

## **ESHOTT AIRFIELD COMMUNITY LIAISON GROUP**

### **1. General Purpose**

The liaison group exists to discuss the operations at Eshott Airfield and how we impact people living and working nearby. It will endeavour to foresee and overcome problems and strive to minimise conflict between the operation of the airfield and the local community.

### **2. Our Aim:**

- a) The group is established for the purpose of providing a good neighbour liaison and two way communication between Eshott Airfield and the local community.
- b) Eshott Airfield will inform members of the group of the various plans we have as they progress to make Eshott the centre for general aviation in the North East.
- c) Members of the group will become knowledgeable about airfield and flying school operations.
- d) Eshott Airfield will become knowledgeable about local issues and develop a better understanding of how the local community feels in relation to our operations and how this might affect/contribute to the local community.

### **3. The Group:**

- a) The group will share information and engage in discussions about the issues regarding our operations. Complaints received by the parish councils or councillors may be referred to the airfield's community liaison policy or safety management system as appropriate. The Group will not consider complaints.
- b) Members will represent the interests of groups rather than attend as individuals and will use their local knowledge or experience to suggest how this impacts on the local community. This is considered to be the most effective method of disseminating information throughout the local community.
- c) Staff from the airfield will attend all meetings and will participate in discussions.
- d) Experts shall be invited to the meetings if there are particular issues that require their expertise.
- e) During discussions, it is expected that members of the group will make their views known by raising questions, points of concern and alternative suggestions. Airfield staff will respond to these.
- f) Membership of the group in no way implies your personal support of or objection to the airfield or its operation.
- g) The purpose of the group is to facilitate dialogue and promote mutual understanding between the airfield and the community. While we are committed to giving due consideration to issues raised and suggestions from the group, any decisions made or actions proposed by the group are not binding on the airfield. We will endeavour to provide timely feedback on how the group's input has been addressed and implemented wherever practicable, demonstrating our commitment to fostering a collaborative relationship with the community.

### **4. Membership:**

- a) The group will consist of any two members of each of the local parish councils (Thirston and Felton) and local councillors for Longhorsley and Shilbottle to

represent the airfield's neighbours and officers from the local council as well as representatives from the airfield. This will allow effective discussions and a good balance and representation from local residents.

- b) Members will operate in accordance with 3b).
- c) The liaison group may co-opt any person it wishes to co-opt who has a relevant expertise we'd like to draw on.
- d) Non-attendance shall not disqualify anyone from attending a meeting they are entitled to attend.

## 5. Operation:

- a) The meetings will be facilitated by a Chairperson agreed by group members. The 'chair' will plan the way that the meetings are run. The chair will also suggest an agenda based on their understanding of what the group would like to discuss and what is feasible to cover in the agreed time. The agenda shall consistently as minimum cover:
  - Approval of the notes of the previous meeting
  - A report by Eshott Airfield of recent and forthcoming plans and changes
  - Anything else of notable interest which Eshott Airfield wishes to raise, and
  - Discussion (all members).
- b) Eshott Airfield will be responsible for setting up the liaison group meetings to be held at the airfield operations centre or by MS Teams.
- c) The group shall meet quarterly.
- d) Agendas and meeting notes will be circulated in advance and after each meeting to the liaison group. Meeting notes will be circulated to members within four weeks of the date of a liaison meeting having taken place.
- e) Ground rules for behaviour at the meetings are agreed by the group to ensure the meetings run smoothly:
  - Mobiles off when in the meeting
  - One person speaks at a time in the meeting
  - Listen as well as talk
  - During the discussions, make a note of your questions and ask at the end
  - Local administration is to be undertaken by Eshott Airfield who will make the necessary logistical arrangements for the group.
- f) The terms of reference and frequency of the meetings will be reviewed annually.

## 6. Communications:

- a) The terms of reference for the group is available on Eshott Airfield's website.
- b) The content of the meetings will be noted by Eshott Airfield. Comments will not be attributed to individuals or organisations without clear agreement.
- c) Information from meetings can be sent to other interested organisations, eg the CAA's Airfield Advisory Team.
- d) Members are expected to discuss the issues raised at the meetings with others and bring their views to the meetings. This is part of their responsibility as representatives of other people in the community.