

MEETING MINUTES

Meeting Title	Theddlethorpe GDF Community Partnership Meeting 9		
Date	Thursday 21 st September 2023		
Time	From:	14:00	To: 16:30
Location	Coastal Centre, Victoria Road, Mablethorpe, Lincolnshire, LN12 2AQ		
Chair	Jon Collins (Chair)		
Note taker	Victoria Mana (VM)		
Meeting Attendees –			
Community Partnership (CP) Members			
Sector	Name	Organisation	Role
Nuclear Waste Services	Sarah Fletcher (SF)	Nuclear Waste Services (NWS)	Interim Community Engagement Manager
Council	Cllr Craig Leyland (CL)	East Lindsey District Council	Leader
Council	Cllr Simon Acklam (SA)	Theddlethorpe & Withern Parish Council	Parish Council Representative
Voluntary	Tammy Smalley (TS)	Lincolnshire Wildlife Trust	Head of Conservation
Voluntary	Ken Smith (KS)	Guardians of the East Coast	Chair
Business	Gareth Rowland (GR)	Holivans Ltd	Director
Business	Carl Richardson (CR)	Dunes Family Entertainment Centre Ltd Dunes Food Events Company Ltd	Director Managing Director
Business	Helen Fisher (HF)	We Are Carbon	Proprietor
Meeting Observer			
	Andy Gutherson (AG)	Lincolnshire County Council	Executive Director of Place
Other Attendees			
	Anneline Wilson (AW)*	Nuclear Waste Services	Communications Lead
	Mike Brophy (MJB)*	Nuclear Waste Services	Head of Social Impact
	Amy Shelton (AS)*	Nuclear Waste Services	Principal Site Evaluation Manager
	Dan Rigg*	Nuclear Waste Services	Site Evaluation Manager
	Paul Noon (PN)	Nuclear Waste Services	Community Engagement Worker
Apologies			
Council Representatives	Cllr Martin Hill (MH) Cllr Claire Arnold (CA)	Lincolnshire County Council Mablethorpe & Sutton Town Council	Leader Town Council Representative
Voluntary Sector	Rob Druce (RD) David Fannin (DF)	Mablethorpe Coastwatch Lincolnshire Community & Voluntary Service	Station Manager CEO
Observer	Mike Gildersleeves (MG)	East Lindsey District Council	Assistant Director – Planning & Strategic Infrastructure
	Chris Keenan	Nuclear Waste Services	Acting Head of Siting Operations
	Nicola Kirkby (NK)	Nuclear Waste Services	Operations Manager
Notes	*Attended Meeting Online		

Agenda

Item	Description
1	Introductions, apologies and opening remarks
2	Review of outstanding actions from previous meeting Declaration of Interests (any new / changes)
3	Communications update
4	Engagement update
5	CIF update
6	Site Evaluation update
7	Deputising for CP Members
8	Co-opted individuals on the CP
9	Feedback from Away Day
10	Site Visits
11	AOB

Notes

Item	Notes for the record	Raised by / lead
1	Introductions, apologies and opening remarks	Chair
1.1	<ul style="list-style-type: none"> • Introductions made • Apologies noted 	
2	Review of outstanding actions from previous meeting	Chair
2.1	<ul style="list-style-type: none"> • Update provided on actions from previous meeting (please see notes below) 	
2.2	Declaration of Interests (any new / changes)	Chair
	<ul style="list-style-type: none"> • CR advised that he is no longer a member of the Connected Coast team 	
3	Communications Update	Anneline Wilson
3.1	<ul style="list-style-type: none"> • Overall update of recent activity • Discussion around the email address for the CP and how this can be progressed • Webform being created to enable members of the public to submit questions ahead of the November CP meeting. AW advised that other Partnerships allocate some time at the start of each meeting to look at these Public will be made aware of this facility via the website, social media, and 'The Voice', with a suggestion from the Chair that posters and leaflets also be produced • Website redevelopment being looked at by an agency, and AW again invited CP Members to offer their input to this • Next publication of The Voice has been slowed to facilitate input from the CP 	
4	Engagement Update	Sarah Fletcher
4.1	<ul style="list-style-type: none"> • Overall update of recent activity • HF noted that it would be valuable to understand the feedback from the public who attended the Big Picture events held in August • Doorstep engagement is the key activity at the moment – steady start, but valuable conversations taking place • Discussion around how to reach people not at home in the daytime – out of hours visits being considered • Holiday maker survey being prepared for mid-October, with another programme to be proposed for 2024 	

	<ul style="list-style-type: none"> Overall engagement plan look-ahead for 2024 / 2025 being prepared HF offered to attend the Coastal Centre alongside NWS Community Engagement Workers 	
5	CIF Update	Mike Brophy
5.1	<ul style="list-style-type: none"> Awards from CIF Year 1 are now in place and will feature in 'The Voice' Work progressing on the appointment of internal and external panel members Appointment of new Grants Manager now confirmed Acknowledgement of the need to progress Visioning 	
6	Site Evaluation Update	Amy Shelton / Dan Rigg
6.1	<ul style="list-style-type: none"> Confirmation that transport presentation to be delivered in November meeting Observation made that a review of site evaluation activities would be pertinent as the councils and other organisations may already have prepared reports, eg, re health baseline study, flood reports 	
7	Deputising for CP Members	Sarah Fletcher / Chair
7.1	<ul style="list-style-type: none"> Paper presented 	
8	Co-opted Individuals on the CP	Sarah Fletcher / Chair
8.1	<ul style="list-style-type: none"> Paper presented 	
9	Feedback from the Away Day	All
9.1	<ul style="list-style-type: none"> General view was that this was beneficial and that the facilitator was good. Clear map of decisions for next meeting 	
10	Site Visits	Chair
10.1	<ul style="list-style-type: none"> ANDRA visit being organised for early November with four CP Members attending Other sites in the UK being investigated 	
11	AOB	All
	<ul style="list-style-type: none"> TS advised that the Lincolnshire Coronation Coast National Nature Reserve has been formally launched 	

Decision Log

Meeting Date	Minutes Reference	Item	Date Due	Date Actioned	Status	Comments
21.09.23	7.1	Deputising for CP Members				
		Recommendations: 1. Only Authorised Representatives to be allowed to nominate a Deputy	21.09.23	21.09.23	Closed	CP Members agreed
		2. Deputies to be named in advance and to fulfil the same requirements as current	21.09.23	21.09.23	Closed	CP Members agreed

		<p>Partnership Members as set out in the Theddlethorpe Community Partnership Agreement</p> <p>Schedule 3 – Code of Conduct</p> <p>Schedule 4 – The seven principles of public life (Nolan principles)</p> <p>Schedule 5 – Declarations of Interest</p> <p>3. Partnership Members to discuss the circumstances and number of consecutive meetings a Deputy can deputise</p>	14.12.23		Open	CP Members agreed that this needs further consideration
21.09.23		<p>Co-opted individuals on the CP</p> <p>Recommendations:</p> <p>1. To pro-actively recruit two Co-opted Individuals into the CP, meeting specific criteria (as discussed in meeting)</p> <p>2. Co-option is for a maximum period of two years Text amended to – Co-option is for an initial period of two years</p> <p>3. Whether to change the CPA to allow Co-opted individuals a vote</p> <p>Fourth recommendation:</p> <p>4. Final decision on Co-opted individuals to be made by the CP post interview and prior to any offer of appointment being made</p>	21.09.23	21.09.23	Closed	CP Members agreed
		<p>2. Co-option is for a maximum period of two years Text amended to – Co-option is for an initial period of two years</p>	21.09.23	21.09.23	Closed	CP Members agreed
		<p>3. Whether to change the CPA to allow Co-opted individuals a vote</p>	14.12.23		Closed	CP Members agreed
		<p>4. Final decision on Co-opted individuals to be made by the CP post interview and prior to any offer of appointment being made</p>	21.09.23	21.09.23	Closed	CP Members agreed

Action Log

Meeting Date	Minutes Reference	Item	Date Due	Date Actioned	Status	Comments
18.05.23	5.1	Does Theddlethorpe Gas Terminal Site still have 'National Infrastructure Status'?	Ongoing		Open	Update from CK - Intelligence suggests that the site does not have this status, but still awaiting a response and CK continues to follow this up
18.05.23	5.1	NWS to invite Lincolnshire County Council to present a transport study at a future CP meeting	Ongoing		Open	NWS Siting team to ask LCC to do a presentation for CP Members LCC have been contacted, and ongoing
20.07.23	4.1	Consider the fundamentals of the National Policy Statement (NPS) and how this provides guidance in relation to planning permissions and environmental legislation	Spring 2024		Open	MO and RL to discuss and agree the approach to the training for this with JOCO Major Permissions are working on the best way to deliver this
20.07.23	5.1	Investigate the use of Mablethorpe Council Chamber for future CP meetings for when the public are invited to attend – aim to hold the first public meeting in January 2024	19.10.23		Open	VM has made enquiries re possible use of the Chamber – awaiting further update
20.07.23	5.1	Film the October meeting and upload onto the website	19.10.23		Open	AW to oversee Work in progress
20.07.23	9.1	Potential dates to be identified and locations to be confirmed for CP Members to visit sites of relevance and interest	19.10.23		Open	ANDRA site visit organisation underway for November 2023. For UK visits, approaches made to Sellafield, Hinkley Point C, HS2 – possibly early 2024
21.09.23	3.1	Investigate the possibility of procuring a domain and independent email address on behalf of the CP to facilitate a separate function, eg, purchase a gov.uk address which could be hosted by LCC / ELDC	Ongoing		Open	SF and NK to follow up. Liaise with AG re proposed gov.uk address Further clarity needed from the CP Members in terms of how many email addresses are required and how this would be managed and monitored

21.09.23	7.1	Deputising for CP Members - Consider the guidance for recommendation 3	14.12.23		Open	Chair to determine the guidance for this – in progress – changes being updated to the CPA by the NWS policy team
21.09.23	7.1	Update the CPA to reflect the decision by CP Members to allow Co-opted Individuals a vote	14.12.23		Open	SF to oversee – in progress – changes being updated to the CPA by the NWS policy team
18.05.23	3.1	NWS/Yonder to be invited to give a presentation at a future meeting	14.12.23	14.12.23	Closed	Report on local survey work planned for December meeting
18.05.23	3.1	CP Members to contribute towards content of The Voice publication after the June issue	21.09.23	21.09.23	Closed	For discussion in July meeting – rearrange for September CP Members to be invited to contribute to each edition
18.05.23	3.1	CP Members to contribute towards content of the E-newsletter and how to encourage local people to subscribe	21.09.23	21.09.23	Closed	For discussion in July meeting – rearrange for September Closed CP Members to be invited to contribute AW to liaise with DF and TS following their offers of support
18.05.23	5.1	NWS to liaise with ELDC re transport study updates	16.11.23	16.11.23	Closed	Report scheduled for November
15.06.23	3.1	CP Member requested a monthly update around the wider timelines of the siting process	Ongoing	21.09.23	Closed	Monthly updates around timescales to be provided from September 2023 Update to be provided in CP Meeting 9
15.06.23	3.1	Network Rail and flood reports to be shared with CP Members once released	16.11.23	16.11.23	Closed	Amy Shelton to share reports once available Reports scheduled for November
15.06.23	4.1	Skills and Workforce report to be shared with CP Members once released	Spring 2024	Spring 2024	Closed	Stephen Brown to share report once available Report scheduled for Spring 2024

15.06.23	6.1	Share proposed questions for the holiday maker survey with CP Members	19.10.23	19.10.23	Closed	<p>Questions to be shared at CP Meeting 8 – further work needed, (after discussions with GR), then questions to be distributed via email</p> <p>Holiday maker survey underway and will be completed by mid-October</p>
20.07.23	3.1	Alongside Nuleaf, consider other potential advisory bodies for the CP to liaise with, especially in relation to the Visioning process	21.09.23	21.09.23	Closed	<p>Chair to propose how Nuleaf can support the CP in the short-term</p>
				03.10.23	Closed	<p>Initial meeting (via Teams) scheduled for October</p>
				21.09.23	Closed	<p>CP Members to provide suggestions of any other organisations which we can work with – email to Victoria.mana@nda.gov.uk</p>
				09.10.23	Closed	<p>One suggestion made – Nuclear Waste Advisory Associates Initial meeting (via Teams) scheduled for October</p>
20.07.23	4.1	LCC and ELDC to each present to the CP about their role as an rPLA within this process	14.12.23	14.12.23	Closed	<p>LCC and ELDC to deliver this presentation in the December meeting</p>
20.07.23	5.1	Facilitate a method for inviting members of the public to submit questions in advance of the November meeting, eg, develop a ‘live questions’ board on the website and promote via social media	19.10.23	19.10.23	Closed	<p>AW to oversee</p> <p>Work in progress – a web form being designed allowing questions to be submitted via the website. These will go to the Contact Centre and then to the CP</p>
20.07.23	7.1	Amend the newly created CP email address	21.09.23		Closed	<p>AW with the support of Simon Hughes</p> <p>The CP can have an independent email address, eg, xxxx@theddlethorpeworkinginpartnership.org Procurement in progress</p> <p>Domain email addresses related to CIF, media and</p>

						the Contact Centre (for general enquiries) – these cannot be changed as they are administered by Nuclear Waste Services (see new action of 21.09.23)
20.07.23	7.1	CP Members to be asked for their ideas about website content and presentation	21.08.23	21.08.23	Closed	AW emailed CP Members on 21 st July, response requested by 21 st August No responses received
20.07.23	7.1	Request made for analysis of website views / data	Ongoing	21.09.23	Closed	AW to update CP Members monthly as a standard item
20.07.23	10.1	Paper to be written ahead of the next meeting to consider the process for recruiting CP co-optees	21.09.23	21.09.23	Closed	SF to oversee Paper to be presented in CP Meeting 9
20.07.23	10.1	Consider a process for how to approve deputies to stand in for CP Members at meetings (ref Schedule 2c, 3.3, p16 CPA)	21.09.23	21.09.23	Closed	SF to oversee Paper to be presented in CP Meeting 9
20.07.23	10.1	CP Away Day to be organised and date to be confirmed. This is to consider how the CP operates, its roles and responsibilities, aims and objectives	31.08.23	14.09.23	Closed	SF to oversee Away day arranged for 14.09.23
21.09.23	4.1	Provide feedback from the August 'Big Picture' Events	14.12.23	14.12.23	Closed	SF to follow up - presentation in December meeting
21.09.23	10.1	TS advised that she is able to attend the ANDRA visit in November 2023	22.09.23	22.09.23	Closed	VM contacted the team organising the trip to confirm attendance of TS
21.09.23	11.1	TS to share the published information about the Lincolnshire Coronation Coast National Nature Reserve	26.09.23	26.09.23	Closed	Summary map distributed to CP Members