

This leaflet aims to give you the information you need to make the most of your attendance at a TVCA committee meeting.

How do I get to the Tees Valley MCA Office?

Our address and directions can be found on page 2 of this leaflet.

Do I need to let you know I want to attend in advance?

Members of the public are entitled to attend any statutory meetings and/or have access to the agenda papers, with the exception of those identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A(4).

There is no requirement to inform TVCA of public attendance in advance. However, to ensure efficiency and smooth running of our operations, we request that you let us know in advance if you wish to attend by emailing TVCAGovernance@teesvalley-ca.gov.uk

If this is not possible, please arrive at least 15 minutes before the start of the meeting.

What will happen when I arrive at the office?

When you arrive, you will need to report to reception which is located just inside the entrance. There you will need to sign into our visitor log and have your photographic ID checked by a member of TVCA staff.

You will then be given a visitor badge – which must be always worn and visible while you are in the building.

A member of the reception team will show you to a 'waiting area' where you can sit comfortably while you wait for the meeting to commence.

A member of staff will show you to the meeting room when the meeting starts. If you need any help, please speak to a reception staff member.

There may also be security staff in attendance, alongside TVCA Officers, who will be easily identifiable by their security badges. We take our responsibility to the safety and security of everyone visiting TVCA very seriously, and this is to ensure the comfort of the public, press, TVCA staff and Committee members.

What will happen during the meeting?

You will be seated in the public gallery of the meeting room, on the ground floor.

Meeting Accessibility

Meeting facilities, including an accessible toilet, are all on the ground floor.

Hearing loops are available in meeting rooms.

If you have any other requirements, please let us know so we can make the necessary adjustments.

General Information

Address:

Tees Valley Combined Authority, Teesside Airport Business Suite, Teesside International Airport, Darlington, DL2 1NJ

Email: info@teesvalley-ca.gov.uk

Directions

TVCA offices are located at Teesside International Airport to the right of the main terminal entrance.

From the North

A19 – Take the A19 (signposted The South/Teesside) and leave to join the A66 signposted Darlington. Follow signs for the airport.

A1(M) – Take the A1(M) (signposted The South) and leave at Junction 59. At the roundabout take the 1st exit onto the A167 (signposted Darlington). Follow signs for the airport.

From the South

A19 – Follow the A19 (signposted The North) before turning onto the A66 (signposted Darlington). Follow signs for airport.

A1(M) – Leave the A1(M) at Junction 57 then join the A66 (signposted Darlington, Teesside). Follow signs for the airport.

Public transport

The Number 12 bus serves the airport six times per day – two before 9am and four from 3.25pm onwards – running from Hurworth through Darlington town centre, Morton Park and Middleton St George to the terminal building.

Darlington town centre is a ten-minute walk from Darlington train station, which is served by the East Coast Main Line with regional links to Saltburn, Redcar, Middlesbrough and Bishop Auckland.

Email: tvcagovernance@teesvalley-ca.gov.uk

Telephone: 01325 792600