

Heathrow Community Noise Forum - Terms of Reference

Purpose

The Heathrow Community Noise Forum has been set up to

- keep community representatives and local authority stakeholders informed and seek their input in preparing for and consulting on future airspace modernisation as part of the Government's Future Airspace Strategy;
- improve understanding of members on Heathrow's operations and airspace issues;
- seek input from members to inform the communications approach to trials and public consultations regarding potential airspace changes;
- build trust in the data externally through members involvement in the independent verification of the data and studies for analysis.

Objectives

The Heathrow Community Noise Forum will:

- Be a focal point for stakeholder involvement in the planning and communication of the modernisation of Heathrow's airspace;
- Communicate and clarify the role and responsibilities of the organisations involved in the management of aircraft noise and noise policy;
- Establish a common level of understanding of Heathrow's operations amongst community representatives and stakeholders through presentations and airport familiarisation;
- Agree relevant studies and analysis to be carried out to establish historic changes to flight patterns;
- Propose and agree Heathrow's communications approach for future airspace trials and public consultations related to airspace modernisation.
- Keep the Heathrow Airport Consultative Committee (HACC) aware of proceedings by circulating minutes to members.

Principles

Members are expected to:

- Recognise Heathrow's legal right to exist and operate within its current cap of 480,000 air traffic movements per year;
- Seek to understand and respect the views of other Forum members and work through consensus where that is possible.
- Consider the wider views of the stakeholder group that they represent, establish mechanisms to gather those views where necessary, and present them in a balanced way;

Topics

The topics that will be discussed by the Heathrow Community Noise Forum will usually fall into one of the following categories although this list is not exhaustive and members can request other relevant topics.

- Heathrow's operations
- Management of aircraft noise
- Future Airspace Strategy
- Airspace trials
- Data verification and analysis
- Noise modelling and monitoring
- Communications/ complaints handling and other non-acoustic measures

An individual meeting will not aim to cover each of these categories, but will focus on specific issues agreed by members. It is envisaged that the Forum's work will focus initially on the independent verification of data and scoping studies required to establish historic changes to flight patterns.

Membership

The Chair and secretariat are provided by Heathrow.

The members of the committee are drawn from boroughs around Heathrow. Members can appoint a deputy. Appendix 1 lists the current membership of the Community Noise Forum.

Meetings

The meetings will be held every 2 months.

Members (or their deputies) are expected to attend all of the meetings. Where a member (or deputy) does not attend two consecutive meetings, Heathrow reserves the right to invite an alternative member to represent the interests of the relevant stakeholder group.

Sub group(s) to be set up with agreement from forum members to undertake specific tasks.

Meetings will generally be held at one of Heathrow Airport Limited's offices, though may on occasion be held in other locations where relevant to the group's work.

HCNF are open to the members of the public to **observe** the proceedings. The Chair has the right to require the exclusion of individuals from the Forum's proceedings in the event of inappropriate or disruptive behaviour.

Any papers will be circulated at least three working days before the meeting.

The minutes of the full meetings will be made available two weeks after each meeting. Presentations will be made immediately afterwards where they are not circulated in advance.

The agreed minutes of the meetings and presentations will be made available on the Heathrow noise website at www.heathrow.com/noise.

Outputs

- Report into the independent verification of data
- Data analysis and studies as agreed and scoped by Forum members
- Agreed communications plan/approach for future trials/public consultation.

Amendments to the Terms of Reference

The Terms of Reference may be amended after consultation and agreement by members of the Forum.

May 2015

APPENDIX 1 : Current membership list as at April 2015

Borough/organisation	Name
Bracknell Forest	Cllr Chris Turrell Geoff Paxton
London Borough of Ealing	Cllr Paul Conlan Margaret Majumdar (EANAG)
Elmbridge	Cllr Steve Bax Cllr Neil Luxton
Hounslow	Cllr Amrit Mann Ajit Bansal, Principal Environmental Strategy Officer
Hillingdon	Christine Taylor, Harlington RA
Richmond	John Coates, Richmond Council Peter Willan (Richmond Heathrow Campaign) Natasha Fletcher (Teddington Action Group) Stephen Clark (Teddington Action Group)
South Bucks	Cllr Wendy Matthews Graham Young (Richings Park Residents Association)
Spelthorne	TBC Kathleen Croft (Stanwell Moor RA)
Windsor & Maidenhead	Cllr David Hilton Kate Mann
Runnymede	Cllr Pat Roberts /Cllr Heath Paul Conway

Surrey Heath	<p>Cllr Conrad Sturt</p> <p>Rosalie James (Aircraft Noise 3 Vilages)</p>
Slough	Cllr Ted Plenty
HACAN	John Stewart
London Councils	TBC
Heathrow Airport	<p>Matt Gorman, Sustainability & Environment Director</p> <p>Richard Norman, Head of Noise and Air Quality</p> <p>Janes Dawes, Head of Air Traffic Management and Flight Performance</p> <p>Cheryl Monk, Head of Community Relations</p> <p>Laura Jones, Community Relations Manager</p>
NATS	<p>Dave Curtis, Head Future ATM and Policy</p> <p>Ian Jopson, Head of Community & Environmental Affairs</p> <p>Dan Foster, Manager Special Projects</p>
BA	Capt Dean Plumb, Environment Strategy Manager
DfT	Kate Jennings, Head of Noise Policy
CAA	<p>Stuart Lindsey, Manager Airspace Regulation.</p> <p>Darren Rhodes, Head of Environmental Research and Consultancy Division</p>

