#  Minutes of the 17th Meeting of the South Copeland GDF Community Partnership

**Kirksanton Village Hall, 14th June 2023 at 6.30pm**

### Present:

|  |  |
| --- | --- |
| Cllr Ged McGrath | Chair |
| Cllr David Moore | Interim RLPA representative Cumberland Council |
| Kelly Anderson | Nuclear Waste Services (NWS) |
| Carl Carrington  | Millom Without Parish Council  |
| Maggie Cumming | Whicham Parish Council |
| Kate Willshaw | Friends of the Lake District |
| Bob Kelly  | Cumberland Councillor  |
| Chris Gigg  | Drigg & Carleton Parish Council  |
| John Sutton  | Sustainable Duddon  |

### Supporting Attendees:

Anne Broome NWS Community Engagement Coordinator

Dawn Walker NWS Secretary

Lucy Clarke NWS Communications Lead

Helen Conway NWS Grants Manager

**Apologies**

David Billing Millom Town Council

David Savage Cumbria Association of Local Councils

|  |  |
| --- | --- |
|  |  |

### Agenda:

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Date:** | 14th June 2023 | **Time**: | 18.30 - 20.30 |
| **Meeting Type:** | Phone Call [ ]   | Virtual/Conference [x]   | In Person [x]  |
| **Location:** | Kirksanton Village Hall, LA18 4NN |
| **Additional Material enclosed?** [ ] *If so, list here* |
| **Agenda** |
| **Item No.** | **Time** | **Description** | **Lead** |
| 1 | 18.30 - 18.35 | Welcome & Introductions. Declaration of Interest. | Chair |
| 2 | 18.35 - 18.40 | Approval of minutes/Action Log | Chair |
| 3 | 18.40 - 19.00 | Chairs Update to include:* Contact Centre
* Eskdale school biodome
* CIF familiarisation visits
* LLWR visit
* Correspondence
 | Chair |
| 4 | 19.00 - 19.30 | CIF Quarterly Report  | HC |
| 5 | 19.30 - 19.50 | Communications Quarterly Report  | LC |
| 6  | 19.50 - 20.10 | Subgroups Update  | CEM |
| 7 | 20.10 - 20.25 | Public Forum  | All |
| 8 | 20.25 - 20.30 | AOB and Close | Chair |

## Welcome and Introductions

The Chair welcomed members of the public, Partnership members and supporting attendees to the meeting. Apologies were received from David Savage, Cumbria Association of Local Councils and David Billing, Millom Town Council.

## Approval of Minutes and Review of Action Log

The minutes were approved as an accurate record of the meeting.

| **Action Reference:** | **Description:** | **Assigned to:** |
| --- | --- | --- |
| 160523 1 | Operations subgroup to discuss approach to visibility of Contact Centre queries.  | Ops subgroup |
| 160523 2 | Create a public facing version of the Site Evaluation Roadmap | Site Evaluation manager/CEM |
| 160523 3 | Share the CP response to the Consultation document  | Secretariat – complete  |

For the benefit of the Public the CEM informed them that the Community Partnership had requested a roadmap of the Site Evaluation work that NWS was undertaking. This was shared on the screen and will be circulated to Partnership members following the meeting.

The Local Skills Pathway and Initial Transport study will be the first studies completed and will be shared with Partnership members in the Autumn.

**Action:** Share a copy of the Site Evaluation Roadmap with members

**Action:** Publish a copy of the Site Evaluation Roadmap on the Community Partnership website once members are happy with it.

## Chair’s Update

The Chair provided an update on the following items:

**Contact Centre**

The Chair confirmed that there had been a number of questions which had been received via the Contact Centre, which the members had not seen. All 2023 enquiries and responses have now been shared with the Community Partnership and the Operations Subgroup has taken a number of actions to prevent this from happening again. These actions are detailed in the subgroups update section of the minutes.

A member noted there was an action from the last meeting to address the location of the Contact Centre as he felt there should be local Contact Centres for each CP. The Chair confirmed he had raised it at the Joint chairs meeting but because the GDF siting process is a national process the Contact Centre had to be based centrally. We are still pushing for a base in the local area and will continue to pursue this option.

**Eskdale School Biodome & Nature Area at Haverigg School supported by Millom Stem Club.**

The Chair informed the members that he had attended the opening ceremonies for Eskdale School’ s Biodome and the Nature Area at Haverigg School supported by Millom Stem Club. Both of these projects had been funded by Community Investment Funding.

**CIF Familiarisation visits**

A number of projects have come before the CIF Panel, which have needed further clarity or the panel members have requested more information. Recent site familiarisation visits had enabled the relevant information to be passed back to the CIF Panel enabling the group to make a decision on funding straight away rather than waiting until the next Panel meeting.

**LLWR Visit**

A visit to the Low-Level Waste Repository site at Drigg has been organised for Partnership members on the 15th August. Details and security forms will be emailed to the members who wish to attend.

**Action:** Visit details and LLWR security forms to be emailed to Partnership members.

**Inspira**

A member of the Partnership gave an overview on the work that Inspira had been undertaking in Mid Copeland. Over a period of eight weeks, Inspira worked with a group of young people from Shackles Off. Discussions covered information about a GDF and the young people talked about the pros and cons of a GDF in Mid Copeland. They also talked about how they would like to be engaged with during the process. At the end of the 8 weeks, they presented to a range of key stakeholders what they had learned and how they wanted to work with the GDF project going forward. The feedback from the young people was very professional and enlightening for the attendees.

Following the update, the Chair asked the Partnership if they would like to take forward a similar piece of work in South Copeland. The members agreed that the Communications and Engagement subgroup should take this piece of work forward.

**Action:** The Communications and Engagement subgroup to discuss the work to be carried out by Inspira.

**Correspondence**

The Chair had received a letter of resignation from David Savage who due to his other commitments was having to step down from the Partnership. This leaves the Partnership without a CALC representative. CALC are currently going through an internal restructure so we won’t expect a replacement for David until after this.

David had kindly offered to finish his term of office as a member of the CIF Panel which runs until December 2023. We do however need to appoint a new member to the Membership panel to replace David. John Sutton volunteered to fill the position and this was accepted by the rest of the members.

The CEM and Chair both expressed their thanks to David Savage for his work and commitment to the Partnership.

**Action:** John Sutton to be appointed to the Membership Panel.

## CIF Quarterly Report

The NWS Grants Manager, Helen Conway presented the Partnership with an overview of Community Investment Funding for the last quarter.

**What is Community Investment Funding**

Community Investment Funding of up to £1 million p/annum has been made available for the South Copeland GDF Community Partnership as it participates in the siting process for a Geological Disposal Facility (GDF).

The grants can be used to fund projects, schemes or initiatives benefiting the Search Area that:

* **provide economic opportunities**
* **enhance the natural and built environment, or**
* **improve community wellbeing.**

Within these three main principles, the South Copeland GDF Community Partnership may also agree locally specific criteria.

**Community Investment Panel**

* The Community Investment Panel (CIP) is a sub-group of the Community Partnership, NWS is a permanent member of the Panel
* The CIP has a separate TOR which outlines role, responsibilities, meetings governance, decision-making, DOI etc.
* Training is provided to all CIP members in advance of attending their first Panel
* The CIP considers and makes a funding decision on all applications. If a funding request is above £100K, the Panel makes a funding recommendation which goes to a Nuclear Waste Services Community Investment Funding Committee for final funding decision

**Current Community Investment Panel members**

Ged McGrath – Chair of South Copeland CP

David Savage – CP Member & CALC

David Moore – Interim RLPA representative (Cumberland Council)

Kelly Anderson – Community Engagement Manager (NWS)

Mike Brophy – Head of CIF and Social Impact (NWS)

**CIF Year One - 13/12/2021 – 12/12/22**

The following grants were awarded in year 1 of the Community Partnership:

- 27 grant awards in total; seven small (under £10K), sixteen medium (£10K - £50K), four large awards (over £50K)

- £1m awarded in total

- Smallest grant - £2,000 - Millom STEM Club – Haverigg Environmental Science Project

- Largest grant - £155,118 - Millom Town Council – St George’s Park Pathways Upgrade

Approximately half of the twenty-seven grants are completed the rest are in progress and one grant was returned at the Grantee’s request. The CIF team regularly monitor and request reports on projects.

**CIF Year Two – 13/12/22 - to date**

The following grants have been awarded so far this year:

- Eleven grant awards in total; five small, five medium, one large grant award
- Largest award to date – Moore Arts Millom - £328,207 – a three-year programme. Target Outcomes – 450 young people engaged per annum, 5 Full time equivalent people living locally employed.

The Grants Manager gave an in-depth overview of two case study projects that had been funded in year one of the funding. Case study one is completed and case study two is ongoing

**CIF Year One – Case Study One – Millom STEM Club – Haverigg Environmental Science Project**

Aim - To enthuse young people in STEM by providing enhanced access to all STEM subjects, (science, technology, maths), for a wide range of participants in practical fun, real-life activities.

Summary - Clearance of scrub from wooded area, removal of fallen tree and laying of new pond liner. planting of wild woodland and pond plants. Building of dipping platform; purchase of wooden shed for storage of equipment. Purchase of necessary science equipment.

Outcomes - Environmental worksheets developed suitable for use by all year groups. The wildlife area accessible to all local primary schools with the intention of promoting within children an appreciation of the environment and the need to look after our delicate ecosystems.

As part of the application process the applicant is given a choice of Nuclear Decommissioning outcomes, the applicant chose the following outcomes:

NDA 35 - Environment – Safeguarding the Natural Environment - Voluntary time dedicated to the creation or management of green infrastructure, to increase biodiversity, or to keep green spaces clean (140 hours)

NDA 11a - Education – Improved Skills - Number of school pupils involved in the project , annually (340)

The wildlife area and pond will encourage a greater diversity of wildlife to inhabit the area. The pond has already seen two frogs take up residence and dragonfly nymphs have been seen.

The CIF team undertake monitoring of each CIF funded project – this is proportionate to the size of the grant. Grantees must complete Interim/Final Reports and submit. These request evidence of project expenditure, use of grant, progress towards agreed outcomes. Information given in reports can be an indicator of issues with project delivery, project milestones, outcomes, budget. The CIF team would, as far as possible, always work with a grantee to resolve any issues, however as Grantor there is always the option to have grant funding returned, or terminate a grant, which is exceedingly rare.

Reports are also used to identify the positive impact of the funding, provide case studies, photos, and feedback.

**CIF Year One – Case Study Two – Mental Health Northwest Community interest Company – Weekly Wellness Walks – Two Year Funding Project.**

Awarded £33,200 on 18/08/22 for a two-year programme of walks. Delivery of walks began on October 3rd, 2022.

Summary - To provide a weekly Wellness Walk (Walk & Talk Session) in various locations in South Copeland, with both a trained walk leader and peers. The sessions are specifically designed to give people with self-reported low mental health the opportunity to engage both with nature and others.

Walk varies depending on the participants attending, the weather and other factors.

Age range of participants from 25 to 65

Many participants state that this is often the only time they engage with other people each week. Once a month a "Big Day Out" walk is organised where participants go further afield into the LDNP.

As part of the application process the applicant is given a choice of Nuclear Decommissioning Authority outcomes, the applicant chose the following outcomes:

 NDA 35 - Environment - Voluntary time dedicated to the creation or management of green infrastructure, to increase biodiversity, or to keep green spaces clean
Target: 200 hours. To date: 42 hours achieved in 6 months.

NDA 24 – Community Wellbeing - Initiatives taken or supported to engage people in health interventions

Target: ninety-six individuals. To date: thirty-three individuals engaged in 6 months.

Due to the Community Partnership’s funding, Mental Health NW CIC have been able to accommodate people with severely restricted mobility participating in some events.

Local (Millom) Mental Health support teams & new Green Social Prescribing initiative run by Groundwork now refer people to the events.

**CIF Year Two Awards to Date**

* The Hill Village Hall – Roof Restoration Project - £25,000
* Authors into Millom Schools – AIMS 2023 - £4,000
* Waberthwaite, Cumberland & Westmoreland Wrestling Club – Wrestling Mats - £2,500
* Cumberland & Westmorland Archaeological & Antiquarian Society – Research the History of Irton - £3,627
* Park Run Ltd – Muncaster Park Run - £4,000
* St. John’s Parochial Church Council, Waberthwaite – Old Laundry Project - £18,000
* Moore Arts Millom – Moore Arts 2023-2026 - £328,207
* Bootle Parish Council – Bootle & District Sports and Social Assoc. Re-Energise - £44,513
* South Cumbria Sea Sports Association – Refurbishment of Facilities & Machinery, Silecroft - £37,822
* Millom Cricket Club – Clubroom & Changing Room Refurbishment - £38,000
* Bootle Parish Council – Installation of Defibrillator, Monk Moors - £775

The Chair and members thanked the Grants Manager for the presentation and commented that sustainability is the main focus in grant awards, it is important to leave a legacy. There was a comment that it is still a complicated application process which needs to be made simpler for those wanting access to small grants.

Q – We should not be propping up services that Local Government should be supporting and also looking at how we can upskill these groups to continue the sustainability in the future

A – We cannot support projects that are provided by local authorities as part of a statutory duty.

The Panel has recently funded an Officer through CVS to assist people with their applications to this and other funds but also to advise on the sustainability of the projects.

Due diligence and assessment of the applications are covered within twelve criteria points in the application process sustainability being one of those. This covers the overall sustainability of the organisation and the project.

A. An example of this was a school project, they wanted to deliver a project in school this year, the feedback that was given to the applicant was that, instead of continuously funding their project each year, could they not upskill the teachers in the school to be able to deliver the programme in future.

## Communications Quarterly Report

The Communications Lead Lucy Clarke presented the quarterly communications report to the Partnership covering:

* Explanation of Social Media Analytics definitions
* Communication Plan 2023/24
* Upcoming Communications

**Explanation of Social Media Analytics definitions**

**Fans:** The people who ‘like’ or ‘follow’ your social media page; figures given are the total across Facebook, Twitter, and LinkedIn

**Impressions:** The number of times your content has been displayed to users.

**Engagements:** An umbrella term for the number of times your audience interacts with your content e.g., likes and comments on a post.

**Click-Through Rate:** The number of clicks that your content receives divided by the number of times your content is shown – given as a percentage (how many times someone clicks a link on one of your posts)

\*Definitions will be included in the monthly spreadsheet going forward.

**Communications Plan**

This is currently being drafted with the Communications and Engagement Sub-group. First draft feedback:

* Needs to have a specific focus on alternative voices
* Localised content must be developed
* Further emphasis on two-way communications
* Public document – less corporate

**Aim**

To ensure residents and stakeholders across South Copeland can make their own, informed decision on whether or not they support the development of a Geological Disposal Facility in their area. Our goal is to ensure people in the area have the opportunity to receive accurate, balanced, and timely information and that this is a two-way conversation where people can ask questions, raise concerns, and receive answers about the GDF project to help them understand how it could affect their community.

**Objectives**

Deliver increased community awareness and understanding of a Geological Disposal Facility and what it could mean for the area, the siting process and role of the Community Partnership.

Understand and respond to community questions and concerns relating to GDF and the siting process and use this to identify what people want or need to know about a GDF.

**Key messages and local narrative**

Three, core, interconnected themes of messaging:

What is a GDF? Explain what a GDF is and the facts of the project.

Is it safe? Give factual information on the safety implications of a GDF and counter misinformation.

Why here? Clearly articulate why South Copeland is part of this process and why and how it could be impacted (positive/negative) by a GDF.

Further to this, resident research has shown that people would like information principally across five areas:

* Safety reassurances
* Environmental protection
* Transportation of the waste
* Local economic impact
* Impact on future generations

**Communications Channels**

Within the plan, The Community Partnership’s programme of channels is categorised into five sections:

* Media relations
* Utilising local platforms
* Owned channel management
* Paid media
* Contact Centre

Further sections detail Key Activities (a quarterly plan for the year ahead), and Monitoring and Reporting (how the Community Partnership will monitor progress and adapt the plan where required).

**Upcoming communications activities (June-September)**

* Finalising the Communications Plan
* Engagement communications
* CIF communications – press releases, new photos and video
* Website refresh completed
* New content on the blog section of the website
* Mail-drop newsletter in August
* Public Opinion Survey results
* Property Value Scheme communications
* Community Forum communications
* Annual Report

Q- When will the redevelopment of the website be completed? The Partnership are concerned at the length of time this is taking.

A – There have been various issues, including with the web developer and NWS’ website manager leaving, however, it is hoped all website changes will be completed soon. The Communications Lead will update on an expected delivery time.

Q – Can we see both the questions and the answers to all questions received by the Contact Centre and other media.

A – Yes, we have started to do this and members have been sent all Qs and As received so far this year. Going forward a monthly report will be produced for Partnership members.

Q – Will the frequently asked questions be updated to reflect local questions.

A - Yes that is part of the redevelopment.

Q – We are letting down our Communities because there is not up to date on information on the website, which is the communities’ main source of information

**Action:** The Chair to take an urgent action back to the developer regarding development of the website.

## Subgroups

**Communication & Engagement**

**Draft Communications Plan**

* Comms lead drafting a version for CP input (covered in comms update)

**Scope of Community Forum**

* Planning pilot forum in September
* Run by the CP and will inform the CPs work plan

**Community Impacts Report**

* CP member drafting initial scope
* Members want it to be a piece of academic research

**Community Engagement Update**

27th May - Eskdale School opening of The Biodome

1st June – Coffee Morning St Mary’s Church Gosforth

15th June – Drop-In session Muncaster Parish Hall, Ravenglass 2pm – 6pm

20th June – Drop-In session Millom Library, Community Hub Millom 11am – 4.30pm

28th June – Presentation to Millom Pensioners 2pm

All Partnership members are welcome to attend any of the engagement events. Joint events with LLWR may be arranged.

**Operations subgroup**

**SLA for minutes**

* Draft minutes to be distributed to CP members within two weeks of the meeting
* Draft minutes to be added to the website 7 days prior to the meeting.

**Process for tracking Contact Centre questions**

* A summary of Contact Centre questions will be sent out to CP members monthly in advance of the SCCP meeting.

**Mission Statement**

* John Sutton drafted an initial Mission Statement that was reviewed by the Ops Subgroup. Some minor changes were requested and it awaits final Ops Subgroup approval.

**Public Forum**

* Public forum will be moved to the end of the agenda to allow members of the public to ask questions on all agenda items.
* Written questions can be submitted to be read out by a member of the Team
* Verbal questions will also be accepted but will be taken after the written questions.

## Public Forum

15 minutes is allocated on each Partnership meeting agenda for a Public Forum, to enable members of the public to ask questions directly of Community Partnership members.

Responses to any questions submitted in advance of the meeting via the website/contact centre are addressed before opening to the floor.

### Responses to questions submitted in advance:

**Question 1.**

Is the partnership fulfilling its role as a conduit between the public and developers and vice versa when following a freedom of information request it has been admitted that up to the 21st April that ninety-two questions, faithfully submitted, to the partnership have been dealt without partnership knowledge?

**Question 2**

Is the website misleading as although it does state questions are dealt with by the developer there is a presumption, they will get attention from the partnership as it is supposed to be a Community Partnership website?

**Answer:** I think we have covered the answer to both these questions in previous discussions around the Contact Centre and website development in this meeting.

**Question 3**

Could you please say what the timeline is for the Community Impacts Report? When is it being commissioned? who is being commissioned? when will it be published?

**Answer:** The scope of the Community Impacts report is being drafted by members of the Community Partnership. The Partnership want to commission the work as a piece of academic research and it will be published by end of March 2024.

The Partnership would like to present an early draft to the community at a Community Forum for input prior to final publication.

**Responses to questions from the public:**

**Question 1:**

Are the social media posts i.e., Facebook, Twitter etc supposedly from the Community Partnership or the dump developer? Will the Partnership respond to the questions raised through the social media posts?

**Answer:** The posts are drafted by the Comms lead and are then sent out to the Partnership for approval. The questions are replied to and responses are captured in the social media report that is sent to Partnership members monthly.

**Question 2:** Will the Community Partnership post past and future questions asked by the public for complete transparency for the members of the public and to avoid duplication

**Answer**: The Communications and Engagement subgroup can pick this up and scope a way forward.

**Action:** Communications and Engagement subgroup to consider whether questions and answers into the Contact Centre should be published on the website.

Question 3: Will there be someone at the local drop ins to answer questions on the negative issues of hosting a GDF in the local area.

A – Yes, we have some information which we can share with you at the engagement events.

Statement: The Feedback to the Local council is inadequate, questions that have been asked to the Partnership have not been answered.

Statement: We do not know where the site is so we can’t have a decent debate

The Chair reminded the Partnership and the Public Forum that when the generic information was released on the Jobs and Skills report it was not specific to South Copeland it was a generic report, after that the Partnership agreed not to publish generic reports but wait for the answers from the desk top studies which have just started.

## AOB

No further business was discussed.

## New Actions

| **Action Reference:** | **Description:** | **Assigned to:** |
| --- | --- | --- |
| 140623 1 | Share a copy of the Site Evaluation Roadmap with members after providing a brief scope of works for each of the workstreams, to give the roadmap a better context’. | Secretariat / Siting Manager  |
| 140623 2 | Publish a copy of the Site Evaluation Roadmap on the Community Partnership website once members are happy with it. | Comms Lead – ongoing  |
| 140623 3 | Visit details and LLWR security forms to be emailed to Partnership members.  | CEC |
| 140623 4 | The Communications and Engagement subgroup to discuss the work to be carried out by Inspira. | Comms & Eng subgroup |
| 140623 5 | John Sutton to be appointed to the Membership Panel. | Secretariat |
| 140623 6 | The Chair to take an urgent action back to the developer regarding the length of time it is taking to develop the website. | Chair |
| 140623 7 | Communications and Engagement subgroup to consider whether questions and answers into the Contact Centre should be published on the website. | Comms & Eng subgroup |

## Next Meeting

|  |  |
| --- | --- |
| **Date** | 12th July 2023  |
| **Time** | 6.30 – 8.30pm  |
| **Venue** | Thwaites Village Hall  |