

Cornwall Airport Newquay Accessibility Advisory Group

Terms of Reference

1. Purpose

- To independently hold Cornwall Newquay Airport Assistance Services to account (aside from the regulator) for passengers who require support
- To offer critical advice on Cornwall Newquay Airport short, medium and long-term strategy and approach to accessibility
- To ensure air travel at Cornwall Airport is as inclusive as possible, with the forum identifying individual needs and addressing any obstacles that hinder accessibility

2. Membership and Organisational Arrangements

- **Chair:** Josh Wintersgill (Independent)
- **Administrative Support:** Provided by Cornwall Newquay Airport
- The forum is comprised of diverse perspectives and expertise from the local disability community, local and national NGO's (where required) and independent aviation accessibility experts who are committed to supporting Cornwall Newquay Airport in continuously enhancing the airports overall accessibility (physically and digitally)
- Members are expected to provide constructive and informative feedback to help drive improvements.
- Members are selected on a voluntary basis. Remuneration for travel expenses for individuals who are not local is on a discretionary basis an agreed directly with Cornwall Newquay Airport.

3. Meetings

- **Frequency:** Between two to four meetings a year, scheduled at mutually convenient times (ideally every three months). Meetings may be held in person or virtually. At least two meetings a year should be held in person.
- **Familiarisation Tour:** At least once a year, the airport will organize a familiarisation tour, covering the entire airport journey and, where possible, access to an aircraft.
- **Reporting:** Minutes and reports from each meeting will be circulated to all members within two weeks. It is Cornwall Newquay Airport responsibility to capture meeting minutes and actions, and issue to the advisory group. Members should submit comments or corrections before the subsequent meeting.
- **Duration:** Meetings will typically last no more than two hours unless otherwise specified or combined with an airport tour.

4. Guidelines and Compliance

- The forum will follow the principles outlined in UK1107/2006 and the recommendations of the UK Civil Aviation Authority (CAA), as described in CAP 1128 and 1128A, and any future CAA publications.

5. Logistics

- **Parking:** Parking fees for in-person meetings will be covered by the airport.
- **Refreshments:** Refreshments will be provided for on-site meetings.
- **Offsite Meetings:** Consideration will be given to ensure accessibility for all members attending offsite meetings.

6. Review

- These Terms of Reference are considered a living document and will be reviewed and updated as necessary to remain relevant to the forum's evolving activities.