

**BRISTOL AIRPORT CONSULTATIVE COMMITTEE**  
**Constitution and Terms of Reference of the Committee**

**Adopted July 2004 and amended in January and October 2006, October 2007, January 2008, July 2014  
January 2017, October 2019, July 2021, July 2022, July 2023 and 17<sup>th</sup> January 2024, 16<sup>th</sup> July 2025**

**1. Statutory Basis**

Section 35 of the Civil Aviation Act 1982 as amended provides as follows:

The person having the management of any aerodrome to which this section applies shall provide:

- (a) for users of the aerodrome,
- (b) for any local authority ..... in whose area the aerodrome or any part thereof is situated or whose area is in the neighbourhood of the aerodrome, and
- (c) for any other organisation representing the interests of persons concerned with the locality in which the aerodrome is situated,

adequate facilities for consultation with respect to any matter concerning the management or administration of the aerodrome which affects their interests.

Bristol Airport Ltd discharges its consultative obligations under Section 35 by means of the Bristol Airport Consultative Committee.

The Committee complies with the guidelines for Airport Consultative Committees issued by the Department for Transport in 2014.

**2. The Purposes of Consultation**

The purposes of consultation are:

- To enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information and ideas.
- To enable aerodrome operators to identify, take account of and monitor trends, perceptions and potential challenges that may arise over time with specific groups of interests;
- To allow the local community and users of the airport to influence the aerodrome operator's decision-making process in areas of mutual interest and increases the effectiveness of decisions by drawing on local knowledge and expertise;
- To minimise unnecessary and costly conflict;
- To allow the concerns of interested parties to be raised and taken into account by the aerodrome operators, with a genuine desire on all sides to resolve any issues that may emerge;
- To allow the local community, users of the airport and other interested parties to better understand the aerodrome's operations; and
- To complement the legal framework within which the aerodrome operates.

However, consultation is not intended:

- To detract from or constrain the responsibility of the aerodrome owner and/or operator to manage the aerodrome.
- Nor to prevent interested parties from raising concerns directly with the aerodrome, or through other channels.

Furthermore:

- A Consultative Committee is not a dispute resolution forum.
- A Consultative Committee does not have any executive or decision-making power over the aerodrome.

### **3. Terms of Reference**

The terms of reference of the Committee as approved in 2004 are as follows:

- To consider aerodrome issues as they affect the communities represented or the amenities of the aerodrome.
- To make suggestions to the aerodrome where this might further the interests of the communities represented.
- To stimulate the interest of the local population in the development of the aerodrome.
- To monitor the environmental impact of all aspects of the operation of the aerodrome, and in particular those aspects which contribute to climate change, where they can be identified, and to advise on operating procedures resulting from such monitoring with a view to minimising noise, carbon emissions, or other pollution from whatever source.
- To protect and enhance the interests of users of the aerodrome.
- To discuss with the aerodrome formal procedures for recording complaints about aircraft noise and other adverse effects of the aerodrome.
- To consider the contribution of the aerodrome to the local, regional and national economy.

If the Chief Executive is unable to accept a recommendation of the Committee, and if after discussion the Committee so desires, he undertakes to bring the recommendation to the notice of the Board of Bristol Airport Ltd.

### **4. Questions to Airport Management submitted in advance of the Meeting for Written Replies**

- The pack for the Airport Consultative Committee will be circulated to members 2 weeks prior to the meeting. Questions should be submitted to the Secretary in writing by 12 noon 7 days prior to the day of the meeting. Written replies will be shared with committee members no later than 5pm the day before the meeting and made available to members of the public in attendance the morning of the meeting.

If it an answer is unable to be given in advance of the meeting because it is particularly technical, it will be distributed at the earliest possibility.

Supplementary questions will be limited to a maximum of one per question. Any supplementary question which cannot be answered by Airport Management at the meeting will be the subject of a written reply to the Member concerned prior to the next meeting.

The response to the supplementary question will be included as an appendix to the agreed minutes for the meeting it was asked within.

The above procedure does not preclude questions being asked at the meeting.

## **5. Membership**

The membership of the Committee as at April 2004 and amended in January 2006, October 2006 and July 2022 as follows:

- Independent Chairperson  
The Chair of the Committee will be elected every 3 years for a 3 year term, with a maximum of 2 terms in office.

Representatives on the Committee have been categorised into the sub groups as set out in Section 35 of the Civil Aviation Act

### **Users of Aereodrome:**

- Bristol Airport Ltd
- CBI South Western Region
- GWE Business West
- ABTA/GTMC
- Airlines operating from the Airport
- TUC, Bristol and South West Region

### **Other Organisations:**

- Visit West representative
- Parish Councils Airport Association

One elected member of each of the following local authorities:

### **Local Authority:**

- Bristol City Council
- North Somerset Council
- Bath & North East Somerset Council
- Weston-super-Mare Town Council
- Chew Valley cluster of parishes comprising Chew Magna, Stowey Sutton, Publow with Pensford, Whitchurch, Stanton Drew and Norton Malreward Parish Councils
- Cleeve Parish Council
- Backwell Parish Council
- Winford Parish Council

- Wrington Parish Council
- Yatton Parish Council

Note: Winford Parish Council also represents the interests of Butcombe Parish Council, and Wrington Parish Council represents the interests of Congresbury Parish Council.

## **6. Meetings**

The Committee normally meets four times per year, in January, April, July and October. The July meeting is the Annual General Meeting, when the dates of meetings for the following year are decided. Meetings are usually held at the Airport, but they may be held elsewhere in the event of accommodation problems.

Hybrid meetings will be reviewed annually.

Draft minutes to be published on the website until ratified at the next meeting when they will be replaced with the final copy.

## **7. Attendance**

The Committee expects members appointed to it to attend regularly and make a contribution to its work. In the event of a member being unable to attend a meeting, a substitute member of the same organisation may attend. If a member fails to attend two successive meetings either in person or by substitute, the Secretary is to report the matter to the Committee, which will review the membership of that organisation.

Members are required to notify the secretary if they will be attending the meeting in person no later than 48 hours prior to the meeting date.

## **8. Voting**

The Committee expects to resolve matters by consensus, but in the event of a vote being taken this is by a show of hands. There is no proxy voting. In the case of an equality of votes the Chairperson of a meeting of the Committee has a second or casting vote.

## **9. Chairperson and Vice-Chairperson**

At the Annual General Meeting the Committee elects a Chairperson of the Committee who holds office for three years and can reapply at the end of the first term for a second and final term of 3 years. The Chairperson may only hold the position for a maximum of 2 terms.

The Vice Chairperson of the Committee is elected from the representatives at each Annual General Meeting and holds office until the date of the following Annual General Meeting.

## **10. Secretary and Officers**

At the Annual General Meeting the Committee appoints a Secretary who is, if possible, independent of any of the bodies represented. Appropriate officers of Bristol Airport Ltd and of the local authorities represented may attend meetings and may speak with the Chairperson's permission.

## **11. Working Parties**

The Committee may from time to time appoint working parties of members to research particular topics and report back. Such working parties will meet infrequently and be informal with no minutes. Such meetings will have no deciding powers but will be able to put suggestions to the Committee.

## **12. Public and Press**

The wider local community and airport users should be made aware of the existence of the Committee and its role in relation to aerodrome operation, and how it may be contacted.

Members of the public are welcome to attend meetings of the Committee and they may address the Committee about anything relevant to the Committee's responsibilities. Anyone wishing to attend a meeting must notify the Committee Secretary by 5pm on the Monday prior to the meeting to enable the practical and security arrangements to be made providing details of their name, organisation represented and whether they wish to ask a question, speak on a relevant topic or observe the meeting. Questions from members of the public received three weeks before the meeting should receive a response at the meeting. The request will be reviewed, and response will provide necessary details regarding visitor passes and car parking. Any member of the public wishing to ask a question or speak to the meeting will be asked to stand and give their name and will be invited to speak for up to three minutes. Please be aware that Committee meetings are not an open forum for discussion, since the Committee is only permitted to deal with business on the agenda. If a response is required, the Chairperson of the meeting will direct a relevant member of the committee or an advisory group to address the matter outside the meeting. The chairperson may limit the number of members of the public wishing to speak on any one subject.

After members of public have spoken the Chairperson will address committee members and ask if they have anything to add- limited to five minutes

When appropriate an officer from North Somerset Council with required knowledge may be invited to attend as a guest to an ACC meeting.

It is recognised that in some circumstances public access could hinder the flow of information, possibly preventing free and frank discussion. It may, therefore, be necessary to hold meetings, or parts of meetings, in private when matters of a confidential or sensitive nature are being discussed.

## **13. Expenses**

Bristol Airport Ltd for the time being undertakes to bear the administrative expenses of the Committee.

**BRISTOL AIRPORT CONSULTATIVE COMMITTEE**

**GUIDANCE NOTE - APPOINTMENT OF CHAIRPERSON AND CONSTITUTION**

**Note on constitution, membership and future meetings**

**1. Constitution**

After examining the current constitution, it was agreed that significant changes were not appropriate, but that the following points should be noted by the Committee as a guide to future meetings.

**2. Membership / representation**

It was agreed that other than the following changes to the current membership no others were required at this stage but, as and when specific issues arise, the Committee can extend invitations to outside speakers.

- The Parish Council Airport Association will be a full member of the Committee from July 2022.
- Local Authority officer has now ceased their membership of the Committee
- Chew Stoke Parish Council no longer wish to be on the Committee, represented by Roy Hill.
- When appropriate an officer from North Somerset Council with required knowledge may be invited to attend as a guest to an ACC meeting.

**3. Open and engaging**

An open and engaging approach should be taken by the Airport, involving the Committee in evolving issues and policies where appropriate.

**4. Strategic issues**

It was agreed that wider discussion on strategic issues should be promoted, with all members and Airport representatives able to add items and consider how these could be addressed.

**5. Setting the agenda**

Items for discussion at the next meeting should be sought at the preceding meeting through the addition of a point on the agenda to prompt this.

**6. Taking a wider perspective**

Presentations from business partners and organisations based at the Airport (such as Border Force, NATS and airlines) should continue to feature on the agenda occasionally.

**7. Reporting by exception**

Operational updates – such as the policing report – should be by exception, with less focus on individual incidents and greater insight into how a particular area fits with the bigger picture (i.e. the role of the Airport police team within the wider security infrastructure).

**8. Airport impacts**

The focus of the Committee should be on the impact of management decisions on the workforce, the community, airport users and businesses.

**9. Learning from best practice**

Access to the UKACCS group to be better utilised in order to bring examples of best practice to the attention of the Committee, and benchmark activity against peer airports.

**Adopted: January 2017, amended July 2022 and January 2024**

**BRISTOL AIRPORT CONSULTATIVE COMMITTEE**

**GUIDANCE NOTE - PROCESS FOR APPOINTMENT OF CHAIRPERSON**

1. Where possible, the incumbent Chairperson should give six months' notice for the following process to be followed before leaving post.
2. If no Chairperson is in situ, the Vice Chairperson will chair any meetings while the appointments process takes place.
3. A small sub group of the Committee will be established to oversee the appointment process. This Appointments Committee will include one from each of the below in an advisory role:
  - Current Vicechair
  - Member representing the Business Community
  - Member representing local Parishes/Towns
  - A representative from Bristol Airport
  - Someone who represents Other Parties
4. The post will be advertised on the Airport web site and publicised through its other digital channels and other media as appropriate. The advertisement will include background on the Airport Consultative Committee, a summary of responsibilities, and details of the honorarium paid to the Chairperson.
5. Once the deadline for applications has closed, the Appointments Committee will establish a shortlist of candidates. Any implications relating to the independence of candidates will be considered by the Appointments Committee with a view to ensuring that recommended candidates are not strongly identified with any direct sectional interests relating to the Airport.
6. The Appointments Committee may consider meeting with candidates to assess suitability.
7. The Appointments Committee may recommend one or more candidates to the Committee for consideration.
8. Once a preferred candidate or candidates have been identified, the Appointments Committee will table its recommendation at the next scheduled meeting of the Committee, providing background information on the recommended candidate or candidates to members in advance of the meeting.
9. The Committee will consider the recommendations of the Appointments Committee and vote to accept or reject the recommended candidate (in the case where only one candidate is put forward); or, where two or more candidates are put forward, a vote will take place to establish the preferred candidate.
10. In the event that the recommendations of the Appointments Committee are rejected, the position will be re-advertised and the process followed again.



**Adopted: January 2017 and amended July 2022**