

MEETING MINUTES	
Meeting Name	Theddlethorpe GDF Working Group - Meeting 6
Meeting Time	15.00-17.00
Meeting Date	10.06.22
Type of Meeting	Virtual/ Conference
Location	MS Teams
ATTENDEES	
Independent Chair	Jon Collins (JC)
Independent Facilitator	Victoria McCusker (VM)
Lincolnshire County Council	Cllr Martin Hill (MH), Leader Andy Gutherson (AG), Executive Director of Place
East Lindsey District Council	Cllr Craig Leyland (CL), Leader Michelle Sacks (MS), East Lindsey Deputy Chief Executive (Growth)
Theddlethorpe All Saints St Helen's Parish Council	Mr Carl Richardson (CR), Chair
NWS	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 (apologies) Anneline Wilson (AW), Lincolnshire Communications Lead Laura Stones (LS), Grants Manager (apologies)
Independent Evaluation	Annie Milburn (AM), Traverse (apologies)
Pre-Circulation Papers	Handover Pack Documents for potential transition from Working Group to Community Partnership

Item	Discussion	Notes	Actions	Lead	Target Completion Date
1	Introductions	All attendees introduced themselves		Chair/KA	Completed
2	2.1 Conflict of Interest Declarations	None Declared		Chair/KA	Completed
3	3.1 LCC, ELDC & TPC opening remarks	There were no opening remarks		LCC, ELDC & TPC	Completed
4	Reflections on visit to Dungeness	Overall opinion was that the visit was very interesting and informative. Provided helpful insight into workings of this environment	It was suggested that a report should be written about the visit and for it to be mentioned in the quarterly newsletter	Chair	
5.1	5.1 Workstream 1: Comms and Engagement updates	<p>Comms and engagement plan being continually developed</p> <p>Social media strategy to provide a customer service function opening up a new way for public engagement being investigated</p> <p>Content of draft CP site – reviewing and creating content</p>	Continuous development of plans with focus on potential launch of the CP, w/c 27 th June. Also scoping for the next six months	AW	

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5.2	Workstream 2: Site Evaluation Update	<p>Search area documents now published on the website</p> <p>Preparation of documents in support of demonstration of achievement of WG objectives underway</p> <p>Consideration of interdependencies with other potential occupants of site needs to be developed. Noted that there is need for clarity from BEIS re: priorities wrt GDF, CCUS, Hydrogen etc</p>	<p>KA/KS to plan for work at a potential CP stage to explain GDF position in context of other potential uses of Theddlethorpe site</p>	KS	30/09/22
5.3	5.3 Workstream 3: Preparing for CP	<p>Handover pack compiled and distributed</p> <p>Summary of WG objectives report being finalized CPA almost complete</p> <p>Onboarding programme for new members being finalised</p> <p>Planning for CIF funding workshop ongoing</p>	<p>KA to follow this up w/c 13/06/2022</p>	<p>KA</p> <p>KA</p>	<p>Completed</p> <p>Completed</p>

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6	Completion of TWG Objectives				
	Objective 1: Begin the Conversation	Objective summary report shows that during Working Group work to begin on the conversation and the initial gathering of feedback from the community have both been extensively undertaken. Recommendation: that Objective 1 has been met	All agreed that Objective 1 had been achieved and therefore the recommendation was accepted	Chair	Completed
	Objective 2: Identify a Search area	Objective summary report shows that during Working Group identification of a search area was achieved. Recommendation: that Objective 2 has been met	All agreed that Objective 2 had been achieved and therefore the recommendation was accepted.	Chair	Completed
	Objective 3: Prepare for Community Partnership	Objective summary report shows that during Working Group work to prepare for a Community Partnership was completed. Recommendation: that Objective 3 has been met	All agreed that Objective 3 had been achieved and therefore the recommendation was accepted	Chair	Completed

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	6.1 Handover Pack	<p>This contains many informative documents eg, the runway which is an evolving document and further input welcomed</p> <p>Underpinning the plans is a detailed PoA</p> <p>Overall consensus is that the handover pack is satisfactory, but can be developed further</p>	<p>KA to review the pack with CR and AG during early stages of potential CP</p>	<p>KA</p> <p>KA</p>	Ongoing
7	CIF – Update on Plan for CIF	Work continues behind the scenes for the CIF plan	Workshop scheduled for WG members	KA/LS	Summer 2022
8	Termination of WG and launch of CP	<p>It was discussed / acknowledged that the process is important because a defined process is needed for the transition from WG to CP</p> <p>Suggested process: WG will terminate with signing of CPA agreement by CP members agreed as required for launch</p> <p>Recommendation to TWG is that this process is adopted</p>	<p>TWG members approved recommendation: WG will terminate with signing of CPA agreements by CP members as required for launch</p>	Chair / KA	

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		<p>Discussion around initial membership</p> <p>Credibility needed in early stages to give confidence to the communities</p>	<p>Members agreed requirements of a CP launch: 1 RPLA 1 NWS Interim Chair 1 Community member</p> <p>Agreed that initial recruitment will follow a stepped approach so TWG can be satisfied that process is considered. KA to regularly update members on progress and next steps</p>	Chair	
9	CP Launch Plan, including comms plan	<p>Based on the decision in the meeting, a press release will go out on 14/06/22 announcing the decision to form a CP</p> <p>20/06/22 – e-newsletter to be published carrying bus tour dates, FAQs, etc</p> <p>Leaflet drops, flyers and posters to be distributed</p> <p>27/06/22 – week of bus tour across the search area</p>		AW	

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		<p>Collection of community voices in 'vox pops'</p> <p>Subject to successful recruitment of initial CP members, launch date w/c 27/06/22 JC and KA to be available for media interviews from 28/06/22</p>			
10	CP Meeting Planning – frequency and early priorities		<p>KS to distribute presentation slides to WG members</p> <p>KA to distribute a note of immediate plans, further to JC's approval</p>	<p>KS</p> <p>KS</p>	<p>30/06/22</p> <p>Completed</p>
11	AOB	None noted			