

## MEMORANDUM OF UNDERSTANDING

### Richmond Heathrow Campaign (RHC)

A joint initiative of The Richmond Society, The Friends of Richmond Green and The Kew Society  
“the Societies”

#### **THE AIMS OF RHC**

**RHC aims to reduce noise and other environmental impacts on local communities in Richmond Hill, Richmond town and Kew from Heathrow operations and to this end it seeks: an end over time to night flights (11pm to 7am); no increase in the statutory limit of 480,000 flights annually by any means including whether it be through one or more additional runways or mixed mode; no loss of respite from half day alternation between north and south runways (emergencies excepted) and any measures operational or otherwise that reduce noise. Within these confines RHC supports more efficient and effective use of Heathrow and related aviation assets. It seeks a share of any benefits for the local communities.**

#### **RHC HISTORY AND BACKGROUND**

RHC was established in July 2007 so as to combine the resources and capabilities of The Richmond Society and Friends of Richmond Green and shortly thereafter was joined by the Kew Society. The combined membership of the Societies is over 2,000 people. A small Working Group from the Societies was established and currently comprises - Ian Bruce, Michael Glazebrook, Peter Griffiths, Karineh Grigorian, Neil Maybin and Peter Willan. RHC has benefited from the full participation in the Working Group of John Coates, senior projects officer with the London Borough of Richmond upon Thames and Gareth Harper, a local resident and co-opted in accordance with the procedure set out below in ‘Composition of the Working Group’. Services of those involved are provided on a voluntary or pro bono basis. The group is in effect both a steering group and working group for the Societies in respect of Heathrow.

#### **PURPOSE OF THE MEMORANDUM OF UNDERSTANDING**

The purpose of this Memorandum is to record the scope of services RHC provides, the support from and relationship with the Societies to which RHC owes its existence, and the basis of RHC management and administration. The services RHC provides are likely to be needed as long as Heathrow exists. But the level and nature of concern with Heathrow will differ between the Societies and from time to time as will the involvement of particular individuals. The Memorandum aims to provide consistency and continuity to the working parameters of RHC over the longer term. The arrangements have worked well over the first five years and there is good reason to continue in much the same way, particularly with regard to flexibility and minimal bureaucracy.

#### **SCOPE OF RHC SERVICES**

1. Identifying, analysing and producing responses to Heathrow issues of concern to the Societies.
2. Monitoring progress on issues in order to inform appropriate responses.
3. Establishing and maintaining appropriate engagement with stakeholders and interested parties including:
  - a. the Societies and their members plus others living in the local area,
  - b. the aviation industry (e.g. BAA, NATS, CAA, ACL, regional airports, Airlines),
  - c. other aviation campaign groups (e.g. Hacan),
  - d. individuals and organisations providing relevant research and evidence,
  - e. the local government (e.g. London Borough of Richmond upon Thames’ officers and members)
  - f. the national government (e.g. DfT, local MPs and senior politicians making aviation decisions as well as a broad spectrum of politicians who can influence Heathrow decisions)
  - g. the media.
4. Communicating both with stakeholders and interested parties, which means actively developing and administering channels of communication and receiving and distributing

content. The content includes material for the Societies to distribute through newsletters, web-sites and email using each Society's proprietary data base and material directly distributed by RHC e.g. on its web-site and by way of its own database. It also includes responding to public consultations.

5. Organising RHC events and participation in Hacan and other events - the events being to create awareness, discuss issues and promote specific messages through campaigning.

RHC does not intend to substitute the work undertaken by Hacan or any other Heathrow group. But it does seek to represent the particular interests of residents in its area of influence alongside other groups and where appropriate to prioritise its interests and activities so as to achieve the RHC aims. The Societies acknowledge the useful participation of a Council officer in the Working Group. The Societies will treat any advice or comments as being at a personal/officer level and on an observer basis not implying official Council policy. At no time should RHC claim to represent the interests of the Council or give that impression. Care should be taken to avoid conflicts of interest and to respect the independent position of the Council.

#### **SUPPORT FOR RHC AND RELATIONSHIP WITH THE SOCIETIES**

The Societies intend to fulfil their aims with regard to Heathrow operations through the common aims of RHC and the provision of RHC services. This does not preclude the Societies acting independently of RHC in respect of Heathrow issues but it is expected this will be the exception. When any independent action with material consequences occurs the Societies will endeavour to communicate with the RHC and the other Societies.

The previous paragraph does not restrict any of the Societies communicating about Heathrow with their own members but where possible this should be with reference to the role of RHC. A copy of any significance and/or widespread communication should be provided to RHC so as to avoid conflicting messages.

**The Societies undertake to consider, re-affirm or modify the scope and priorities of RHC once every twelve months or at any time within reason that RHC or any of the Societies requests. It is important the activities do not fall outside the constitutional scope and objects of the Societies.**

RHC is not an independent legal entity but it acts as a steering/working group for the Societies and represents their interests. It is non-profit making and is not a partnership within the meaning of tax law. The Societies accept that they are responsible for the activities of RHC and the actions of the individuals comprising the Working Group. It is beholden on those individuals involved with the Working Group to act responsibly in the interests of the Societies. Should conflicts of interest arise, these need to be aired and dealt with at the time. RHC shall seek to avoid damage to the Societies' reputations and shall not enter into unauthorised commitments that could lead to a financial cost. For the avoidance of doubt, the Societies expect decisions about Heathrow, including those with significant consequences, to be taken and acted upon by the Working Group without specific authorisation from the Societies providing the decisions are within the then current aims and scope and there are no unauthorised financial consequences for the Societies. The Societies should be kept informed of material decisions.

RHC does not have financial or other resources itself and has no capacity itself to satisfy liabilities should any arise. Therefore, the Societies undertake to fund and provide resources that they deem appropriate from time to time. RHC must therefore seek approval from the Societies before making any commitments with financial consequences except in respect of small amounts of administration expenses. Commitments should not be made solely in the name of RHC without reference to the sponsoring role of the Societies. The Societies shall contribute equally to costs unless otherwise agreed. This should not in any sense be read as creating any commitment

contingent or otherwise on the Societies together or individually unless and until they have formally made a written commitment and then only for the amount limited by that commitment.

#### COMPOSITION OF THE WORKING GROUP

Each Society undertakes to nominate at least one person to the Working Group. That person should have sufficient authority to represent the Society and preferably be on the executive committee. The Working Group numbers should not exceed ten people. The Working Group may co-opt persons who are not members of the Societies to join the group and they have the right to ask such persons to stand down from the group.

The responsibility of communications between RHC and the Societies lies with the Working Group member(s) for each Society.

#### MANAGEMENT AND ADMINISTRATION OF RHC

Formal meetings of the Working Group should be held when deemed appropriate and unless the Societies agree otherwise should be not less than twice in any twelve months. All members of the Working Group should be invited to attend and dates chosen to try and accommodate members and there should be an agenda and notes of material decisions should be recorded. This does not prevent informal ad hoc meetings taking place between members in order to progress the business of RHC.

The Societies have similar aims in respect of Heathrow and the approach is that the Societies share in the RHC initiative equally. Normally, decisions of the Working Group should be consensual without the need for formal voting unless requested by any member representing a Society. In order to reflect the collegiate approach to decisions all members of the Working Group shall be entitled to vote whether or not they are nominees of the Societies. But because there may not be equal numbers from each Society in the Working Group or at any particular meeting where decisions do depend on votes these can be vetoed by the representative from any of the Societies. When Heathrow decisions cannot be resolved within the Working Group then the decisions and supporting information should be referred to and resolved jointly by the Chairpersons of the Societies. The intention and expectation is that this situation is unlikely and should be avoided where possible.

Clearly there is a cost of printing reports, postage, telephone, computers etc. Each member of the Working Group should decide at what level they seek to be reimbursed for expenses they have incurred and either seek to reclaim the amount from all the Societies or solely from their nominating Society.

In the past the Working Group tended to look to one or other person to lead at a meeting or on a particular project or event. It would assist the management and administration and effective running of RHC to appoint a chairperson whose additional responsibility would be to maintain momentum and direction of RHC and ensure that all Societies are adequately and fairly represented. It would assist co-ordination of effort and provide some formality to the organisation. Accordingly, the Societies shall jointly appoint one of the Working Group as Chairperson to take effect from the signing of the Memorandum and subsequently on retirement of that or any future Chairperson from the position. The Chairperson's term of office shall be two years which can be renewed if the Societies so decide and the individual consents.

This Memorandum of Understanding does not commit any of the Societies beyond the terms expressed here. A Society may decide to leave the Working Group with 30 days' notice delivered in writing to the other Societies providing outstanding financial commitments have been settled prior to exit. The Memorandum of Understanding will cease to have effect and be deemed to be terminated should two or more of the Societies leave.

The following signatures testify to the approval of this Memorandum of Understanding by the respective Societies.

The Richmond Society

..... Date:

The Friends of Richmond Green

..... Date:

The Kew Society

..... Date: