

RUNCORN ENERGY FROM WASTE LOCAL LIAISON FORUM MINUTES
Wednesday 12th May 2021

		Action
	Attendees	
	Roy Griffin, Viridor (Chair) Cllr Alan Lowe, Halton Borough Council Cllr Chris Rowe, Halton Borough Council Isobel Mason EHO, Halton Borough Council Julian Watts, TPSCo Phil Goodwin, Environment Agency	
	Apologies	
	Cllr Dave Cargill, Halton Borough Council Andrew Plant, Principal Planning Officer, Halton Borough Council	
1	Welcome and Introductions	
	No introductions were required.	Note
2	Review of Actions	
	The minutes of the previous meeting (20 th January 2021) were confirmed with XX amendments requested. The changes made can be identified in blue text in the final minutes. <ul style="list-style-type: none"> To update the attendance list to include Isobel Mason as an attendee. To include an additional line recording the interest of Cllr Rowe and EHO in the maintenance of a record of scheduled fire alarm tests in section 2. To include an additional line of clarification into section 6 concerning the cancellation of the 3D Printer project. <p>Actions from previous meetings were reviewed and three actions remain outstanding as shown below.</p>	Note
	Cllr Lowe had previously proposed that Elected Members should consider the options presented for the operation of the Forum and feed back at the next meeting. Feedback provided in this meeting was that meetings should be quarterly.	Closed (All)
	Selection of a Residents Representative remains open as an action and updates are provided below in section 4.	Open (All)
	Cllr Rowe asked that Environmental Fund data be circulated with the minutes of the meeting. Roy to obtain.	Open (Roy Griffin)
	In the October meeting Isobel Mason noted that there might be opportunities for the Operator to work with a Halton-based scheme	Open (Roy Griffin)

	<p>running placement programmes for young people from care backgrounds.</p> <p>Roy to follow up with Viridor to assess potential collaboration.</p>	
	<p>In the October meeting Roy proposed that meetings of the LLF be aligned with the reporting periods used for environmental returns and business quarters.</p> <p>Cllr Lowe requested in the January meeting that such dates should avoid the scheduled Council Meetings for which dates are published on the HBC website.</p> <p>The dates proposed for subsequent meetings in Section 7 account for both proposals.</p>	Closed (Roy Griffin)
3	Operators Presentation	
	<p>Roy provided a presentation from the operator including data for the period from October to the end of December 2019. The presentation is attached for the groups reference.</p>	Note
	<p>Mr Sutherland observed that the EA had seen a reduced volume of complaint (which aligned with the Operator data) for the last quarter of 2019.</p> <p>Cllr Ratcliffe noted that some e-mail traffic had been received concerning noise 'and similar issues associated with the INEOS plant' but without any specific information to assess.</p>	Note
	<p>The LLF Members asked for additional information to be included in the Operator Presentation concerning outage dates. Roy confirmed that this data will be added to future presentations.</p>	Roy Griffin
4	Community Matters	
	<p>In the October meeting of the LLF Mr Plant confirmed that Cllr Ratcliffe has been appointed to replace Cllr Rowe and Roy offered to update the Terms of Reference to reflect the agreed position.</p> <p>A copy of the Terms of Reference (updated for issue in December 2019) was included with the minutes of the October meeting and proposed for adoption by the Operator with LLF Members asked to review and comment at this meeting.</p> <p>No amendments were proposed to the TOR (issued December 2019) and these are now published on the Runcorn ERF website. A final copy is attached to these minutes.</p>	Note
	<p>Updates were provided concerning the selection of a Resident Representative to attend the Forum.</p> <p>In the July meeting of the LLF, Roy had proposed that the position of Resident Representative should remain vacant with matters of public representation being raised through the Elected Members.</p>	Note

	<p>There were no objections to the proposal raised at the October meeting (subject to the provision of suitable communications protocols) and an action was allocated to Roy to finalise the Communication Plan.</p> <p>The TOR published for comment in December reflect the current LLF membership (not including a Residents Representative) and are now published on the Runcorn ERF website.</p>	
	<p>In the July meeting, Roy described the potential use, by the Operator, of a range of communication techniques and offered to draft a communication plan for the Forum to review.</p> <p>A draft communication plan was presented to the October meeting, approved in principal, and Roy took an action to publish the plan in final form at this meeting.</p> <p>A copy of the approved plan is attached to these minutes including updates on progress for the year to date.</p>	Note
	<p>Cllr Ratcliffe asked about the use of CCTV by the Operator and whether the scope of the cameras includes (or could include) the junction between Barlow Way and Picow Farm Road.</p> <p>Roy confirmed that CCTV is active on Barlow Way but stops short of capturing the junction as the system is not intended to monitor the general public (or public highways).</p> <p>Action for Roy to review the scope of CCTV cover with the Data Protection Officer for Viridor and provide feedback to the next meeting.</p>	Roy Griffin
5	Environmental Fund Update	
	<p>No update was available for this meeting. (The Development Control Committee receives reports from the Environmental Fund Management Board but there has not been a meeting since the last LLF). The last minutes from the Environmental Fund Management Board were approved in January 2019.</p>	Note
6	Site Development Activity	
	<p>There were no matters arising</p>	Note
7	Dates and Times of Future Meetings	
	<p>Meetings are proposed as below, and these replace the dates published in any previous minutes.</p> <p>On this occasion the Forum stated a preference for a January meeting.</p> <p>1600 on the 21st October 2020 1600 on the 20th January 2021</p>	Note
8	AOB	

	There were no matters arising.	Note
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