

MEETING MINUTES	
Meeting Name	Theddlethorpe GDF Working Group - Meeting 4
Meeting Time	14.00-16.00
Meeting Date	29/03/2022
Type of Meeting	Virtual/ Conference
Location	MS Teams
ATTENDEES	
Independent Chair	Jon Collins (JC)
Independent Facilitator	Victoria McCusker (VM)- Apologies
Lincolnshire County Council	Cllr Martin Hill (MH), Leader Andy Gutherson (AG), Executive Director of Place
East Lindsey District Council	Cllr Craig Leyland (CL), Leader Mike Gildersleeves (MG), Council Representative
Theddlethorpe Parish Council	Mr Carl Richardson, (CR), Chair
NWS	Kate Atha (KA), Community Engagement Manager Kieran Somers (KS), Site Evaluation Manager Craig Taylor (CT), Head of Regional Communications Anneline Wilson (AW), Lincolnshire Communications Lead
Independent Evaluation	Annie Milburn (AM), Traverse
Pre-Circulation Papers	Theddlethorpe GDF Working Group Meeting 3 Minutes TWG4 Agenda 290322 Recommendations CP Membership TWG4 290322

Item	Discussion	Notes	Actions	Lead	Target Completion Date
1	1.1 Introductions	All attendees introduced themselves.		Chair/KA	Completed
	1.2 Action Log Update	Action Log circulated to all members – all items carried out.		Chair/KA	Completed
2	2.1 Conflict of Interest Declarations	No conflict of interests declared.		Chair/KA	Completed
3	3.1 LCC, ELDC & TPC opening remarks	There were no opening remarks.			
4	Workstream 1: Engagement and Comms update	CT gave update.			
	4.1	AG highlighted that some information in the Guardian article was not the same as information the Working Group had – asking if this would be addressed.			
	4.2	Members were invited to attend any of the events remaining.			
	4.3	Logo and name to be changed for Community Partnership (CP): MH stated that the change was fine in the interim and it was agreed that any decision on the permanent logo/branding would be taken by the CP members once the CP was established.	Example of how the interim name and logo would potentially look to be circulated to members.	AW	

	4.4	<p>Engagement Questions</p> <p>MH asked what percentage of people from the Search Area the team had been in contact with.</p> <p>KA answered – since start of events the team have engaged with over 700 people and aim to engage with more in the next 6 events. 1000 people will be roughly 10% of the Search Area population and a good start.</p>	Report on WG comms and engagement to date to be circulated to members.	KA	
	4.5	<p>MH asked if anything was being done to address the misunderstanding of people thinking that the waste would be buried under their houses.</p> <p>CT answered – a new graphic has been produced and is being used in comms material and at events. It shows the Search Area inshore area and a side profile out underneath the seabed.</p>		CT/AW	
	4.6	<p>CR asked to be informed of when the WG engagement team were invited to and attending local events. To enable him to answer any questions that may arise from residents.</p>	List of events attending to be shared.	KA	



	4.7	WG Members asked what was planned for the summer season and what impact this would have on local businesses. KA answered – the team will work with the council comms teams regards local events and activity during the tourism season.		CT/KA	
	4.8	Jobs and Skills report is not due to be published yet. Date to be set for briefing to WG members on the report.	Set date for briefing on jobs and skills report.	CT/AW	
	4.9	CL asked for local authority involvement in the content and production of the planned newspaper for CP.	Work with council comms on the quarterly newspaper.	AW/KA/CT	
	4.10	A date has been set for the visit to Dungeness A power station and members to confirm if they can attend.	Confirm attendance at the planned power station visit.	WG	
5	Workstream 2: Search Area - Site Evaluation Update	Kieran gave an update on site evaluation work and priority tasks and studies for early Community Partnership (CP).			
	5.1	MG asked who is on the briefing invite from LCC on the			



		Seismic study. This was confirmed by members.			
6	Workstream 3: Preparing for Community Partnership - next steps	<p>JC explained that recommendations would be put to members based on the outcomes of the workshop held in February, and suggested members approve the papers subject to their comments in the meeting. Members approved the recommendation.</p> <p>Members also agreed that the proposal to be published on the website with any comments received to be fed back to the next meeting before final approval of recommendation.</p>	<p>Approved membership model to be published on the website and comments collated for feedback to TWG members. (Model included with these minutes for publication on website).</p>	KA/AW	
	6.1	<p>Recommendation on Core Membership Model and Structure Options- WG Members discussed the different models of Community Partnership membership. As part of this it was agreed that there should be representation at the parish level for the Search Area.</p> <p>AG noted that the model and structure selected was flexible</p>	<p>Members agreed Option 2 - this information to be published online for comments (also see Item 6).</p>	KA	



		<p>and not fixed and could be altered later by CP members if required.</p> <p>Use of Sector Forums Third parties in the voluntary and business sectors to be asked to identify interest and potential candidates to apply to join the Community Partnership.</p>	<p>Members agreed to the use sector forums in the Partnership.</p> <p>Contact to be made with potential sector organisations</p>		
	6.2	<p>Use of sub-groups and co-optees WG members approved a recommendation of establishing sub-groups and using co-optees to support CP core membership and the work of the CP</p>	.	KA	
	6.3	<p>Selection criteria and process Members agreed that the Selection Panel has responsibility to ensure a breadth of interest and opinion from the CP membership.</p> <p>CP terms of reference and code of conduct will be produced as guidance for the panel on selection criteria and obtaining a broad</p>	<p>CP terms of reference and code of conduct to be produced and circulated to WG members.</p>	KA/JC	

		representation in the membership.			
	6.4	<p>Member Selection Panel panel -</p> <p>Principal Local Authorities requested a place on the panel.</p> <p>Members agreed the proposed panel membership.</p>	WG Members to provide names of those who will represent them on the panel.	WG	
	6.5	<p>The recommended selection process -</p> <p>Members discussed the proposed selection process.</p> <p>Members agreed that all community partnership members should either live or work in the Search Area to be a member of the Partnership.</p> <p>It was agreed that the option to co-opt provides additional flexibility to support the membership.</p>	Requirement that members of CP should either live or work in the Search Area to be included in CP documentation .	KA	
	6.6	<p>Materials to support CP recruitment -</p> <p>Members noted the documents to support the selection process.</p>	Community Partnership Agreement document to be finalised and circulated.	KA	
	6.7	<p>Membership</p> <p>CL asked whether length of CP membership was</p>	Membership length, attendance, and social media use to	KA/JC	

		<p>time limited – members discussed.</p> <p>Members agreed a maximum of 3 years and then reappoint. This will be stated in the terms of reference and code of conduct for Partnership members.</p> <p>Attendance and social media use to also be included in these documents.</p>	<p>be included in terms of reference and code of conduct documents.</p>		
	6.8	<p>Appointment of Interim Chair</p> <p>JC left the meeting to allow discussion. Members agreed to the appointment of an interim chair to help establish the Community Partnership and provide consistency. MH proposed JC as interim chair and CL seconded the proposal. Members agreed to invite JC for interview.</p> <p>Members agreed to ask VM to be an independent rep on the interview panel.</p> <p>JC re-joined the meeting and was informed of the decision made by members.</p>	<p>JC to be interviewed by panel for position of interim chair.</p> <p>VM to be asked to sit on interview panel.</p>	<p>WG</p> <p>KA</p>	
	6.9	<p>All CP membership recruitment materials are drafted and awaiting Working Group approval.</p>	<p>Members to feedback their comments to Grants Manager on CIF Principles of Operation</p>	<p>WG</p>	



		Members discussed where their input was required on key documents.	and Terms of Reference. Draft CP Operating Model brought to next meeting. CP Agreement 2 nd draft to be circulated.	KA KA	
7	Agree CP launch date and future meeting timetable	CR informed members that next parish council meeting is 19 th May. Members proposed a soft launch to ease into the next stage and allow information to be taken to briefings with Cllrs and Parish chairs. Members agreed to launch when ready rather than to a set timetable in order to provide flexibility to the process.	WG to work closely with council comms teams to plan launch.	KA/CT/ AW	
8	Looking Ahead to next Working Group meeting – key milestones in the next 4 and 8 weeks and requirements of WG members.	Members discussed the work being carried out prior to the launch of Community Partnership and activity planned for the first 6 months. Summary report of programme of engagement events to be produced. Members acknowledged that meetings may not be monthly.	Summary report to be shared with members. Circulate dates for next two meetings.	KA KA	



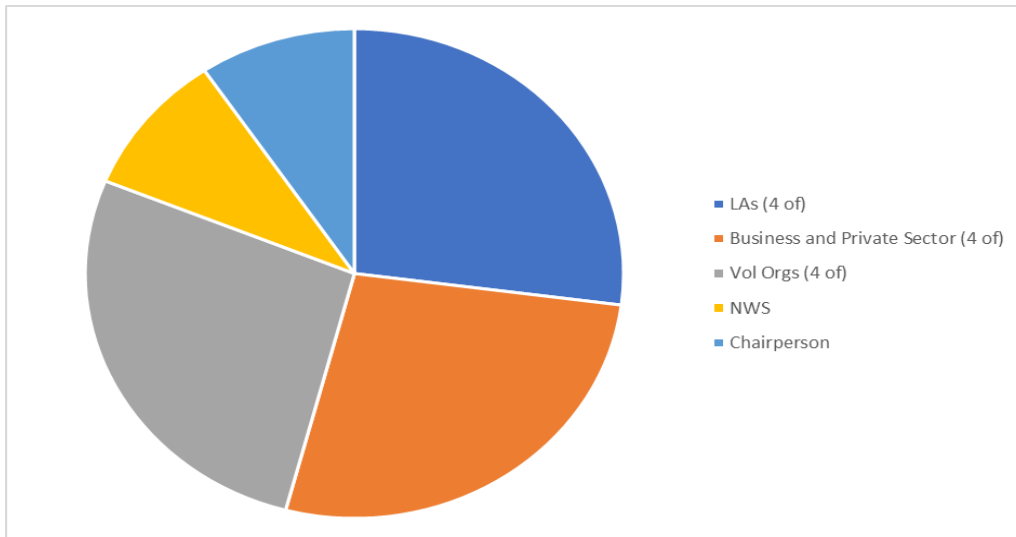
9	AOB	<p>MH discussed visit to Dungeness and MH expressed an interest in meeting with local council.</p> <p>Members noted that local communities around Theddlethorpe are forming resident's associations.</p> <p>A meeting with a GOTEC representative was proposed to discuss the survey they are undertaking.</p>	<p>Explore option of meeting local council.</p> <p>Meeting to be set up with GOTEC.</p>	<p>CT</p> <p>KA/JC</p>	
10	Date of next meeting	KA suggested that meetings could be set roughly every 6 weeks rather than monthly.	Next meeting date to be confirmed – avoiding the Easter holiday period.	KA	

Community Partnership Structure for a potential Community Partnership

In the TWG meeting of 29.03.22, members agreed a model for a potential Community Partnership that supports a balance of views where no ‘one voice is louder than another’.

Members agreed that the details about this model should be published on the TWG website with any comments to be fed back to members at the next TWG meeting, ahead of the proposal’s final approval (*TWG Minutes 29.03.22, Item 6 (as above)*).

The model adopted by TWG members is:



This model of Community Partnership, if the TCP had 14 members (where the Chairperson has the casting vote) would mean that the structure of a potential Community Partnership would be:

Organisation type	Number of Organisations
rPLA or Local Authorities + Parish Councils	4
Business and Private Sector	4
Voluntary organisations	4
Nuclear Waste Services	1
Chairperson	1

Please note:

- In line with the Working With Communities Policy (WWCP), a Community Partnership has to include a chairperson, relevant principal local authority, NWS and community members
- The WWCP recommends that a Community Partnership has between 12 – 15 members.