

Gatwick Noise Management Board (NMB)

NMB Vision and Mission Statements

NMB Vision

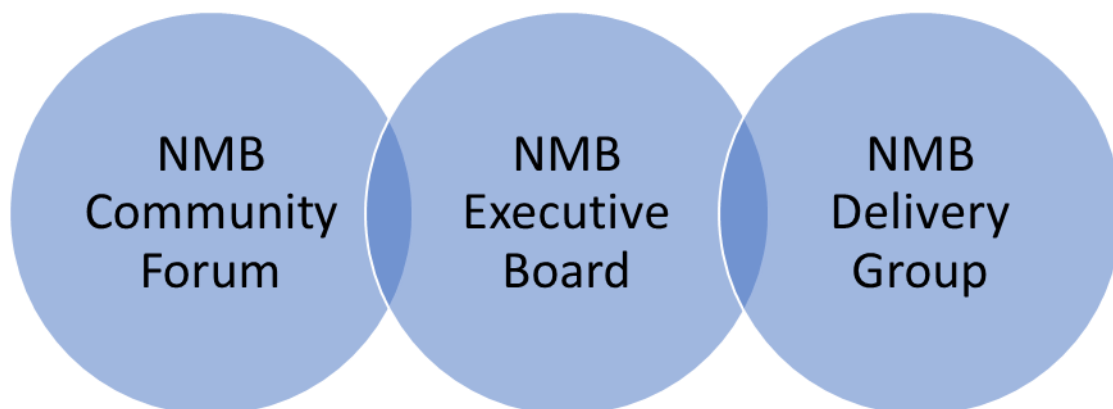
To reduce and mitigate Gatwick aircraft noise in a fair and proportionate manner, by balancing the interests of those communities negatively impacted by aircraft noise, and those of Gatwick Airport.

NMB Mission

To seek to ensure that the airport, and its wider industry partners, identify and effectively implement all safe, reasonable and practical measures to reduce aircraft noise impacts, and to put in place processes for engaging and dealing with the concerns raised by people that are and could be negatively impacted by Gatwick aircraft noise.

NMB Governance Structure

- A. The Noise Management Board consists of an Executive Board (NEX) overseeing an Implementation and Delivery Group and linked to a new Community Noise Forum (NCF). All three are subject to this NMB Governance and Code of Conduct as adapted.
- B. The NMB will maintain a transparent mechanism to adapt these Governance arrangements when agreed by Members.
- C. It is expected that at least one public meeting will be conducted each year by the full NMB, to facilitate community dialogue, a reasonable understanding in communities of the work areas of the NMB, and to report NMB progress and plans
- D. An Annual General Meeting of the full NMB (NEX, NCF & NMB Implementation Delivery Group) should be conducted, ideally on the same day as the NMB Public Meeting



The NMB Structure

Noise Management Board Community Forum (NCF) – Terms of Reference

Purpose

The purpose of the NCF is to facilitate effective engagement across all community groups negatively impacted by Gatwick noise such that issues are suitably documented and understood. Thereafter, the NCF will engage with the NMB Executive Board and (via the NEX) the Delivery Group, to facilitate the establishment of a community-wide noise reduction strategy and agreed noise reduction initiatives intended to reduce and mitigate Gatwick noise effects consistent with the NMB's Vision.

Scope

1. Subject to point 4 below, the NCF's remit extends to all important noise management issues related to Gatwick, including arrival, departure and aircraft ground noise
2. Subject to point 4 below, the NCF's scope will include all matters that might reasonably be expected to have a significant impact on the noise environment at Gatwick
3. Subject to point 4 below the NCF, via its representation on the Noise Management Board Executive and its liaison with the Delivery Group, may seek to influence any matters in relation to airspace and aircraft operational issues.
4. The NCF acknowledges that statutory processes must be followed in relation to, inter alia, government policy, statutory planning consents and airspace changes and trials (e.g. CAP1616). Where these processes are applicable, the NCF will be kept informed, but will limit any representations it may decide to make to generic noise management issues
5. Subject to point 4 above, the NCF, via the NEX, may be invited to comment on and be kept informed of Gatwick noise related matters, such as development of noise action plans, compensation policy and noise insulation schemes
6. The NCF will be invited to contribute via the NEX, to the development and finalisation of the NMB Work Plan, and thereafter will receive regular reports on Work Plan initiative delivery.
7. NCF may have appropriate representation on any Topic Specific Work Groups established by the NMB

Membership

NCF membership will comprise a nominated individual to represent the following:

Leadership – Independent Chair

Vice Chair – elected by members

Members

1. An independent Chairman will be appointed using a recruitment process agreed by NMB. A Vice Chair will be elected by the NCF membership
2. NCF Membership will comprise Council representatives and Community Noise Groups who reflect the geographic footprint of Gatwick's noise impacts
3. Initial membership will comprise:

- a. Community Noise Groups who are co-signatories to the NMB Community Consensus Agreement 2016, as follows:
 - Association of parish Councils Aviation Group (APCAG)
 - Communities Against Gatwick Noise Emissions (CAGNE)
 - Communities Against Gatwick Noise & Emissions – East (CAGNE East)
 - East Sussex Communities for Control of Aircraft Noise (ESCCAN)
 - Gatwick Anti-Noise Group (GANG)
 - Gatwick Obviously Not (GON)
 - The High Weald Councils Aviation Action Group (HWCAAG)
 - Langton Green Village Society (LGVS)
 - People Against Gatwick Noise Emissions (PAGNE)
 - Plane Justice
 - Plane Wrong
 - Speldhurst Against Gatwick (SPAG)
 - Tunbridge Wells Anti-Aircraft Noise Group (TWAANG)
 - Tunbridge Wells Aircraft Noise Study Group (TWASG)
 - b. GAL shall invite proposals for NCF representation and membership, from Borough, District and County Councils located within the area of Southern England, bounded by the airspace below 7000 feet AMSL, in which aircraft arriving or departing from Gatwick are normally operated.
4. The NCF chair shall ensure that NCF membership fairly seeks the views of communities from North, South, East and West of the airport, negatively impacted by Arrivals, Departures, or Aircraft ground Noise.
 5. All NCF Members will be appointed for a period of 3 years.
 6. NCF membership will be open to those community groups and elected officials meeting the agreed NCF membership criteria.
 7. Each NCF member will have a named alternate who can attend meetings when the member is not available and have sufficient knowledge to contribute.
 8. Membership will automatically terminate for any member that fails to attend more than two consecutive full meetings of the NCF, unless there are extenuating circumstances that have been agreed by NCF.

Observers

Standing observers shall include the NEX Chair. Other observers may be invited at the discretion of the NCF Chair

NCF Membership Criteria

1. Subject to ratification by NMB, membership will be open to all groups/bodies from communities negatively impacted by aircraft noise generated by Gatwick Airport
2. To demonstrate appropriate legitimacy and longevity NCF members will be required to be:
 - i. An appointed Member of a local District, Borough Authority, or County Council

- ii. To be a noise community group, demonstrating legitimacy through, for example, an Annual General Meeting, published Minutes, Website presence, a fully disclosed and constituted membership committee
 - iii. A participant in the NMB CNG Consensus Agreement of 2016
3. NCF members will be required to observe NMB Governance set out in its Terms of Reference, including the Code of Conduct and Guiding Principles
4. NCF member activities should be fully transparent and should seek to positively influence the noise environment by assisting the development of consensus across the NCF's membership
5. NCF members appointed to the NEX are expected to represent the views of the entire membership of the NCF, rather than solely the views of the Community Noise Group or Council of which they are a member.

Meetings and Reporting

1. The NCF will meet every 4 months or at intervals agreed by the members
2. An agenda will be circulated no less than 7 days in advance of the meeting and published
3. A draft minute will be circulated within 28 days of the meeting, with a final minute proposed for approval at the following meeting and placed on the NMB website
4. In the event that it is not possible to reach consensus on any matter and exhausting all reasonable efforts, a majority decision can be made. Where member votes are tied, the Chair has a casting vote
5. NCF meetings will not be open to the public, unless agreed by the NCF members for specific purposes.
6. NCF meetings will be open to non-members by specific invitation of the Chair
7. NCF Members will be expected to participate in the annual public meeting of the NMB.

Resources and Budget

GAL will allocate an annual budget for the operation of the NCF, including administrative and technical support.

Noise Management Board Executive Board (NEX) - Terms of Reference

Purpose

The key purpose of the NEX is to develop and agree Specific, Measurable, Achievable, Relevant, and Time bound (SMART) noise reduction workplans, including where possible, estimated noise reductions per initiative, and will thereafter oversee their delivery as part of a Noise strategy which seeks to balance, in a fair and proportionate manner, the interests of the communities negatively affected by aircraft noise, and Gatwick airport.

The NEX will liaise closely with the Noise Management Board Community Forum (NCF) ensuring local noise impacts reported by the NCF are documented in order that corresponding work plan initiatives, once agreed, are appropriately prioritised and effectively delivered.

The NEX will liaise with the NMB Delivery Group to ensure that workplan initiatives, once agreed, are appropriately prioritised and effectively and expeditiously delivered. Where appropriate, topic specific work groups could be agreed, to consider local noise issues that are outside of the workplan.

The NEX will provide regular reports detailing progress against agreed objectives and on the implementation of all agreed initiatives and strategies, subject to overarching DfT directives and based on SMART principles. Such communication will use verifiable data and will be consistent across all stakeholder groups, facilitating broader community understanding of the key noise issues.

The NEX should assist where possible in the progressive development of consensus across its membership, to improve the alignment of responsibilities, initiatives and priorities of the key organisations able to influence change in the effect of noise from aircraft using Gatwick, whether for arrivals, departures or related to aircraft ground noise.

Scope

1. Subject to point 3 below, the NEX's remit extends to all important noise management issues related to Gatwick, including those related to departures, and aircraft ground noise, as well as arrivals
2. Subject to point 3 below, the NEX's scope includes all commercial matters that might reasonably be expected to have a significant impact on the noise environment at Gatwick
3. The NEX acknowledges that statutory processes must be followed in relation to, inter alia, government policy, statutory planning consents and airspace changes and trials (e.g. under CAP1616). Where these processes are applicable, the NEX will be kept informed, but will limit any representations it may decide to make to generic noise management issues
4. The NEX may determine from time to time that certain NEX matters should be escalated to Government, including but not limited to DfT and DEFRA, and to ICCAN. Such escalation will relate to issues agreed by the NMB Executive, making use of an agreed and designated NEX representative
5. Subject to point 3 above, the NEX should be invited to comment on and be kept informed by GAL of all relevant aircraft noise related matters, in accordance with DEFRA guidance for the development of noise action plans, together with compensation policy and noise insulation schemes
6. The NEX will be consulted by GAL on future Noise Action Plans or equivalent plans mandated by government

7. The NEX should be a main channel through which GAL, NATS, ANS, Airlines, DfT and CAA communicate actions that are being taken to address the effects of noise from aircraft using Gatwick
8. In conjunction with the NMB Delivery Group, the NEX should seek to identify and address unintended and unexpected consequences of noise improvement initiatives
9. The NEX should ensure appropriate alignment between its own Terms of Reference and those of the other bodies involved in Gatwick noise matters
10. In conjunction with the NMB Delivery Group the NEX will contribute to the development and finalisation of the annual NMB Work Plan and thereafter will actively monitor Work Plan delivery

Membership

NEX membership will comprise a nominated individual to represent the following:

Leadership – Independent Chair

Vice Chair – appointed by the Independent Chair

Members

- I. GAL
- II. Aircraft Operator with a minimum of 10% of the movements at Gatwick
- III. ANS – Tower ATC provider
- IV. NATS – Air Navigation Service Provider
- V. GATCOM Chair
- VI. NaTMAG Chair
- VII. Council Member #1
- VIII. Council Member #2
- IX. NCF Chair
- X. NCF CNG Member #1
- XI. NCF CNG Member #2

Associate Members – Non voting

- XII. CAA
- XIII. DfT

Observers

At the discretion of the Chair

1. An independent Chairman will be appointed using a recruitment process agreed by the NMB. A Vice Chair will be elected by the NEX membership
2. All NEX Members will be appointed for a period of 3 years
3. Industry and Community member numbers will be kept in balance
4. NEX membership will be 10 members, including the Chair, but can be adjusted following agreement of all members and taking account of Point 3
5. The NCF Chair will be appointed to the NEX. Three further NCF members will be nominated to the Noise Management Board Executive (NEX) by the NCF, one NCF Member should be drawn from the Community Noise Group Members of the NCF, and two NEX Members drawn from County, Borough or District Council members of the NCF
6. To be quorate, at least 4 NEX Members plus the Chair must be present, and numbers should be balanced between industry and community members

7. Each NEX Member will have a named Alternate, who will attend meetings when the Member is not available
8. All Members should hold an authoritative position in their respective organisation to support their effective contribution to NMB
9. NEX Membership will automatically terminate for any Member that fails to attend more than two consecutive full meetings of the NEX, unless there are extenuating circumstances that have been agreed by NEX.

Meetings, Reporting and Decision Making

1. The NEX should meet every 4 months, or at intervals agreed by the members
2. An agenda will be circulated no less than 7 working days in advance of each meeting
3. A draft minute will be circulated no more than 28 days after the meeting with a final minute approved at the following meeting and placed on NMB website
4. In the event that it is not possible to reach consensus on any matter and exhausting all reasonable efforts, a majority decision can be made
5. Where member votes are tied the Chairman has a casting vote.
6. NEX meetings will not be open to the public, unless agreed by the NEX members for specific dates or specific topics

Resources and Budget

1. GAL will allocate an annual budget for the operation of the NMB, including administrative support.

NMB Implementation Delivery Group (NDG)

Purpose

To coordinate, develop and agree by consensus, the delivery of the technical and operational implementation of agreed NMB workplan initiatives.

Scope

To take into account the Gatwick Noise Action Plan.

In conjunction with the NEX, the NMB Delivery Group will contribute to the development and finalisation of the annual Work Plan and thereafter will actively monitor Work Plan delivery.

To advise NMB on the implementation schedule and any changes that may potentially impact the delivery of the agreed workplan.

Membership

- GAL and its advisers (e.g. Helios/ERM/Trax etc. as required)
- NATS
- ANS
- Airline representatives
- CAA
- NaTMAG
- NCF Technical Adviser (currently To70)
- NMB Secretariat

Meetings

Normally Monthly, or at intervals agreed by Members

NDG meetings will not be open to the public

Observers

May be permitted for specific meetings of the NDG, by prior agreement of the Members

Noise Management Board - Guiding Principles

1. The NMB will consistently take account of relevant, current, Government and CAA policy and guidance when assessing or proposing changes, including the process to follow and applicable metrics for decision making.
2. When undertaking short-term activities to reduce the impact of aviation noise (typically activities not requiring the airspace change process), the change should aim to reduce the impact of noise.
3. NMB workplan activities should normally be subject to a benefit and impacts analysis. In some cases, it may not be possible to complete a full benefit and impacts analysis, in which case the NMB should seek indicative community opinion and feedback.
4. Community feedback and opinion for the NMB will normally be supplemented by conducting specific focus workshops to explain the workstream activity, its expected impact and, to facilitate the development of a balanced indication of community views.
5. The NMB will seek, where reasonably possible, to supplement community views, by gathering feedback and inputs when considered appropriate for the NMB, by using these facilitated workshops to guide noise strategy and planning.

NMB Code of Conduct. Adopted at NMB/2 - 7th September 2016

Gatwick Noise Management Board (NMB)

Code of Conduct

Introduction

The Gatwick Noise Management Board has been established as a result of a recommendation of the Independent Arrivals Review. The associated Terms of Reference were adopted at NMB/1 on June 21st 2016.

The NMB recognises the importance of the participation of all its members, and will take all reasonable steps to ensure that all participants are supported and valued for their contributions.

The NMB has no legal status or standing, its effectiveness depends on the cooperation and constructive participation of its membership. The NMB addresses noise issues at a strategic level. It does not itself make decisions; its power comes from its ability to make compelling recommendations to the relevant decision makers. However, it is clear that the weight given to recommendations will be influenced by the degree of consensus behind them.

Members of the NMB can disagree with any recommendation. In such case, that disagreement will be noted, but - provided that there is the majority support for the recommendation - it still goes forward in the name of the NMB.

In making recommendations, primary matters which must be taken into account are, in no particular order; Legal, Business, Political, Technical, User and Community. Of course, every NMB recommendation has to be within the law, but business considerations are also significant; several NMB member organisations operate as businesses and as such are obliged to deliver a fair return to their shareholders.

Members of the NMB represent organisations with widely differing remits and responsibilities, some of which include prescribed regulatory or rule-based functions. While each organisation has a role or potential interest in influencing the development and implementation of noise reduction strategies for Gatwick Airport, it is important that members are clear about the role, remits and authority of each organisation.

This Code of Conduct seeks to describe the conduct expected of individuals who participate in the NMB, and is intended to ensure that NMB business is conducted in a constructive, civilised and professional manner, where all participants know what behaviour they should expect from other NMB participants.

The NMB Chair and Secretary are responsible for ensuring that NMB participants have read and understood this Code of Conduct.

The NMB will decide what, if any, action to take if any member is found by the NMB to be in breach of this Code. In exceptional circumstances, this could include termination of NMB membership.

Code of Conduct

NMB Participants will: -

1. Treat other participants fairly, respecting each other and the principles of diversity and equality
2. Behave professionally in their relationships with the NMB, its members and all other participants
3. Permit others to express themselves and understand that all views are important even if they are not the same as their own - as long as no offence is caused, even if unintentionally
4. Inform the Chair or Secretary of the NMB if, in their view, any conduct issues arise from the contributions of any other NMB participant.
5. Not bring the NMB into disrepute.
6. Respect the confidentiality of any information that has been shared with the NMB on a confidential basis
7. Perform his/her NMB duties with honesty, integrity, impartiality, objectivity and in a constructive demeanour
8. Distribute in a timely manner, the NMB proposed Agenda, Minutes and any other information marked for circulation, to all interested parties within their respective organisations
9. Observe the NMB Terms of Reference as applicable

Code of Conduct Annex

Organisations participating in the Gatwick NMB

Department for Transport (DfT)

The DfT, a Government department, is tasked to ensure that airlines and airports provide the domestic and international connections the UK needs to grow and prosper. The DfT considers policies intended to balance the impact of air travel on climate change and also on noise levels for people living near airports with the strategic national economic contribution of air transport. The DfT is also responsible for continuing to make sure that air travel is safe and secure. www.dft.gov.uk

Civil Aviation Authority (CAA)

The UK's designated aviation regulator, the CAA ensures:

- That the aviation industry meets the highest safety standards
- That consumers have choice, value for money, are protected and treated fairly when they fly
- Improvements in airlines and airports' environmental performance
- That the aviation industry manages security risks effectively

The CAA is a public corporation, established by Parliament in 1972 as an independent specialist aviation regulator

The UK Government requires that CAA costs are met entirely from charges to those receiving a service or regulated.

Most aviation regulation and policy is harmonised across the world to ensure consistent levels of safety and consumer protection. Worldwide safety regulations are set by the International Civil Aviation Organisation (ICAO) and within Europe by the European Aviation Safety Agency (EASA). www.caa.co.uk

Gatwick Airport Limited (GAL)

Gatwick Airport Limited (Gatwick) is the company licensed to operate Gatwick Airport by the CAA. Gatwick is owned and managed by Global Infrastructure Partners (GIP) and a consortium of its co-investors. GIP also owns Edinburgh Airport. www.gatwickairport.com

National Air Traffic Services (NATS)

NATS is the UK's leading provider of air traffic control services. Each year, NATS handles 2.4 million flights and 250 million passengers in UK airspace. In addition, NATS provides services to 13 UK airports, including approach control for Gatwick (managed from Swanwick). NATS is the designated manager of all upper airspace in the UK. www.nats.co.uk

Air Navigation Solutions (ANS)

Air Navigation Solutions Ltd is a British registered company with its own Board of Directors and Management team. Having been awarded a 10-year contract for the future provision of Air Traffic Control and Air Traffic Engineering Services at Gatwick Airport, the company has gained the certification and designation required to operate as an Air Navigation Services Provider (ANSP) in the UK market, and provides Air Traffic Management (ATM) services at Gatwick Airport. This was issued by the CAA on 1st March 2016. www.airnavigationsolutions.co.uk

Airlines

Airlines operating at Gatwick are represented at the NMB by easyJet, Gatwick's largest airline user through its Chairmanship of the Airline Operators Committee (AOC). easyJet is one of Europe's leading airlines, operating on over 800 routes across more than 30 countries with a fleet of over 240 Airbus aircraft. easyJet is a FTSE 100 company employing over 10,000 people including more than 2,300 pilots and 5,000 cabin crew. The airline flies more than 70 million passengers a year. www.easyjet.com

Gatwick Airport Consultative Committee (GATCOM)

GATCOM is constituted to meet the requirements of Section 35 of the Civil Aviation Act 1982, for an airport to provide adequate facilities for consultation with respect to any matter concerning the management or administration of the airport which affects the users of the airport, local authorities and any other organisation representing the interests of persons concerned with the locality in which the airport is situated. www.gatcom.org

County Councils

County Councils are represented at the NMB by constitutionally and legally elected Councillors, who at County level can represent and, therefore, speak on behalf of all of the populations within their respective electoral divisions.

County Councils have responsibility for much of the highway network and for securing the economic wellbeing of their administrative area. In discharging these powers and duties they have regard to the negative effects on their resident population and including noise and air pollution, and the adverse effects these can have on human health and the environment.

Community Noise Groups

Community Noise Groups at the NMB are organised community interest groups that are usually established to protest about the effects of aircraft noise. These groups reflect the views of particular local communities. The geographical extent of their area of interest and particulars of their membership is not normally defined in detail. Some groups include elected Parish Councillors in their membership. Several of these groups use dedicated websites and make use of social media to publish information to support of their particular cause, and in some cases to set out their objectives