

<u>MEETING MINUTES</u>	
Meeting Name	Theddlethorpe GDF Community Partnership (CP) – Meeting 3
Meeting Date	16 February 2023
Meeting Time	13:30 – 16:00
Type of Meeting	In Person / Virtual
Location	Coastal Centre, Victoria Road, Mablethorpe, Lincolnshire, LN12 2AQ
<u>ATTENDEES</u>	
Independent Interim Chair	Jon Collins (JC)
Community Partnership	
Nuclear Waste Services (NWS) Representative	Duncan Flint (DF), Interim Community Engagement Manager
Council Representatives	Cllr Martin Hill (MH), Leader - Lincolnshire County Council Cllr Craig Leyland (CL), Leader - East Lindsey District Council Cllr Daniel Richardson (DR), Town Council Representative – Mablethorpe & Sutton
Voluntary Sector Representatives	Tammy Smalley (TS), Head of Conservation – Lincolnshire Wildlife Trust Rob Druce (RD), Station Manager - Mablethorpe Coast Watch David Fannin (DAFA), CEO – Lincolnshire Community & Voluntary Service (LCVS) Ken Smith (KS), Chair – Guardians of the East Coast (GOTEC)
Business Sector Representatives	Gareth Rowland (GR), Director - Holivans Caravans Ltd Carl Richardson (CR), Director – Dunes Family Entertainment Centre Ltd; Managing Director – Dunes Food Events Company Ltd
Observers	Andy Gutherson (AG), Executive Director of Place – Lincolnshire County Council Michelle Sacks (MS), Deputy Chief Executive (Growth) - East Lindsey District Council
Nuclear Waste Services	Sam King (SK), Head of Community Engagement and Site Evaluation Anneline Wilson (AW), Communications Lead Mike Brophy (MJB), Head of Social Impact Victoria Mana (VM), Secretariat

<u>APOLOGIES</u>	
Community Partnership Member, Council Representative	Cllr Simon Acklam (SA), Parish Council Representative, Withern & Theddlethorpe
Please note that quorum achieved for this meeting as ten of the eleven members were present	

<u>AGENDA</u>					
Item	Discussion	Notes	Actions	Lead	Target Completion Date
1	Introductions, apologies and opening remarks	All attendees introduced themselves and apologies given		Chair	Completed
2	Approval of minutes from previous meeting	Observation made that minutes from the previous meeting did not capture all the required information	Additional information now included in the previous meeting minutes. Revised minutes issued to all CP Members	VM	23 March
		Matter arising – Member requested an update re status of offshore oil and gas licence applications for the Theddlethorpe site	Update to be provided at the next meeting	DF	23 March
		Visioning / Consultation – in line with other CPs, NWS has offered Visioning consultation interviews for CP Members ahead of CP starting their Visioning work	Secretariat to email CP Members to invite participation	VM	3 March
			Members interested in participating to respond to the Secretariat by 13 March	CP Members	13 March

		Discussion about content of minutes	Chair suggested to CP that meeting minutes should be written as 'action' minutes from now on – CP agreed	Chair / VM	Ongoing
3	Declaration of Interests (DoI) and Conflict of Interests (CoI)	Paper on CoI presented to CP Members outlining the difference between DoI and CoI	<p>NWS agreed to adopt the Nolan principles and for Members to use their own discretion around matters relating to raising a CoI</p> <p>Members to declare any CoI at the earliest opportunity to the Chair either via email or at the next CP meeting</p> <p>Chair to confirm whether we wish to uptake an offer from MS to provide CP Members with a presentation on dealing with CoI based on the the Council's approach to dealing with CoI</p>	<p>All</p> <p>All</p> <p>Chair</p>	<p>Ongoing</p> <p>Ongoing</p> <p>23 March</p>
4	<p>CIF Decisions</p> <p><u>Recommendation 1</u> Distribution Strategy</p>	<p>Paper distributed based on decisions made at the meeting on 19 January</p> <p>Decisions made as follows -</p> <p>– to adopt local criteria (in addition to the national criteria laid down in the Working with Communities policy) to enable the distribution of CIF to improve the quality of people's lives</p>	<p>Summarise the agreed principles and present paper on local criteria and CIF operational recommendations for the CP to confirm / decide at the March meeting</p>	Chair / DF	23 March



		<p>within the Search Area</p> <ul style="list-style-type: none">- for projects requiring significant funding (ie, over £50k) give preference to applications that can demonstrate matched funding in cash or kind- most of the CIF annual fund will be used to support families / individuals / households and the remainder will be used to support community projects (ie, there will be two pots of CIF)- allocation of CIF within these two pots will be flexible to enable as much spend as possible within each CIF year- for practical reasons, allow the adoption of different CIF local criteria and CIP model for CIF Year 1 and CIF Year 2 and subsequent CIF years- multi-year applications will be considered			
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	<p><u>Recommendation 2</u> CIF Year</p>	<p>Decisions made as follows –</p> <p>- CP agreed a CIF Year to start (ie, ability to draw on funds and to consider CIF applications) from immediately after the CP was formed, ie, from the beginning of July 2022.</p> <p>CIF Year 1: 1st July 2022 to 30th June 2023</p> <p>CIF Year 2: 1st July 2023 to 30th June 2024</p>	<p>Determine if we can identify big ticket CIF deliverables enabling us to deliver substantial CIF funding prior to June 2023</p>	<p>MB / Chair / DF</p>	<p>23 March</p>
	<p><u>Recommendation 3</u> Community Investment Panel (CIP)</p>	<p>CP discussed the following key items -</p> <ul style="list-style-type: none"> • CIP Membership • CIP Chair • CIP Nominations (internal) • CIP Recruitment (external) <p>Decisions made as follows –</p> <p>- to have a sub-set of CP Members on the CIP for CIF Year 1, sought be self-nomination</p> <p>- to have both CP Members and external non-CP Members (selected by open recruitment process / interview) on the CIP in CIF Year 2</p>	<p>Write the online recruitment text for external CIP Membership in preparation for posting on CP website</p> <p>CP Members wishing to nominate themselves to be a CIP member should write to the Chair</p>	<p>DF</p> <p>CP Members</p>	<p>23 March</p> <p>23 March</p>

		- utilise the existing CP Chair as the non-voting CIP Chair for a period of up to six months to allow time for the CIP to get up and running and to potentially appoint its own Chair from within the CP Membership			
	<u>Recommendation 4</u> Independent Socio-demographic Study	CP agreed to commission an independent study of the socio-demographics of the two Search Area wards to inform CP understanding of local need in relation to CIF	Write report scope Seek agreement to report scope Subject to CP agreement, procure study – to be led by NWS on behalf of the CP	Chair / DF Chair / CP Members MJB	23 March 23 March 18 May
5	Communications and Engagement Update	Discussion around NWS surveys previously carried out in the Search Area CP asked if it can have input to survey questions in the future CP requested notification ahead of surveys taking place	NWS to explain methodology and survey results to the CP NWS to advise CP NWS to advise CP	AW AW AW	23 March Ongoing Ongoing

6	Discussion 'reflecting on a range of views'	Discussion around accommodating alternative views within CP activities Discussion around clarification of role and position of the two rPLAs and NWS on the Partnership	Write proposals outlining how the CP can reflect alternative views both at CP events and within CP communications; these proposals should address how content should be verified DF / Chair seek input from LCC, ELDC to generate clarity on roles and positions	Chair / AW DF with input from LCC, ELDC and Chair	20 April 23 March
7	CP Meeting Arrangements	Request for calendar invitations to be sent out up to September	Send out calendar invitations	VM	23 March
8	AOB	Member requested greater advance notice of CP agenda items Member suggested it would be useful to have CP Member contact details so that Members can contact each other in between CP meetings	Chair agreed to circulate draft CP agendas covering the next three months Secretariat to email CP Members to ask if they would be happy to share their personal contact numbers	Chair / VM VM	Ongoing 23 March