



Speldhurst
Parish Council

*Working for the
whole community*

*Local Government for Langton Green, Speldhurst,
Ashurst and Old Groombridge*

AIR TRAFFIC COMMITTEE
TERMS OF REFERENCE

1. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council in May each year
2. In the event of the Chairman's absence the members of the committee present will appoint a Chairman at the beginning of the meeting who must be a Councillor.
3. The purpose of the committee is to act on behalf of the Council as a channel for communicating the views and concerns of the residents of the Speldhurst Parish to Borough, County, and Central Government levels, in connection with air traffic.
4. The committee will consist of a minimum of three councillors, plus up to two appointed members of the public (without voting rights)
5. A clerk will attend all meetings.
6. A quorum of 3 councillors is required for each meeting.
7. There will be a minimum of three meetings per year with additional meetings as required.
8. Draft minutes will be submitted to Council members.
9. The committee will draft reasonable and factual submissions and responses to public consultations, where relevant in liaison with other local councils, and may have them reviewed by SPC Councillors and, if agreed, signed by the SPC Chairman.
10. The committee will submit an executive summary of the main points of all documents that it would like the SPC Chairman to sign prior to a Full Council meeting.
11. Greg Clark, our Member of Parliament will be kept informed and his help solicited where necessary.
12. These Terms of Reference will be reviewed annually