

Ref No: AAL-05-60-1017-02

Date: 20th July 2018

Project	Wheelabrator Parc Adfer
Meeting Name and Number	Community Liaison Group (CLG) Meeting No. 005
Date	25/04/2018
Time	18:30 – 19:30 (meeting preceded by a tour of the Wheelabrator Parc Adfer site for members)
Location	Wheelabrator Parc Adfer construction site, Weighbridge Road, Deeside Industrial Park
Attendees (alphabetically by organisation):	<ul style="list-style-type: none"> • Steffan Owen (SO), Regional Contracts Manager, North Wales Residual Waste Treatment Project • Ian Zachary (IZ), Business Development Manager, Welsh Government • Patricia Carlin (TC), Representative of DBF at CLG, Flintshire County Council • Eric Faulkner (EF), Connah’s Quay Town Council • Lisa Fearn (LF), Town Centre Manager, Connah’s Quay • Alex Lewis (AL), Chairman, Sealand Community Council • Robin Wynne-Williams (RWW), Senior Minerals and Waste Planning Officer, North Wales Minerals & Waste Planning Service • Gary Nancarrow (GN), Manager, North Wales Minerals & Waste Planning Service • Colin Everett (CE), Chief Executive, Flintshire County Council • Cathrina Moore (CM), Puddington & District Parish Council • Gary Cooper (GC), Councillor, Shotton Town Council • Kevin Jones (KJ), Local resident • Michael Redmond (MR), Chairman, The Burton Residents' Association • Julian Harrison (JH), Project Director, Wheelabrator Parc Adfer (and Chairman of the Parc Adfer Community Liaison Group) • Apo Sarandidis (AS), Senior Project Manager, Wheelabrator Parc Adfer • Edem Atsrefi (EA), Project Engineer, Wheelabrator Parc Adfer • Antonia Cirafici (AC), Office Manager • Jordan Osbon (JO) Communications, Wheelabrator Parc Adfer (dialed in)
Apologies	<ul style="list-style-type: none"> • Mark Tami MP • Andrew Bronnert (AB), Head of Energy & Operational Support , UPM Shotton

	<ul style="list-style-type: none"> Paul Wright (PW), Industry Regulation Team Leader for North and Mid Wales, Natural Resources Wales
Attachments	None
Distribution	All present plus apologies

Draft	Date	Changes	Author	Checked	Approved
A	22/05/2018	First revision	AC		
B	24/05/2018	Amended	JH		
C	25/05/2018	Amended	JH		

Item	Minute	Action	Date
1	Welcome and introductions		
1.1	JH welcomed members to the Wheelabrator Parc Adfer site office.		
2	Agreement of minutes		
2.1	The minutes of the January 2018 meeting were agreed as an accurate record by members.		
2.2	JH reviewed the actions arising from the last meeting and it was agreed all the actions had been satisfactorily addressed, as follows.		
2.3	Action: AS to research the quantity of recycled steel versus virgin steel used in the construction of Wheelabrator Parc Adfer Closed: AS stated that 98% of recycled steel is needed for the project.		
2.4	Action: JH to check whether local supplier details can be shared with CLG members Closed: JH confirmed they could be shared.		
2.5	Action: JH to determine whether local spend could be shared with CLG members, expressed either in financial or percentage terms Closed: JH stated that the local spend can be shared. Just over £4M has been spent with suppliers within a 60 mile radius.		
2.6	Action: DS to share proposals for visitor centre. Open: JH stated that DS has now left the project, and Nick Holmes will be representing going forward, therefore the visitors centre proposal is still being drafted.		
2.7	Action: JH to report back on the number of Modern Apprentices being employed on the Wheelabrator Parc Adfer site Open: JH stated that this is still ongoing.		
2.8	Action: Welsh signage on site to be checked and corrected where necessary. Closed: JH stated that the incorrect Welsh signage has now been taken down.		
2.9	Action: DS to pass formal thanks to Colin Drew for hosting the CLG members' visit to FM1 Closed: JH stated that thanks has been passed on.		
2.10	Action: DS to ensure information on air quality and fuel deliveries was shared with Burton Residents' Association. Closed: JH stated that this had been addressed.		
2.11	PC mentioned that she was not on the distribution list for the minutes.		
2.12	Action: PC to be added to the distribution list for minutes.	JH	25 th July 2018
2.13	Q: KJ asked whether there would be opportunities for apprenticeships in the operation of the facility. A: JH explained that these would be investigated and Parc Adfer would engage with the local colleges e.g. Coleg Cambria to explore further.		

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2.14	<p>Q: Following on the action to provide information on noise levels to MR, RWW asked whether the noise levels would differ much from construction to operations as this may disrupt the surrounding areas.</p> <p>A: AS said that the noise levels would likely not exceed the noise already on site, but if required a meeting could be arranged with EA to discuss this in detail.</p>		
2.15	<p>Q: EF asked whether the Community Benefit Fund can be re-applied for should any issues arise from unsuccessful prior applications. The application from the Deeside League of Friends was also queried as there had been no feedback from Parc Adfer since the application was made in January 2018.</p> <p>A: JH said that revised applications could be submitted. JH added that the issue with the application from the Deeside League of Friends would be investigated.</p>		
2.16	Action: Deeside League of Friends application to be investigated.	JH	25 th July 2018
2.17	The successful application and funding for the defibrillator (Shotton Town Council) was noted with thanks.		
2.18	<p>Q: LF asked if a permanent new agenda item can be added to cover the Community benefit Fund.</p>		
	Action: Add Community Benefit Fund to the agenda going forward.	JH	25 th July 2018
3	Project progress update		
3.1	AS gave an update on construction progress. He talked through a presentation which explained the works that had been completed since the last meeting and current works ongoing.		
3.2	JH mentioned that as part of the site having achieved 250,000 man hours worked, jackets will be given to CLG members to help celebrate this milestone. Anybody who would like a jacket to send an email with their clothing size.		
3.3	Action: CLG attendees to provide jacket sizes to allow Parc Adfer to source jackets.	JH	25 th July 2018
3.4	<p>Q: IZ asked if the electrical mains connection is two way (i.e. import and export capability).</p> <p>A: AS confirmed this to be the case.</p>		
3.5	AS explained that discussions had commenced with the Authority on the commissioning phase of the facility. Commissioning was considered at least one year away. The role of the Independent Certifier was explained. AS added that Parc Adfer would be looking at securing additional waste through third party contracts.		
3.6	<p>Q: KJ asked whether Parc Adfer would be taking the word of the drivers delivering waste to site regarding tonnage delivered.</p>		

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	A: AS explained that all waste deliveries would be weighed coming into and out of the site using calibrated weighbridges and as part of the environment permit requirements.		
3.7	Q: KJ queried the weighbridge arrangements for the site. A: AS explained that two weighbridges would be provided.		
3.8	Q: LF mentioned that there is a local festival taking place and was wondering if WTI would like to attend to promote upcoming job opportunities. A: JH thanked her for the opportunity and asked for an invite to be forwarded over for the event.		
3.9	KJ noted the statistic that around 50% of the construction employees were local.		
3.10	Q: CE asked how the local area is defined for the purposes of labour assessment. A: JH said that local is defined as within a 30 mile radius of the site.		
3.11	JH explained that the second round applicants for the Community Benefit Fund are being assessed. CE noted that during operations, a separate annual fund of £230,000 would be available. This fund would be managed responsibly by the Authority. CE emphasized that this fund was not to replace social budgets.		
3.12	CE explained that a profit sharing mechanisms existing within the project agreement with Parc Adfer Ltd. to allow sharing among the five partnership authorities of profits in excess of a certain threshold.		
3.13	SO explained the progress in obtaining funding from the government Heat Networks Delivery Unit (HDNU). This had been successful and the study would now be commissioned. KJ noted the co-operation between the Cardiff facility, Welsh Government and Cardiff Council on a similar heat initiative. KJ added that this may provide a footprint for similar work to be achieved for Parc Adfer.		
3.14	TC explained that the Connah's Quay Annual Festival would be taking place on the 1 st July 2018 and invited Parc Adfer to get involved. JH agreed to investigate the possibility.		
3.15	Action: JH to review involvement at the Connah's Quay Annual Festival.	JH	25 th July 2018
3.16	CE highlighted the ongoing trade union issues, explaining that there is activity on both a local and national level. CE noted that there will be continuing engagement with the unions as the project progresses.		
4	Local Impact		
4.1	JH gave a presentation covering the positive local impact of Parc Adfer, the community engagement conducted and planned, as well as the		

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	progress with the Community Benefit Fund and the forthcoming jobs fairs.		
5	North Wales Residual Waste Treatment Project – progress update		
5.1	SO explained that the Partnership continues to discuss likely commissioning dates with Parc Adfer Ltd with a view to preparing waste treatment and haulage contracts for the changes to come.		
5.2	SO noted ongoing market testing for local transport and haulage contracts.		
5.3	SO explained that as part of the commissioning preparedness, a review was being undertaken of the authority's admin and finance resourcing.		
5.4	SO noted ongoing engagement with Parc Adfer Ltd on the design of the Visitors' Centre within the admin building. SO added that Partnership feedback would focus on the use of modern technology and adaptability for the Partnership and to suit the needs of different audiences.		
5.5	SO explained that HDNU funds had been successfully received to enable a heat study for the project to commence. A specialist would be appointed.		
5.6	Q: KJ queried whether there has is an agreed route for haulage of waste to the site. A: SO stated that this would follow on from market testing and procurement exercise.		
6	Agreement of actions and date of next meeting		
6.1	Action: DS to share proposals for visitor centre.	JH	25 th July 2018
6.2	Action: PAL to investigate opportunities for apprenticeships in the facility during operations.	JH	25 th July 2018
6.3	Action: PC to be added to the distribution list for minutes.	JH	25 th July 2018
	Action: Deeside League of Friends application to be investigated.		
6.4	Action: Add agenda item to cover what awards have been given and to who for the Community Benefit Fund.	JH	25 th July 2018
6.5	Action: CLG attendees to provide jacket sizes to allow Parc Adfer to source jackets.	JH	25 th July 2018
6.6	Action: JH to review sponsorship at Connah's Quay Annual Festival.	JH	25 th July 2018
6.7	Action: PAL to arrange further site visit to FM1 for CLG members	JH	25 th July 2018
6.8	The next meeting was set for Wednesday 25 th July, 2018.		
7	Any other business		
7.1	JH asked members if they felt that invites should continue to go out to those that have never attended a meeting. It was agreed that they would advised that they would be asked if they wish to be kept on the members list.		

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7.2	Action: Check with absent CLG members if they wish to remain members	JH	25 th July 2018
7.3	JH asked members if they felt that Jack Sargeant should be invited to future meetings. It was agreed that he should.		
7.4	Action: Invite Jack Sargeant to be a member of the CLG	JH	25 th July 2018
7.2	The meeting closed at 7:30pm.		