

<b>MEETING MINUTES</b>	
<b>Meeting Name</b>	Theddlethorpe GDF Working Group - Meeting 5
<b>Meeting Time</b>	11.00-13.00
<b>Meeting Date</b>	10 May 22
<b>Type of Meeting</b>	Virtual/ Conference
<b>Location</b>	MS Teams
<b>ATTENDEES</b>	
<b>Independent Chair</b>	Jon Collins (JC)
<b>Independent Facilitator</b>	Victoria McCusker (VM)
<b>Lincolnshire County Council</b>	Cllr Martin Hill (MH), Leader Andy Gutherson (AG), Executive Director of Place
<b>East Lindsey District Council</b>	Cllr Craig Leyland (CL), Leader Michelle Sacks (MS), East Lindsey Deputy Chief Executive (Growth)
<b>Theddlethorpe All Saints St Helen's Parish Council</b>	Mr Carl Richardson (CR), Chair (Apologies)
<b>NWS</b>	Kate Atha (KA), Community Engagement Manager Kieran Somers (KS), Site Evaluation Manager Michelle Bailes (MB), Secretariat Victoria Mana (VMA), Secretariat Craig Taylor (CT), Communications Manager Anneline Wilson (AW), Lincolnshire Communications Lead Laura Stones (LS), Grants Manager
<b>Independent Evaluation</b>	Annie Milburn (AM), Traverse
<b>Pre-Circulation Papers</b>	Communications, Engagement and Community Feedback Report

Item	Discussion	Notes	Actions	Lead	Target Completion Date
1	Introductions	All attendees introduced themselves		Chair/K A	Completed
2	2.1 Conflict of Interest Declarations	None Declared		Chair/K A	Completed
3	3.1 LCC, ELDC & TPC opening remarks	There were no opening remarks		LCC, ELDC & TPC	Completed
4	Workstream 1: Engagement and Comms update	Working towards launch of Community Partnership (CP). Lots of comms material being compiled for launch week – new website in production, event planning, newsletters  Harbour Energy have plans for the Theddlethorpe site	Meeting with comms team needed to gain clarity of their proposals	AW  KA	27 June 22  End of June 22
	4.2 Comms and Engagement Report	Positive comments about this report noted. Thanks to Sharon Darley for producing a very accessible report		KA	Completed
	4.3 CP launch plan and role of TWG members	Proposed launch date of potential CP could be 27 June – week of events to be planned. Branded bus to tour locally, for example. MH confirmed his availability for the morning of 27 June  Discussion around signing of CP agreement and organisation of photography for this	LCC and ELDC to confirm their availability to AW for 27 June and to dovetail timings	AW	End of May 22

Item	Discussion	Notes	Actions	Lead	Target Completion Date
5	Workstream 2: Search Area Site Evaluation Update	<p>KS provided outline of continued plan for site evaluation. Upcoming meetings with office for nuclear regulation, environment agency (re flood risks)</p> <p>Transport option studies - Network Rail study underway. Data gathering on marine and road options to continue</p>		<p>KS</p> <p>KS</p>	Aug/Sep 22
		AG observed that there must be alignment with LCC regarding feedback for the programme of works, especially regarding transport provision	KS to develop initial programme		10 June 22
6	6.1 Workstream 3: Preparing for CP - update	Discussion completed about the role of interim chair. Agreed that JC will take up role whilst permanent chair appointed	Approved	KA	Completed
	6.2	Decision to adopt recommendations for CP structure and membership recruitment, as discussed at previous meetings and in light of comments received / feedback confirmed	Decision to adopt recommendations for CP structure and membership approved with noted amends	KA	Completed
	6.3	CPA documents to be finalised and shared	Group members to approve documents upon receipt	KA	31 May 22

Item	Discussion	Notes	Actions	Lead	Target Completion Date
		Recruitment pack for CP applications to be sent out to WG members. Provisional dates for possible interviews to be identified	Panel members to be contacted about interview dates	KA	Ongoing
	6.4	Programme of Activity update – a proposed schedule of work for the first six months of the CP being developed	NWS to share a summary of objectives and final reports with TWG members prior to WG meeting 6  Termination of the WG will need to be agreed by TWG members	KA  KA	10 June 22  10 June 22
	6.5	CIF ToR and Community Investment Panel discussion - several issues and concerns were raised which require further debate	A workshop to be arranged with the funding team to provide opportunity for greater discussion – update by next meeting. Dates to be identified	LS	10 June 22
	6.6	CP formation – next steps  Key focus is the agreement on the final tasks for the CP formation and launch (to include completion of WG objectives and how to action the signing of the CP). It was discussed whether the CP agreement will need signing prior to 27 June or on 27 June as the official launch date	KA to discuss with TWG members	KA	By 10 June 22

<b>Item</b>	<b>Discussion</b>	<b>Notes</b>	<b>Actions</b>	<b>Lead</b>	<b>Target Completion Date</b>
	6.7	KA requested that all key milestones and requirements for launch need to be well understood by WG. All agreed	KA to compile a document that sets out key activities to clarify timescales and required documentation	KA	10 June 22
<b>7</b>	AOB	AG mentioned that Nuleaf have written to Business Energy and Infrastructure regarding their intended priorities for the site	For members to note	All	
<b>8</b>	Date of next meeting	10 June 22 15.00 – 17.00			

	<b>Feedback</b>	<b>Suggested TWG Response</b>	<b>Suggested Action</b>
<b>1</b>	Community Partnership (CP) membership is too restrictive in terms of number and type	Guidance states that CP should have 12 -15 members  The sector fora that this model suggests will open up involvement to a wider group of people and organisations	Sector fora to be adopted
<b>2</b>	The selection panel needs someone with local knowledge and who understands the local residents of the Search Area	We agree, although the WG notes that some objectivity needed	TWG will try and identify someone local and independent to undertake this role
<b>3</b>	The CP needs truly local people	We agree. The definition we will apply is that potential members must currently live or work in the Search Area and have done so continuously for a period of at least 12 months	Our live or work definition supports this
<b>4</b>	No business and private sector and voluntary organisation cohorts of the CP will contain one or more Cllr members	We think it should be more stringent than this with no Cllrs sitting in the other sectors of the CP	Selection criteria will be amended
<b>5</b>	No business and private sector and voluntary organisations cohorts of the CP will contain one or more members that are related to Cllr members	We think that a definition (for example married to, or a child of, a council member) will be helpful in supporting this and that applicants to the CP must make a declaration	Adopt into recruitment process with further expansion  KA to develop this further
<b>6</b>	All members must live and work in the Search Area	No, we don't agree that members must live and work in the Search Area: we think it's fair and reasonable that potential members can live <b>or</b> work in the Search Area according to our definition	None required
<b>7</b>	The Community Partnership is not impartial	The Working Group is setting up a CP in accordance with policy	None required
<b>8</b>	GDF team involved in selecting CP members	The selection of CP members follows policy as set out in the Working with Communities document	None required

9	Ward Cllrs should be the representatives for LCC and EDLC	It is for LCC and ELDC to decide for themselves who will be their representative on the CP. This can be any councillor as both authorities provide services to the search area and all councillors can scrutinise and vote on any issue relevant to the area. It is therefore for the councillors on those councils to decide whether or not that representative should be the local councillor	None required
10	All members must work or live within the Search Area	Agree, subject to our live or work definition	None required
11	Representatives of any business or voluntary organisation active within the Search Area must live and work within the Search Area	Don't agree. Our live or work definition does not allow for this	None required
12	No person or organisation who are members of the CP can directly or indirectly be in receipt of any grant or money arising from the set up or the running of the CP	We don't think this is workable. All CP members however will be required to declare any such interests and to absent themselves from any decision where they have an interest. This is similar approach to that taken by local authorities and is detailed in the Community Partnership Agreement that all CP members have to sign upon joining the community partnership	None required
13	Clear rules need to be in place about how members of the CP who represent a broader constituency (i.e. Parish Councils) act on their behalf	Everyone is appointed as an individual to the CP and expected to take due regard of the views and opinions of local people, organisations and businesses	None required
14	Any vote or decision made by the CP should be made public, with the result and the position taken by each member also being made public	It is anticipated that decisions will be based on consensus and not a vote and where a vote is required, it is reasonable that a summary of the decision (for and against) is recorded subject to policy and legislation. We will not be recording the decision of each member	Summary decisions to be recorded

15	A full agenda for the CP meeting should be publicised in advance	Agreed	Agendas to be published 7 days in advance of the meeting
16	There should be a full set of detailed minutes produced for each meeting	Agreed	Action minutes will be recorded
17	Use Community Investment Funding (CIF) to run an election for the CP	<p>According to the policy this is what the CIF can be spent on:</p> <p><b>6.70. The funding can be used to pay for projects, schemes or initiatives that:</b></p> <ul style="list-style-type: none"> <li>• <b>Improve community well-being, for example improvements to community facilities, enhancement of the quality of life or health and well-being of the community;</b></li> <li>• <b>Enhance the natural and built environment including cultural and natural heritage, especially where economic benefits, for example through tourism, can be demonstrated; or</b></li> <li>• <b>Provide economic development opportunities, for example employment opportunities, job creation, skills development, education or training, promotion of local enterprise, long-term economic development or economic diversification</b></li> </ul>	None required, but note that CIP cannot be used for the purpose of running elections for positions on the CP