

**Ref No:** AAL-05-60-1021

**Date:** 9<sup>th</sup> January 2019

Project	Wheelabrator Parc Adfer
Meeting Name and Number	<b>Community Liaison Group (CLG) Meeting No. 008</b>
Date	24/10/2018
Time	18:30 – 19:47 (the meeting was preceded by a tour of the Wheelabrator Parc Adfer site)
Location	Wheelabrator Parc Adfer construction site, Weighbridge Road, Deeside Industrial Park
Attendees (alphabetically by organisation):	<ul style="list-style-type: none"> <li>• Steffan Owen (SO), Regional Contracts Manager, North Wales Residual Waste Treatment Project</li> <li>• Eric Faulkner (EF), Connah’s Quay Town Council</li> <li>• Kevin Jones (KJ), Local resident</li> <li>• Michael Redmond (MR), Chairman, The Burton Residents' Association</li> <li>• Jonathan Farebrother (JF) O&amp;M Manager, Wheelabrator Parc Adfer</li> <li>• Patricia Carlin (PC), Representative of DBF at CLG, Flintshire County Council</li> <li>• Ian Zachary (IZ), Business Development Manager, Welsh Government</li> <li>• Gary Cooper (GC), Councillor, Shotton Town Council</li> <li>• Mathew Kelk (MK), Natural Resource Wales</li> <li>• Phil Preece (PP) Plant Manager, Wheelabrator Parc Adfer</li> <li>• Gary Nancarrow (GN), Manager, North Wales Minerals &amp; Waste Planning Service</li> <li>• Carolyn Thomas (CT), Cabinet Member for Streetscene and Countryside, Flintshire County Council</li> <li>• Julian Harrison (JH), Project Director, Wheelabrator Parc Adfer (and Chairman of the Parc Adfer Community Liaison Group)</li> <li>• Apo Sarandidis (AS), Senior Project Manager, Wheelabrator Parc Adfer</li> <li>• Antonia Cirafici (AC), Office Manager, Wheelabrator Parc Adfer</li> <li>• Mike Jones (MJ) Construction Manager, Wheelabrator Parc Adfer</li> </ul>
Apologies	<ul style="list-style-type: none"> <li>• Mark Tami MP</li> <li>• Andrew Bronnert (AB), Head of Energy &amp; Operational Support , UPM Shotton</li> <li>• Colin Everett (CE), Chief Executive, Flintshire County Council</li> <li>• Cathrina Moore (CM), Puddington &amp; District Parish Council</li> <li>• Edem Atsrefi (EA), Project Engineer, Wheelabrator Parc Adfer</li> </ul>

	<ul style="list-style-type: none"> <li>• Steven Goodrum (SG), Clerk &amp; Financial Officer, Connah's Quay Town Council</li> <li>• Lisa Fern (LF), Town Manager, Connah's Quay Town Council</li> <li>• Alex Lewis (AL), Chairman, Sealand Community Council</li> <li>• Robin Wynne-Williams (RWW), Senior Minerals and Waste Planning Officer, North Wales Minerals &amp; Waste Planning Service</li> </ul>
Attachments	None
Distribution	<ul style="list-style-type: none"> <li>• All present plus apologies</li> </ul>

Draft	Date	Changes	Author	Checked	Approved
A	16/11/2018	First revision	AC		
B	09/01/2019	Review		JJH	JJH

Item	Minute	Action	Date
<b>1</b>	<b>Welcome and Introductions</b>		
1.1	JH welcomed members to the Wheelabrator Parc Adfer site office.		
<b>2</b>	<b>Agreement of Minutes</b>		
2.1	The minutes of the 25 <sup>th</sup> July 2018 meeting were agreed without amendment.		
2.2	<b>Action:</b> WTI to share proposals for visitor centre. <b>Open.</b> The Visitors' Centre design is still being developed and is not ready to be shared with the group yet.		
2.3	<b>Action:</b> Deeside League of Friends application to be investigated. <b>Closed.</b> Money received.		
2.4	<b>Action:</b> Wheelabrator to arrange a further site visit to FM1 for Connah's Quay town council members. <b>Closed.</b> Visit taking place on Wednesday 31 <sup>st</sup> October 2018.		
2.5	<b>Action:</b> PAL to arrange further site visit to FM1 for Connah's Quay town council members. <b>Closed.</b> Invite has been extended to attend on 31 <sup>st</sup> October 2018. Members to confirm places.		
2.6	<b>Action:</b> Copy of July presentation to be emailed to members. <b>Closed.</b> Presentation issued.		
2.7	<b>Action:</b> IZ to put forward local company for Visitors' Centre fit out. <b>Closed.</b>		
2.8	<b>Action:</b> PC to feed information from EESW to SO <b>Open.</b>		
2.9	<b>Action:</b> PC to send information on the Welsh Rally GB to JH <b>Closed.</b>		
2.10	<b>Action:</b> Wheelabrator to look into whether an interactive feature can be created in the Visitors' Centre which can be transported offsite. <b>Closed.</b>		
<b>3</b>	<b>Project Progress Update</b>		
3.1	AS gave a presentation on project progress (to be uploaded to the Parc Adfer website). Highlights included: <ul style="list-style-type: none"> <li>the project is still on time and on budget;</li> <li>Beauford has been awarded the Visitors' Centre fit out contract;</li> <li>boiler hydrostatic (pressure) test passed – 2<sup>nd</sup> Aug 2018;</li> <li>bunker completed – 3<sup>rd</sup> Sep 2018;</li> <li>mains electrical connection energized – 23<sup>rd</sup> Sep 2018;</li> <li>demineralisation plant installation has commenced; and</li> <li>turbine cable installation is ongoing; and</li> </ul>		

Item	Minute	Action	Date
	<ul style="list-style-type: none"> <li>the boiler refractory tile installation, the admin building internal construction and the boiler hall steel structure have all commenced.</li> </ul>		
3.2	MJ distributed a hand out which gave figures on the tonnage of materials being used on site.		
3.3	<p><b>Q:</b> CT asked where the materials are sourced from.</p> <p><b>A:</b> MJ advised that they are mostly locally sourced, including the concrete and cladding and JF added that all British steel is used.</p>		
3.4	AS stated that the building cladding is ongoing, and that the tipping hall slab and chute pours have commenced.		
3.5	AS stated that the team is getting ready for the start of commissioning next year.		
3.6	<p><b>Q:</b> KJ asked about progress with heat utilisation.</p> <p><b>A:</b> SO explained that funding has been received from HNDU to begin a feasibility study. KJ added that this should be done as soon as possible to benefit the surrounding area. AS responded that there have been talks with various potential local off-takers and added that there is a yearly obligation to review heat offtake; it may take some time but Wheelabrator is intent on finding a heat offtaker.</p>		
3.7	<p><b>Q:</b> EF asked what steam will be used.</p> <p><b>A:</b> As replied that condensed steam will be used.</p>		
3.8	<p><b>Q:</b> CT asked whether hydrogen can be used to power vehicles.</p> <p><b>A:</b> SO replied that a pilot scheme had been discussed but this would be regarded as a separate project.</p>		
3.9	PC stated that she is aware of possible developers that might have an interest in heat and asked PAL to supply information in layman's terms. JH added that the countries where heat offtake is more successful usually receive strong government support.		
3.10	<p><b>Q:</b> CT asked what the operating hours are.</p> <p><b>A:</b> PP replied: 8,000 hours per annum with 700 hours non-operating.</p>		
3.11	The latest drone footage video was shown to the group.		
<b>4</b>	<b>Focus Topic - Commissioning Preparations</b>		
4.1	<p>PP gave a presentation, highlighting that the operational focus is to put in place the resources, training and systems of working to ensure the following order of priorities:</p> <ol style="list-style-type: none"> <li>Health, safety and environmental compliance</li> <li>Regulatory compliance</li> <li>Plant performance and the delivery of contractual obligations to the Authority</li> </ol>		
4.2	PP talked through the operational organogram.		
4.3	<b>Q:</b> PC asked whether anyone from Deeside Power has been recruited.		

Item	Minute	Action	Date
	<b>A:</b> PP replied yes and that all staff employed to date are local. JF added that there has not been a lack of trained applicants for the job roles, however training is still given to ensure everyone is working to the same standards.		
4.4	PP stated that staff training is mandatory, structured and rigorous. Training modules cover HR policies, Health and Safety, Environment and Technical. Plant Managers are inducted both in the UK and US to ensure sharing of best practise with the wider Wheelabrator fleet.		
4.5	PP stated that the current main focus points are writing site rules, developing operational procedures and maintenance programmes, as well as procuring key services and equipment, including: <ul style="list-style-type: none"> <li>• incinerator bottom ash recycling;</li> <li>• air quality control residue offtake;</li> <li>• mobile plant; and</li> <li>• consumables such as lime, carbon, urea and fuel oil.</li> </ul>		
4.6	PP explained that NRW is PAL's regulator. Commissioning plans are reviewed and agreed with NRW. The R1 application is now complete, which is an important step as the plant will be classed as a recovery plant.		
4.7	PP stated that all of the tasks discussed will need to be completed before Readiness, which will be determined by an Independent Certifier prior to the start of hot commissioning with waste. If the plant then meets its contractual guarantees then it is handed over from CNIM to Parc Adfer Operations ('Acceptance').		
4.8	<b>Q:</b> GC asked what computer system is being used for procurement. <b>A:</b> PP replied that Tabware is currently being used in the US and will also be used in Parc Adfer.		
4.9	<b>Q:</b> IZ asked whether WTI has been impressed with the skills and abilities available in Flintshire. <b>A:</b> PP replied that he was impressed and he felt that the recruitment process is running more easily than other plants he has worked on.		
4.10	CT mentioned that she will spread the word of job opportunities available at the plant.		
4.11	<b>Q:</b> IZ asked whether there will be a ramp up of local suppliers as the project goes on. <b>A:</b> PP replied that he is looking for as many local suppliers as possible and asked if anyone had any recommendations to let him know.		
4.12	JH provided a list of local suppliers used to date.		
4.13	<b>Q:</b> CT asked how much influence the US will have on the plant here. <b>A:</b> PP replied that whilst the company is a US based company, the plant will be run as a UK business to UK standards.		

Item	Minute	Action	Date
4.14	<p><b>Q:</b> KJ asked how well resourced NRW is to cover the level of competencies to be compliant and satisfied.</p> <p><b>A:</b> MK provided an overview of NRW stating that they are based in Buckley, with a team of ten members covering North Wales. They are sector lead in looking at BAT in the EU. They regulate about 80 sites, focussing on the higher risk industries. They typically visit 3-4 times a year or when an incident is reported. MK stated that he is satisfied that the necessary resources and competencies are in place.</p>		
<b>5</b>	<b>Community Benefit Fund Update</b>		
5.1	JH gave a presentation (see Parc Adfer website) showing progress with Community Benefit Funding.		
5.2	<p><b>Q:</b> CT asked what the £300 awarded to Mark Tami was for.</p> <p><b>A:</b> JH replied that it looked like an erroneous entry and should be removed (possibly a WTI Christmas Card donation from previous year)</p>	JH	31/01/19
5.5	<p><b>Q:</b> EF mentioned that somebody came by Libby's café on behalf of Wheelabrator to take photographs.</p> <p><b>A:</b> JH replied that the pictures were for the recent newsletter.</p>		
5.6	<p>JH explained that the most recent round of applicants have been reviewed and approved, which include:</p> <ul style="list-style-type: none"> <li>• Deeside Community Hospital League of Friends</li> <li>• Connah's Quay and Shotton Interservices Committee</li> <li>• Hawarden Cricket Club</li> </ul>		
5.7	JH stated that a site visit and presentation was held for the Sealand Community Council on the 10 <sup>th</sup> October 2018. Seven Councillors attended. There was a wide range of discussion about the project including education links and the Community Benefit Fund. A follow up visit is to be planned once the facility is operational.		
5.8	<p>JH explained the communications channels and tools used by Wheelabrator to spread news, which include:</p> <ul style="list-style-type: none"> <li>• Community Liaison Group;</li> <li>• Community newsletter;</li> <li>• Pamphlets &amp; handouts;</li> <li>• Constant contact stakeholder e-blasts;</li> <li>• Website updates;</li> <li>• Local media;</li> <li>• Job fairs; and</li> <li>• Site tours.</li> </ul>		
5.9	JH stated that there are over sixty local suppliers, supplying a diverse range of products and services such as concrete, brickwork, cladding and electrical, waste removal and recycling, and PPE, safety audit and consultation services to the plant.		

Item	Minute	Action	Date
5.10	JH added that there has been a local spend of over £6M to date, there are three hundred and ninety workers currently on site, that 30% of construction workforce live within a thirty mile radius and that the majority of operational appointments to date are also local.		
<b>6</b>	<b>North Wales Residual Waste Treatment Project – Progress update</b>		
6.1	SO stated that preparations for commissioning are ramping up to get ready for waste delivery, finance and administration. This includes the Visitors' Centre design, haulage contract and operational phase Community Benefit Funding scheme.		
<b>7</b>	<b>Agreement of actions and date of next meeting</b>		
7.1	JH to check the erroneous Community Benefit Funding entry	JH	31/01/19
<b>8</b>	<b>Any other business</b>		
8.1	<b>Q:</b> KJ asked how the Wheelabrator newsletter and presentation will be distributed. <b>A:</b> JH replied that they should both be uploaded onto the Wheelabrator website.		
8.2	TC informed that there is a conference for Digital Connectivity and also a Brexit event on the 11 <sup>th</sup> January 2019 at theatre Clwyd and all are welcome to attend.		
8.3	JH reminded meeting attendees that that the CLG meeting is the community's meeting not Wheelabrator's, and asked that attendees should advise if they have any suggestions for changes (to format, content etc.)		
8.4	MJ advised that the coming months are busy time on site and that during the next CLG meeting there will be work progressing on road infrastructure and fire systems. AS added that a lot of work will be going on in the Admin building and some areas on the site walk may be restricted.		
8.5	Next meeting is Wednesday 30 <sup>th</sup> January 2019.		
8.6	The meeting closed at 7:47pm.		