

MINUTES FROM ALLERDALE WORKING GROUP

HELD ON 28<sup>th</sup> APRIL 2021 0930am - Teams

Attendees: Eva Chua (EC)  
Steve Wilkinson (SW)  
Matthew Pixton (MP)  
Duncan Flint (DF)  
Laura Kay (LK)  
Katy Arnott (KA)  
Marion Fitzgerald (MF)  
Jocelyn Manners-Armstrong (JMA)  
Dot Kirk (DK)  
Justin Chamberlain (JC) - part  
Owen Thomas, Yonder (OT) - part  
Mitchell Webb, Yonder (MW) - part

Minutes: Linda Scott (LS)

Apologies: Andy Ross (AR)

Item	Description	Action Lead	By when
1.	WELCOME – Declaration of interest – SW has no interests in Cumbria but will complete a DOI form. DF no interests in Cumbria but also to complete a form.	SW/DF	11/5
2.	APOLOGIES – Andy Ross		
3.	PREVIOUS MINUTES/ACTIONS <ul style="list-style-type: none"> <li>Minutes of 31 March approved</li> <li>Actions updates – see action log</li> </ul>		
4.	DISCUSS YONDER ALLERDALE SURVEY <ul style="list-style-type: none"> <li>JC joined the meeting and gave a quick refresher update</li> <li>There is a large variance between the male/female ratios of knowledge and understanding</li> <li>Three quarters of the population surveyed do not understand what a Geological Disposal Facility is</li> <li>Search area needs to reflect on considerations/views in survey</li> <li>MF joined meeting</li> <li>Concern about low level of knowledge</li> <li>JC left the meeting</li> </ul>		

5.	<p>ENGAGEMENT ACTIVITIES UPDATE</p> <ul style="list-style-type: none"> <li>• Activities have been slow due to Covid but now engaging with groups such as Rotary Clubs, CALC, Actions with Communities, Silloth Town Council, Maryport Matters and some have agreed to insert an article in their newsletters.</li> <li>• Looking into paid advertising</li> <li>• Continuing dialogue with various groups</li> <li>• Difficult to conduct engagement online – hopefully this will pick up post Covid</li> <li>• Holding Workstream 1 brainstorm session on 5<sup>th</sup> May to look at innovative ways of engaging with the people of Allerdale</li> <li>• JMA met with Bridget Johns from CVS – very supportive and can give input into our engagement plan</li> <li>• Stakeholder Group session is on 11<sup>th</sup> May – 3 or 4 organisations attending - Cumbria Trust, Cumbria Chamber of Commerce, Friends of the Lake District, Actions with Communities</li> <li>• DF has written to community magazines in relation to placing articles/adverts in them – to follow up</li> </ul>	EC	11/5
6.	<p>COMMUNICATIONS UPDATE</p> <ul style="list-style-type: none"> <li>• Carla Greco joined the meeting</li> <li>• Brief received from AR was to produce an Infographic that explains where we are now with radioactive waste and what is a GDF</li> <li>• CG introduced presentation</li> <li>• Concern was raised on size of presentation – look at the possibility of making into a 'Z' card with Allerdale branding but with the option to commission for other groups/needs. DF/CG to look into costings</li> <li>• Could there be a child friendly version? Web version?</li> <li>• Update design with headline/call to action/more details/branding</li> </ul> <p><b>Decision: Infographic /waste factsheet for review / approval / decision</b></p> <ul style="list-style-type: none"> <li>• <b><i>agreed Infographic paper in principle subject to updates and discussion with AR – to be updated for next WS1 meeting on 5<sup>th</sup> May</i></b></li> </ul> <p>CG left meeting</p>	DF/CG  To note DF	Out with   5/5
7.	<p>DISCUSSION ON FACE TO FACE EVENTS</p> <ul style="list-style-type: none"> <li>• DF shared presentation</li> <li>• Contact numbers small, newsletter subscriptions slow, media coverage light</li> <li>• Webchat in development, minutes to be moved to better location on website, next newsletter due 24 May</li> <li>• Social media updates commence 15<sup>th</sup> May (break taken due to election)</li> <li>• Query regarding jobs advertised – some sectors feel excluded as always highly skilled jobs that are advertised – LK to get in touch with Steve Brown regarding his report on different demographics re jobs and report back to group</li> <li>• How is media being used – do we have info ? DF to update and add to dashboard</li> <li>• Can we find out where request for newsletters come from? – DF to look into – survey to be added to newsletter</li> </ul>	LK  DF DF	11/5  11/5 11/5

8.	<p><b>Decision – are group happy for DF to start ball rolling on potential design for direct mail leaflet?</b></p> <ul style="list-style-type: none"> <li>Suggestion for two mailings? – one to cover whole of Allerdale, one for search area once agreed?</li> <li>Mailing needs to go out a couple of weeks before events start</li> </ul> <p><b>Approved</b></p> <p>What format should face to face events take?</p> <ul style="list-style-type: none"> <li>Like idea of creating something to appeal to different demographics</li> <li>Need to exhibit both in larger areas and smaller areas</li> <li>Perhaps councillors would be able to promote events in their wards</li> <li>A mixture of smaller and larger venues is needed, more meaningful conversation is achieved in smaller groups</li> <li>Need to get venues right – larger towns/drop-in smaller surgeries/day and evening events/pop up stands</li> <li>If anyone has any specific venues/locations in mind then make suggestions to DF/LK - Suggestions to be updated on F2F events paper and re-presented to group. To be circulated before next meeting</li> <li>Daniel Rigg may be able to help with locations</li> <li>Consideration given to recruiting local reps to talk to local people</li> <li>Proposal to have Working Group members available, subject matter experts available if possible</li> <li>Consider series of promotional events prior to actual event</li> <li>Hilary to do local investigation – DF to discuss with her</li> </ul> <p><b>WORKSTREAM 2 Update</b></p> <ul style="list-style-type: none"> <li>Geological context report being updated this week</li> <li>Environment and Community report also being updated – MP to check status of reports and advise if they will be available before Stakeholder Group meeting.</li> <li>Need to look carefully at how we use Yonder survey report so that it is beneficial</li> <li>1<sup>st</sup> Snapshot -2<sup>nd</sup> June</li> <li>1<sup>st</sup> Workshop – 16<sup>th</sup> June</li> <li>2<sup>nd</sup> Snapshot – 23<sup>rd</sup> June</li> <li>2<sup>nd</sup> Workshop – 7<sup>th</sup> July</li> <li>Hilary to source Workshop venue and risk assess after discussion with DF</li> </ul>	<p>DF</p> <p>To note</p> <p>All</p> <p>To note</p> <p>To note</p> <p>To note</p> <p>DF</p> <p>MP</p> <p>To note</p>	<p>Out with</p> <p>5/5</p> <p>5/5</p> <p>5/5</p> <p>5/5</p> <p>12/5</p>
9.	<p><b>WORKSTREAM 3 Update</b></p> <ul style="list-style-type: none"> <li>No update available</li> </ul>		
10.	<p><b>AMENDED TERMS OF REFERENCE</b></p> <p><b>Decision: proposed amendment to Terms of Reference was approved subject to last sentence being removed from proposed clause</b></p>	<p>To note</p> <p>JMA</p>	<p>12/5</p>

11.	AOB <ul style="list-style-type: none"><li>Plenary meeting scheduled for 19<sup>th</sup> May so Working Group meeting will be cancelled, there will be no meeting on 12<sup>th</sup> May either due to Stakeholder Group meeting being held on 11th</li></ul>	To note	
12.	DATE OF NEXT MEETING 26 <sup>th</sup> May 2021	To note	

Allerdale Working Group 28/4/21 Actions							
Ref	Date raised	Minute ref	Owner	Co-owner	Action	Update from meeting on 28/4/21	Update for next meeting on 26/5/21
ACT11	<del>31/03/2021</del> 28/04/2021	3	AR/MF		AR and MF to resubmit declaration forms	Waiting for Andy to submit	Complete – register updated
ACT14	<del>31/03/2021</del> 28/04/2021	7.1	JMA		Update Stakeholder Group Proposal to make clear that SG is not a sub group of WG	Complete – JMA to forward copy	Complete
ACT23	<del>31/03/2021</del> 28/04/2021	8	LK		Move minutes to WG area	New action	Moved from 'latest news' to new 'Resources' tab
ACT24	<del>31/03/2021</del> 28/04/2021	9.1	EC		More engagement activity needed in April/May	Ongoing	Ongoing
ACT29	28/04/2021	1	SW/DF		Declaration of interest form to be completed	New action	DF Complete
ACT30	28/04/2021	5	EC		To follow up placing of ads/articles in magazines	New action	Ongoing
ACT31	28/04/2021	6	DF		Infographic paper to be updated before next WS1 meeting on 5th May	New action	Complete
ACT32	28/04/2021	7	LK		Get in touch with Steve Brown regarding his report on different demographics re jobs	New action	Report due 1 <sup>st</sup> June
ACT33	28/04/2021	7	DF		Add update to dashboard on media useage	New action	Regular dashboard updates will be given at each full WG meeting including media useage
ACT34	28/04/2021	7	DF		Look into adding a survey to newsletter to see if we can find out where newsletter requests come from	New action	DF will share with group at May full meeting
ACT35	28/04/2021	7	All	LK/DF/EC	Suggestions for face to face venues to be given to LK/DF - EC to circulate to group	New action	Complete

ACT36	28/04/2021	7	DF		Discuss with Hilary organising event reccies	New action	Done - but Group needs to decide locations first
ACT37	28/04/2021	8	MP		Check status of reports and advise if they will be available before SG meeting	New action	Complete
ACT38	28/04/2021	10	JMA		ToR - approval given subject to last sentence being removed	New action	Complete