

Working in Partnership Allerdale

Minutes of the 2nd meeting of the Allerdale Working Group

Held at MS Teams
On 24th February 2021
Commencing at 09:30 AM

PRESENT:

Jocelyn Manners-Armstrong	Independent Chair
Naomi Diamond	Independent Facilitator
Andy Ross	Genr8 North Ltd
Marion FitzGerald	Allerdale Borough Council, Executive Member
Eva Chua	RWM Community Engagement Manager
Matthew Pixton	RWM Siting Manager

IN ATTENDANCE:

Katy Arnott	RWM Community Coordinator
Mike Brophy	RWM Head of Community Engagement
Craig Taylor	RWM Senior Communications and Stakeholder Relations Advisor
Justin Chamberlain	RWM Head of Campaigns
Steve Wilkinson	RWM Project Manager
Duncan Flint	RWM Media Manager / Group Communication lead
Laura Kay	RWM Local Communications Lead
Bruce Cairns	Chief Policy Advisor
Owen Thomas	Yonder Representative
Jordan Pugh	Arvato, Contact Centre (meeting minutes taker)
Lucy Edwards	Arvato, Contact Centre (meeting minutes taker)
Gavin Thomson	Environment Agency
Peter Howden	Office for Nuclear Regulation
Candy Lean	Environment Agency
Keith Ashcroft	Environment Agency
Cathy Emery-Scheib	Environment Agency
Robin Kimber	Traverse – Independent Evaluator

1. AGENDA ITEM 1 – WELCOME AND INTRODUCTIONS

- 1.1. The new Community Coordinator introduced themselves
- 1.2. The Independent Chair welcomed everyone to the meeting.

2. AGENDA ITEM 2 – APOLOGIES

2.1. Apologies were received from Annabelle Lillycrop, RWM Community Engagement Manager and Steve Reece, RWM Head of Siting.

3. AGENDA ITEM 3 – DECLARATIONS OF INTEREST

3.1. No Declarations of Interest were made by any members.

4. AGENDA ITEM 4 - ACTIONS FROM PREVIOUS MEETINGS NOT COVERED BY AGENDA

4.1. Investigation of Project Management support – Currently in progress. Group need to identify what is needed in terms of support and RWM will resource that.

4.2. All other actions from previous meeting have been completed.

ITEMS FOR DECISION

5. AGENDA ITEM 5 – APPROVAL OF MINUTES

5.1. The minutes from WG Meeting 27.01.2021 were approved.

6. AGENDA ITEM 6 –TERMS OF REFERENCE

6.1. It is agreed to follow legal advice received and remove the Independent Facilitator's right to vote.

6.2. The Terms of Reference were approved and adopted.

7. AGENDA ITEM 7 - ENGAGEMENT PLAN

7.1. The Engagement Plan was approved with the understanding that it is a live document and is subject to review and amendment.

8. AGENDA ITEM 8 – PRESENTATION FROM THE ENVIRONMENT AGENCY AND OFFICE FOR NUCLEAR REGULATION

8.1. Contact details had been sent out including links to further information about regulatory roles. The Working Group were encouraged to use these materials as they wish.

8.2. The regulators are happy to actively support stakeholder communications and engagement in order to explain their roles and offer advice.

ACTION 1: RWM Community Engagement Manager to circulate Environment Agency materials to WG.

ACTION 2: RWM Community Engagement Manager to regularly liaise with Environment Agency representative on engagement workstream.

ACTION 3: Group Communication Lead to look at public-facing materials distributed by the Environment Agency and explore the possibility of adding a regulator section to the virtual exhibition.

9. AGENDA ITEM 9 - WORKSTREAM 1: FOCUS GROUP DISCUSSION GUIDE

- 9.1. Justin Chamberlain and Owen Thomas introduced the Discussion Guide to be used with the Allerdale community focus groups.
- 9.2. The structure of the Discussion Guide will be:
 - Introduction.
 - The local area and sense of place.
 - Nuclear power and radioactive waste.
 - Geological disposal.
 - Allerdale GDF Working Group.
 - Local issues relevant to the identification of a search area.
 - Conclusion.

10. AGENDA ITEM 10 – WORKSTREAM 1: COMMUNICATIONS/CONTACT CENTRE/CRM UPDATE/FOI/EIR

- 10.1. Update from Communications Team:
 - Working Group to receive a PO Box address specific to the Group by the end of February.
 - Contact Centre to receive a Text-to-audio service in early March (Relay – like Minicom).
 - Contact Centre to receive Web Chat service (In development – April implementation).
 - Virtual exhibition (VE) release date target 25.03.2021.
- 10.2. Planned next steps:
 - VE finalisation, approval and launch.
 - Newsletter 2 – drafting, approval, and distribution.
 - Group PowerPoint presentation – review and approval.
 - Group article – review, approval, and identification of target publications.
 - Group adverts (generic and VE) – also poster campaign based on these, confirmation of VE launch date and switch to VE ad.
 - Photography – produce brief and secure Group approval.
- 10.3. Group Communications Lead presented the revised press adverts, and release to the Campaign Team and was approved.

ACTION 4: Subject to changes made, Group Communications Lead to distribute Media adverts to Campaign Team.

ACTION 5: Working Group members to suggest content/themes for next newsletter.

ACTION 6: Group Communications Lead to forward blog to AR for amendments.

11. AGENDA ITEM 11 - WORKSTREAM 2: UPDATE AND KEY DECISION POINT

11.1. The following workshop structure was proposed:

- Workshop 1 – Understanding the location of potentially suitable geology for the GDF itself (underground repository part).
- Workshop 2 – Identifying ward boundaries for the search area
- There will be a period of reflection and review before SA proposal is finalised.

11.2. The outline plan was approved for further development.

ACTION 7: RWM Project Manager to produce a Gantt Chart to illustrate a timeline for Workstream 2 Workshop 1 & 2, allowing time for preparation and comprehension.

12. AGENDA ITEM 12 - PROPOSAL FOR WORKING GROUP MEMBERSHIPS

12.1. The Chair reported that a meeting held with Cumbria Trust; their proposal outlined that they would only like to be a member of Workstream 2.

12.2. It was proposed to offer dedicated sessions for relevant stakeholders on search area identification, engagement etc.

12.3. The Working Group agree to consider setting up a stakeholder group for each Workstream – which would allow Cumbria Trust to get involved directly in the Search Area stakeholder group, for example. The Working Group also agreed to consider setting up a Community Engagement stakeholder group involving CALC.

ACTION 8: Independent Chair to formulate structure proposal and wording on Stakeholder engagement and circulate to Working Group.

ITEMS FOR INFORMATION

13. AGENDA ITEM 13 – Any Other Business

13.1. Pre-election position update: Council elections have been postponed. However, Allerdale will still be having by-elections and PCC elections in May 2021

13.2. The RWM Project Manager will continue to act as Project Manager for the Working Group. Additional support will be sourced as and when required.

13.3. Andy Ross confirmed that he resigned as Director for Genr8 North some time ago. Andy is still the Director and Authorised Representative of Genr8 Group.

ACTION 9: Group Communications Lead and Andy Ross to create Fact Sheet on radioactive waste for the Working Group.

DATE OF THE NEXT MEETING

31st March 2021

Actions from the Meeting (24.02.21)				
Ref	Action	Owner	Target Date	Status
1	RWM Community Engagement Manager to circulate Environment Agency materials to WG.	EC		
2	RWM Community Engagement Manager to regularly liaise with Environment Agency representative on engagement workstreams.	EC		
3	Group Communication Lead to look at public-facing materials distributed by the Environment Agency and explore the possibility of adding a regulator section to the virtual exhibition.	DF/LK		
4	Subject to changes made, Group Communications Lead to distribute Media adverts to Campaign Team.	DF/LK		
5	Working Group members to suggest content/themes for next newsletter.	ALL		
6	Group Communications Lead to forward blog to AR for amendments.	DF		
7	RWM Project Manager to produce a Gantt Chart to illustrate a timeline for Workstream 2 Workshop 1 & 2, allowing time for preparation and comprehension.	SW		
8	Independent Chair to formulate structure proposal and wording on Stakeholder engagement and circulate to Working Group.	JMA		
9	Group Communications Lead and Andy Ross to create Fact Sheet on rad waste for the Working Group.	DF/AR		