

<u>MEETING MINUTES</u>	
Meeting Name	Theddlethorpe GDF Community Partnership (CP) – Meeting 4
Meeting Date	Thursday 23 rd March 2023
Meeting Time	13:00 – 15:30
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	<p>Cllr Martin Hill (MH), Leader - Lincolnshire County Council</p> <p>Cllr Simon Acklam (SA), Parish Council Representative - Withern & Theddlethorpe</p> <p>Cllr Daniel Richardson (DR), Town Council Representative – Mablethorpe & Sutton</p>
Voluntary Sector Representatives	<p>Tammy Smalley (TS), Head of Conservation – Lincolnshire Wildlife Trust</p> <p>Rob Druce (RD), Station Manager - Mablethorpe Coast Watch</p> <p>David Fannin (DAFA), CEO – Lincolnshire Community & Voluntary Service (LCVS)</p>
Business Sector Representatives	<p>Carl Richardson (CR), Director – Dunes Family Entertainment Centre Ltd; Managing Director – Dunes Food Events Company Ltd</p>
Observers	<p>Justin Brown (JB), Assistant Director for Growth - Lincolnshire County Council</p> <p>Michelle Sacks (MS), Deputy Chief Executive (Growth) - East Lindsey District Council</p>
Nuclear Waste Services	<p>Sam King (SK), Head of Community Engagement and Site Evaluation</p> <p>Jon Compton (JOCO), Incoming Community Engagement Manager</p> <p>Mike Brophy (MJB), Head of Social Impact</p> <p>Laura Stones (LS), Grant Manager</p> <p>Anneline Wilson (AW), Communications Lead</p> <p>Victoria Mana (VM), Secretariat</p>
<u>APOLOGIES</u>	
Council Representative	Cllr Craig Leyland (CL), Leader – East Lindsey District Council
Voluntary Sector Representative	Ken Smith (KS), Chair - Guardians of the East Coast (GOTEC)

Business Sector Representative	Gareth Rowland (GR), Director – Holivans Caravans Ltd
Observer	Andy Gutherson (AG), Executive Director of Place - Lincolnshire County Council
Please note that quorum achieved for this meeting as eight of the eleven members were present for the entire meeting	

<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
2.1	Approval of minutes from previous meeting	Matter arising – Visioning interviews Although previously agreed in Meeting 3 that minutes should be a record of decisions and actions rather than dialogue, there is concern that not all discussions are captured Minutes noted as being approved	NWS will contact those who have shown interest in participating in the Visioning interview For any concerns regarding what is recorded in the minutes, refer to the Secretariat by 5.00pm the day prior to the next meeting	MJB Chair Chair	20 th April Ongoing Completed
2.2	Declaration of Interests (any new / changes)	No new Declaration of Interests noted		Chair	Completed
3	CIF Operational Decisions	Paper was presented which reflected the discussion and decisions of the February meeting			

3.1	<p><u>General CIF:</u> Once CIF operational criteria are agreed, commission an independent study of the socio-demographics of the Search Area to inform CP understanding of local need in relation to CIF</p>		All agreed – Study to be led by NWS on behalf of the CP	MJB	18 th May
3.2	<p><u>CIF Year:</u> Year 1 = 1st July 2022 to 30th June 2023 Year 2 = 1st July 2023 to 30th June 2024</p>		All agreed that CIF Year 1 could start at a later date if necessary to accommodate as much CIF distribution as possible in Year 1. Review the CIF Year 1 start date at the April CP meeting	All	20 th April
3.3	<p><u>CIF local criteria:</u></p> <ul style="list-style-type: none"> • Adopt local criteria (in line with, and additional to, the national criteria laid down in the WWC policy) to enable the distribution of CIF to improve the quality of people’s lives within the Search Area 	<p>Local Criteria as follows:</p> <ul style="list-style-type: none"> • For applications requiring funding over £50k, give <u>preference</u> to those applications that can demonstrate matched funding in cash or kind • Most of the CIF annual fund will be used to support families / individuals / households • Create a small grants allocation fund of £100,000 – to be used to support CIF applications of under £10k to streamline 	<p>All agreed - Recommendation to retain the word ‘preference’ as it is not a limiting factor in this context</p> <p>All agreed – and noted that the funds can be used directly or indirectly</p> <p>All agreed – and noted that all grants go through the same process, albeit with anything</p>		

		<p>the process for applications of this value</p> <ul style="list-style-type: none"> • Allocation of the CIF between the small grant allocation fund and the large grant allocation fund will be flexible to enable as much spend as possible within CIF Year 1 • Multi-year CIF applications will be considered 	<p>under £10k the process is simpler</p> <p>All agreed</p> <p>All agreed</p>		
3.4	<u>Community Investment Panel (CIP)</u>	<p>Decision taken at the February meeting to form the CIP using a subset of the CP (via self-nomination), and several members put themselves forward</p> <p>At this meeting, concern expressed about timescales of forming the CIP. The need to progress the current expressions of interest and applications acknowledged. All Members agreed that it is a priority to move on and to spend the money</p> <p>Clr Hill proposed that the entire CP should form the CIP panel for CIF Year 1. Clr Acklam seconded this proposal. All agreed. Noted that the Chair highlighted that the views in this meeting re the formation of the CIP are different from</p>	<p>All CP to act as the CIP for CIF Year 1 (currently 1st July 2022 – 30th June 2023, but this to be adjusted if necessary) – discuss CIP on April CP agenda, look to agree date and time for first CIP meeting</p>	CP	Ongoing

	<p>decisions made in the February meeting</p> <p>For CIF Year 2, agreement that the CIP to comprise of 3 internal (CP) Members and 3 externals. CP to assess the criteria for external applicants</p> <p>Discussion around the process, associated documents and the criteria to abide by if a Member has a Conflict of Interest</p> <p>Discussion around the training usually provided for CIP Members. However, this is not mandatory</p> <p>Decision made that all proposals will be considered by the CIP</p> <p>Higher value applications can be brought to the CIP for discussion, whilst applications of under £5k will undergo a less stringent process</p>	<p>Establish timing and process for recruitment of internal nominees and external applicants</p> <p>Terms of Reference and Principles of Operation to be adapted with consideration to the local criteria and then to be circulated as soon as possible</p> <p>All Members who would like training to notify the Secretariat</p> <p>All existing pre-applicants now to be invited to submit a full application, and all applications will be considered by the CIP in CIF Year 1</p> <p>Grants team will pre-assess all applications and will distribute these to the Panel</p> <p>CIF meeting to be held on 20th April - decisions can be made in this meeting, but announcements are not to be made until after the local</p>	<p>JOCO / AW</p> <p>MJB</p> <p>MJB / VM</p> <p>MJB / LS</p> <p>LS</p> <p>All</p>	<p>8 weeks ahead of CIF Year 2</p> <p>14th April</p> <p>14th April</p> <p>14th April</p> <p>14th April</p> <p>20th April</p>
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			<p>elections in May.</p> <p>Agreed that quorum will be 1/3rd of the CIP</p> <p>Legal advice needed for clarity around the April meeting as this takes place during purdah</p>	Chair / MJB / DF	31 st March
4	Accommodating Alternative Views	Discussion around how to facilitate all range of opinions about the GDF to be expressed			
4.1	<u>Decision 1:</u> Allow GOTEC an editorial place in 'The Voice' quarterly newsletter (up to a page per issue)	Discussions were held and various views expressed	<p>Various views (besides those of GOTEC) should be accommodated, otherwise this leads to an assumption that 'The Voice' is pro-GDF</p> <p>Request to look at rebranding and relaunching the CP, and this includes the rebranding of all communication channels to reflect that they are the output of the CP</p> <p>Decision 1 was amended as follows – 'Allow GOTEC <u>and other local organisations</u> an editorial place in 'The Voice' quarterly newsletter (up to a page per issue)</p>	<p>CP</p> <p>CP</p> <p>CP</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

4.2	<p><u>Decision 2:</u> Allow GOTEC a presence / space at CP community events (eg, exhibitions, drop-ins)</p>	Discussions were held and various views expressed	Decision 2 was amended as follows – ‘Allow GOTEC and <u>other local organisations</u> a presence / space at CP community events (eg, exhibitions, drop-ins)’	JOCO	Ongoing
4.3	<p><u>Decision 3:</u> Consider using an independent arbiter to review the content of ‘The Voice’, recognising that this arbitrator needs to be both independent of the CP and NWS, and to have a level of expertise / knowledge to be able to authoritatively comment on content</p> <p>Recommendation – to consider CRWM (Committee on Radioactive Waste Management) as the independent arbiter</p>	Discussions were held and various views expressed			
		A vote was taken for Decision 3 – Outcome was 4 in favour, 3 against	CoRWM to be invited to be an independent arbiter for all content of ‘The Voice’	Chair / JOCO	Ongoing
5	Engagement / Recommended Approach	Presentation given showing the level of engagement carried out so far. The next steps need to be considered and directed by the CP	Provide a detailed engagement plan for the next three months and a further overall plan for the following nine months for the CP to analyse Also provide a GDF and site evaluation overarching programme along	JOCO	18 th May

		The CP need to identify what they would like to do and then NWS can help	with a timeline for GDF activity Bring an engagement plan to each meeting for discussion based on the framework, but also keep it open and agile	JOCO / CP	Ongoing
		At 15:05 hours, Gareth Rowland joined the meeting online			
6	Consideration of future open meetings	It was discussed that consideration should be given to the live streaming of CP meetings, or that another mechanism be put in place which could facilitate the attendance of the general public. The view is that this would help the profile of the CP	Prepare a specific proposal for the next meeting	JOCO	18th May
7	Communications and Engagement Update	Communities outside the Search Area have requested that they be included in more engagement events and they would also like to receive a copy of 'The Voice'	Organise events for neighbouring wards and distribute 'The Voice' to these communities as well	AW	Ongoing
8	AOB				
8.1	Contact details of CP Members	Most Members have supplied these, but still awaiting final few	These to be distributed via email to all Members	VM	7 th April
8.2	Update on oil and gas exploration licences	Members to be kept informed of updates when they are available	Current position to be provided	AP / JOCO	Ongoing

8.3	Forward Agendas	Request that a project plan in relation to siting work be included in future agendas	Discuss in April meeting	JOCO	20 th April
8.4		<p>A Member requested that the website should reference that all CP Members either live or work in the Search Area. It has been said that the CP are all 'outsiders', and it is important to build trust and to improve the optics</p> <p>A further point made was about the 'Right of Withdrawal'. The video on the website is seen to be confusing as it says that the community can pull out of the process before the public vote. Clarification needed to handle this mechanism</p>	<p>Update the website with this information</p> <p>This to be included in a future meeting</p>	<p>AW</p> <p>Chair / VM</p>	<p>Ongoing</p> <p>Ongoing</p>
8.5		A Member requested that either the audio - visual technology is improved at the Coastal Centre or that an alternative venue is found for the CP meetings. There are issues with those attending remotely being able to hear what is being said (and vice versa) in the meeting	Consideration of alternative venues / improved audio-visual technology	JOCO	20 th April