

## London Southend Airport Community Noise Forum (LSACNF)

The London Southend Airport Community Noise Forum (LSACNF) has been established to create and maintain an impartial pathway for the local community to engage with the airport, and to increase trust, transparency and clarity on noise issues associated with London Southend Airport (LSA), with the focus being to enable to better understand of the controls under which the airport operates.

While it will not be possible to remedy every noise related issue, a better understanding of how noise impacts local residents will help inform and shape future decisions and ensure good community engagement demonstrating accountability and transparency.

- The frequency of the LSACNF meeting should be at least two (no more than four) per year until passenger numbers reach 500,000ppa when meetings will be quarterly.
- The agenda will be set by the Independent Chair with input from members, with a balance of community and industry led topics, and normally provided a calendar week prior to the meeting.
- Meetings are not recorded, but summary minutes will be taken by an LSA member and reviewed by the Independent Chair before being shared with members.
- Minutes will be discussed approved at the start of the following meeting by the Independent Chair.
- Approved minutes and presentations will be made available on the LSA website at [Connecting Communities Commitment - London Southend Airport](#), and shared directly with all members.

**The key objective of the LSACNF is to** work as a representative group to establish what are realistic solutions to community noise impact and then support implementation, as follows:

- Share noise complaint and operational compliance data.
- Ascertain and prioritise concerns and potential responses, acknowledging that not all concerns may be fully addressable.
- Ensuring that LSA operations and airspace noise issues/concerns are fully understood by all stakeholders.
- Keep community representatives and local authority stakeholders informed and seek their input in preparing for and consulting on future airport developments and noise abatement initiatives.
- Set out specific initiatives and ambitions that are monitored and delivered against.

**The limitations of the LSACNF are:**

1. LSACNF has no legal status or standing.
2. Its effectiveness depends upon the cooperation and constructive participation of its membership.
3. LSACNF addresses noise issues at a strategic and technical level. It does not itself make decisions; its power comes from its ability to make evidence-based recommendations to the relevant decision makers.

### Membership

- An independent Chair, appointed through an external recruitment process and secretariat, for a period of three years, are provided by LSA, who will attend each meeting as a reporting guest.

- The Independent Chair will determine whether additional members should be invited or included in the membership and whether guests and consultants may be invited.
- A representative from LSA shall ensure that minutes of meetings are recorded accurately and shared publicly on the LSA website in draft format until formally approved by all LSACNF members at the subsequent meeting.
- Membership of the forum will include representatives of the local community surrounding London Southend Airport. These will include, but not be limited to, nominated council officer representatives from local authorities, parish councils, recognised community groups around LSA, DfT, CAA, as well as industry stakeholder organisations such as, Envirosuite (noise & track keeping) airlines and noise experts/consultants.
- Community group representative members must be nominated by a recognised community group or organisation in line with the Terms of Reference of that group or organisation, a copy of which should be provided to the forum. Each community group should be able to demonstrate community engagement and feedback on information from the forum.
- Each local authority, community group or airline industry stakeholder may nominate one member to attend forum meetings. Members may nominate a deputy to attend if they are unable to do so. In addition, at the discretion of the Chair, members may bring an additional colleague to attend a one-off meeting to discuss a specific noise related issue or provide expertise.
- Individuals with relevant skills, knowledge and a willingness to participate may apply to or be co-opted to either full membership of the LSACNF, with voting rights, or participating membership with no voting rights subject to a majority acceptance of the LSACNF. The number of individual and co-opted members and their pertinence will be reviewed annually by the Board.
- All LSACNF members that represent the community must provide a contact email address that can be published on the LSA website and commit to ensuring that the group/organisation/community that they represent are kept informed of any output of noise discussions that may be useful to them and are able to raise noise concerns/questions to the LSACNF through their representative.
- Members or their nominated deputy are expected to attend all meetings. If an individual, organisation or community group fails to provide a member to attend on more than one occasion in the year the Independent Chair may remove that organisation or community group from membership of the forum.
- All LSACNF members must represent the views of their group/organisation/community that they represent and not solely use the LSACNF for personal agenda.
- Any LSACNF members that do not abide by the code of conduct will be removed from the forum with immediate effect.
- Upon acceptance of the revised Terms of Reference, existing SS postcode members will be invited to remain on the LSACNF if they have attended at least two meetings in the preceding year.
- Upon acceptance of the revised Terms of Reference, vacant SS postcode positions will not be advertised or replaced.

### **Conduct of meetings**

LSACNF members are expected to.

- Recognise London Southend Airport's (LSA) legal right to exist and operate under its existing S106 agreement.
- Seek to balance the operational expectations of the communities affected, or potentially affected, by LSA's operations (including minimising the health and noise impacts of

aircraft) against the commercial and safety imperatives of the airport and its customers and the social and economic benefits it delivers.

- Seek to balance a sustainable airport future with the opportunity to create long term jobs and regeneration within the local community with the needs and concerns of our local residents by adopting policies and procedures that provide optimum benefit to all parties.
- Seek to understand and respect the views of other LSACNF 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.
- Abide by the LSACNF Code of Conduct, whilst attending face-face meetings, on-line meetings and during email communications to other LSACNF members/representatives.

## **Code of Conduct**

### **Respect:**

LSACNF members must always treat each other with respect and courtesy. The Chair will actively intervene to prevent abusive and insulting behaviour.

Examples of behaviour prejudicial to LSACNF's aims and values include (but are not limited to):

- general rudeness
- shouting
- the use of vulgar or abusive language
- allegations, accusations, or other personal comments about another participant
- questioning another participant's motives in attending
- bullying
- intimidation
- any incident which might reasonably be seen to demonstrate hostility or prejudice based on age, disability, gender reassignment or identity, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### **Participation and Inclusivity:**

- Attendees should try to participate fully in meetings. They should listen to what others have to say, while contributing constructively to discussions.

### **Conflicts of Interest:**

- Participants should identify and declare any conflicts of interest (actual, potential, or perceived) as and when these arise.

### **Confidentiality:**

- Participants should respect the status of any confidential issues discussed.

### **Non-compliance:**

- Breaches of this Code of Conduct will not be tolerated. The right to attend any meeting or activity related to LSACNF is at the discretion of the LSACNF Chair. If they feel that this Code of Conduct has been violated, they may revoke the right of any participant to attend indefinitely with immediate effect. If the participant concerned is attending in a representative capacity, the Chair reserves the right to request that the organisation send an alternative representative in the future. Failure to comply with such a request

may result in said organisation being unrepresented and alternative arrangements will be made.

- LSACNF recognises that many participants give freely of their time and experience to represent their stakeholder organisations or groups. Participants who feel that they are subject to any breach of this Code of Conduct should contact the LSACNF Chair.

**Agreement:**

- I understand that acceptance and adherence to this Code of Conduct is a condition of attendance at or participation in any meeting or activity related to LSACNF.

**Annual Review and Amendments to the Terms of Reference**

- These Terms of Reference will be reviewed on an annual basis and updated and amended after appropriate consultation with forum members. At the discretion of the Independent Chair any amendments may be made and approved by the members.