, operation or management of the Airfield in order to monitor trends and the Airfield's performance in dealing with any such complaints.
7. To receive information in relation to all enforcement action taken by the operator against any pilot in breach of the Management Agreement.

### Part III

#### Membership of Henstridge Airfield Consultative Committee

##### The members of the HACC and Votes held:

##### AIRFIELD MANAGEMENT & USERS

The Airfield Owner	1 vote
The Airfield Operator	1 vote
Owners of resident aircraft	1 vote
Flying school/pilots' organisation	1 vote

##### LOCAL AUTHORITIES

South Somerset District Council	2 votes
Somerset County Council	1 vote
Dorset County Council	1 vote
North Dorset District Council	1 vote

Henstridge Parish Council	1 vote
Fifehead Magdalen Parish Council	1 vote
Marnhull Parish Council	1 vote
Stalbridge Town Council	1 vote
The Stours Parish Council	1 vote
Buckhorn Weston & Kington Magna Parish Council	1 vote

##### COMMUNITY GROUPS

Any formally constituted group of residents with an interest in the running and operation of the Airfield and where such group has been recognised by the Council	1 vote
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