

THE LONDON HELIPORT CONSULTATIVE GROUP

Agenda for the inaugural meeting to be held on Tuesday, 5th December 2006 at 7.00 p.m. at Wandsworth Town Hall (Room 123), Wandsworth High Street, London SW18 2PU

MEMBERS

Users' representatives

Four representatives yet to be notified

Residents' representatives

Wandsworth

Mr. Kenneth Fergusson (Morgans Walk Management Limited)

Mr. Dennis Rooke (Albert Bridge House Residents' Association)

Hammersmith and Fulham

Sir Peter Jennings

Kensington and Chelsea

Ms. Eryl Wrage

Local Authority Representatives

Hammersmith and Fulham

Councillor Jeanette Bentley (Sands End Ward)

Kensington and Chelsea

Councillor Maighread Condon-Simmonds (Cremorne Ward)

Wandsworth

Councillor Tony Belton (Latchmere Ward)

Councillor John Hallmark (St. Mary's Park Ward)

AGENDA

Pending the appointment of the Chairman of the Consultative Group, a representative of the Heliport management will occupy the Chair.

1. Appointment of Chairman

The interim Chairman will advise the Consultative Group that the Heliport management and Wandsworth Council, in consultation, have nominated Mr. Roger Bird to serve as the independent Chairman of the Consultative Group, for a period of four years.

(see back)

The interim Chairman will then call for other nominations of independent persons for election as Chairman and will put the nomination of Mr. Bird and any other nominations received, to the vote.

The duly elected Chairman will thereupon take the Chair.

2. Draft Constitution and Terms of Reference

The Chairman will invite discussion on the draft Constitution and Terms of Reference which have been prepared jointly by the Heliport management and Wandsworth Borough Council, and based broadly upon the Constitution and Terms of Reference of the consultative committee of Shoreham Airport. (Attached – Paper A)

3. Residents' items

By way of providing preliminary notification of matters they would wish the Consultative Group to consider, the residents' representatives have asked for the following items to be placed on the agenda:-

- (a) Proposal for collecting, recording and regular reporting of noise complaints;
- (b) Proposal for regular reporting of helicopter movements; and
- (c) Sharing best practice for helicopter landings and departures.

4. Date of next meeting

The Consultative Group are asked to determine the date of their next meeting.

Contact:

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THE LONDON HELIPORT CONSULTATIVE GROUP

Constitution and Terms of Reference of the Consultative Group

Definitions

In this constitution, the following words shall have the meanings indicated:-

“the Heliport” – The London Heliport, Battersea, located at Lombard Road, London SW11 3RE

“the Heliport management” – the Heliport Manager or anyone representing the Heliport owners/administrators, i.e. Weston (Aviation) Limited

“the Consultative Group” or **“the Group”** – The London Heliport Consultative Group

“the Local Authorities” – the Councils of the London Boroughs of Hammersmith and Fulham, Kensington and Chelsea and Wandsworth

“the locality” – primarily the Battersea riverside, but also other parts of Wandsworth that might experience the effects of helicopter flights arriving at or departing from the Heliport and also similarly affected areas on the opposite bank of the River Thames, in Hammersmith and Fulham and Kensington and Chelsea

Constitution

1. The purpose of the Consultative Group is to act as an effective means of consultation in relation to The London Heliport, for the purpose of Section 35 of the Civil Aviation Act 1982, or any statutory modifications or re-enactment of it within the Terms of Reference set out in the Appendix.
2. The Secretary to the Consultative Group (appointed by Wandsworth Borough Council) and acting on behalf of the Heliport management, shall invite applications for membership of the Consultative Group from:-
 - (a) the Heliport users;
 - (b) the three Local Authorities; and
 - (c) residents' groups representing residents from the major housing developments in the locality.
3. The Consultative Group shall consist of thirteen members, constituted as follows:-

- (a) four representatives of Heliport users;
 - (b) four representatives of the Local Authorities – two from Wandsworth Borough Council and one each from Hammersmith and Fulham and Kensington and Chelsea Councils;
 - (c) four representatives of residents’ groups – two from Wandsworth and one each from Hammersmith and Fulham and Kensington and Chelsea; and
 - (d) an independent Chairman, not belonging to any of the groups referred to in (a), (b) and (c) above.
4. Members of the Consultative Group and their appointed deputies (if any) shall be appointed annually by each constituent group – the Heliport users, the Local Authorities and the residents. Each of the constituent groups shall be entitled to appoint a deputy for each of their members. Any such deputy shall be entitled to attend meetings of the Consultative Group in the event of the appointed member being unable to attend, and shall be entitled to act in the same manner as if they were an appointed member. A minute of all appointments (and any changes of appointment) shall be sent to the Secretary to the Consultative Group within three working days of such appointments (or changes) being determined.
5. Membership of the Consultative Group shall be for a period of one year, subject to the following provisos:-
- (a) Any member shall be entitled to be re-appointed when their period of appointment ends;
 - (b) A member appointed by the Heliport users, the Local Authorities or the riverside residents’ groups, who ceases to be a member or officer of that constituent group, shall thereby cease to be a member of the Consultative Group; and
 - (c) On the death, resignation or other cessation of membership of a member of the Consultative Group, the constituent group by whom such a member was appointed shall appoint a further representative to serve as a member for the balance of the period of membership of the original member.
6. The Consultative Group shall meet twice in a calendar year, subject to there being sufficient business to be discussed, and at such other times as the Chairman, after appropriate consultation, may from time to time desire.
7. Meetings of the Consultative Group shall be held at Wandsworth Town Hall, London SW18.
8. Wandsworth Borough Council, acting on behalf of the Heliport management, shall appoint a person to act as Secretary to the Consultative

Group and shall arrange for the provision of such services as are necessary to facilitate the functioning of the Consultative Group.

9. Wandsworth Borough Council and the Heliport management shall together nominate a suitable person for appointment as the independent Chairman. The Chairman, whose appointment shall be for a period of four years (broadly to coincide with the period of a four-year Council), and shall be subject to confirmation by the Consultative Group by a simple majority vote, if necessary, shall not be directly associated with any body that is represented on any of the constituent groups. Pending the confirmation of the Chairman by the Consultative Group, at the inaugural meeting or thereafter whenever there is to be a change of Chairman, the meeting shall be chaired temporarily by a representative of the Heliport management.
10. At least six representative members or duly appointed deputies are required to be present to form a quorum for all meetings of the Consultative Group, provided that at least one such member from each of the three constituent groups is in attendance.
11. The Consultative Group is not a decision-making body and (except in relation to the confirmation of the Chairman) there is no voting procedure.
12. Meetings of the Consultative Group shall normally be open to the public and the local press unless the Consultative Group determines, with or without notice, to exclude the public and the local press for the whole or part of the meeting, whenever matters considered to be of a confidential nature are being discussed.
13. The duties of the Secretary to the Consultative Group shall include:-
 - (a) to issue notices of meetings of the Consultative Group;
 - (b) to prepare and circulate agendas, reports and minutes of meetings to members of the Consultative Group; and
 - (c) to liaise, as necessary, with members of the Consultative Group and other interested parties, and to provide general committee secretarial support to the Consultative Group.
14. Reasonable expenses incurred through the work of the Consultative Group (including any remuneration for the Chairman) shall be met by Weston (Aviation) Limited who shall agree, at the start of each calendar year, a budget contribution with Wandsworth Borough Council, which shall administer the budget and maintain proper accounts.
15. In order to be eligible for discussion, the matters to be raised at a meeting of the Consultative Group, shall only be those set out in the agenda for the meeting, and notice of any such matters should be received by the Secretary to the Consultative Group no later than 14 days before the date of that

meeting, except for matters arising too late for inclusion in the agenda, and agreed to be considered at the meeting by the Chairman.

16. Relevant officers or advisers from the Local Authorities and the Heliport management may attend meetings of the Consultative Group in an advisory capacity, and an officer from the office of the Mayor of London may attend in an observer capacity.

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Terms of Reference

1. To provide, for the purposes of Section 35 of the Civil Aviation Act 1982, a means of consultation with respect to any matter concerning the management or administration of the Heliport which affects the interests of:-
 - (a) the users of the Heliport;
 - (b) the three Local Authorities referred to in the Constitution; and
 - (c) the residents of the locality, as referred to in the Constitution.
2. To act as a means of exchanging information and promoting an understanding between the interests of the groups listed in paragraph 1 (a) to (c) above and the Heliport management.
3. To provide a forum for communication and discussion through which:-
 - (a) members of the Consultative Group may bring to the notice of the Heliport management, any matters which arise from activities of the Heliport which affect the interests of local residents as defined in 1 (c) above, the Local Authorities, the Heliport users, or other organisations and members of the public they represent;
 - (b) the Heliport management may provide information about developments or events at or related to the Heliport, which might affect or be of interest to the bodies represented on the Consultative Group; and
 - (c) the Consultative Group may contribute to the wider policy debate on helicopter activities.

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