

RUNCORN ENERGY FROM WASTE LOCAL LIAISON FORUM MINUTES

Wednesday 16th October 2019

		Action
	Attendees	
	Roy Griffin, Viridor (Chair) Julian Watts, TPSCo Alex Sutherland, Environment Agency Andrew Plant, Principal Planning Officer, Halton Borough Council Cllr Alan Lowe, Halton Borough Council Isobel Mason EHO, Halton Borough Council Cllr Margaret Ratcliffe, Halton Borough Council	
	Apologies	
	Cllr Dave Cargill, Halton Borough Council Cllr John Bradshaw, Halton Borough Council	
1	Welcome and Introductions	
	Cllr Ratcliffe joined the LLF for her first meeting and was introduced to all attending.	Note
2	Review of Actions	
	The minutes of the previous meeting (17 th July 2019) were confirmed with the addition of a paragraph from the Operator in Section 4. Actions from previous meetings were reviewed and three actions remain outstanding as shown below.	Note
	Cllr Lowe proposed that Elected Members should consider the options presented for the operation of the Forum and feed back at the next meeting.	Open (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)
3	Operators Presentation	
	Roy provided a presentation from the operator including data for the period from July to the end of September 2019. The presentation is attached for the groups reference.	Note
4	Community Matters	
	In the July meeting of the LLF Roy asked that the Forum consider and confirm the membership following the appointment by HBC of Elected Members to their various functions. Mr Plant confirmed that Cllr Ratcliffe	Roy Griffin

	<p>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) is included with these minutes. The Operator proposes these Terms for adoption and LLF Members are asked to review and comment at the next meeting.</p>	
	<p>Updates were provided concerning the selection of a Resident Representative to attend the Forum. 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. (Subject to the provision of suitable communications protocols there were no objections).</p>	Note
	<p>Roy demonstrated typical web content for a virtual visitor centre and noted that additional web content (video and static pages) was being prepared for use on the Runcorn ERF pages.</p> <p>An example can be seen online at https://www.beddingtonerf.info/</p>	Note
	<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 meeting and approved in principal. Cllr Lowe asked that information on employment opportunities and Apprenticeships should be included in routine publications.</p> <p>Roy to finalise the Communication Plan prior to next meeting. A copy of the draft plan is included with these minutes.</p>	Roy Griffin
	<p>Isobel Mason also noted that there might be opportunities to work with a Halton-based scheme running placement programmes for young people from care backgrounds.</p> <p>Roy to follow up with Viridor to assess potential collaboration.</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
	<p>Cllr Ratcliffe asked how applications for funding should be submitted for consideration.</p> <p>Mr Plant explained that 'Openspace' tends to be the normal route for projects to be proposed and that the shortlisting and selection of projects is managed via the normal HBC processes.</p>	

6	Site Development Activity	
	Roy noted that the works described in the July meeting to improve parking and cycle storage provision had now been completed (including the allocation of priority parking spaces for car-pool users).	Note
	In the July 2019 meeting of the LLF Cllr Lowe raised the topic of development planned on the Station Quarter and asked whether it might have any impact on traffic flows to the facility. Roy confirmed that the development (including the reconnection of the Jubilee Bridge and installation of new road layout would not be likely to make surface streets appealing for the drivers of LGV vehicles when the project completes. An instruction will be issued to all hauliers however to reinforce the use of the agreed route in the S106 agreement.	Roy Griffin
	In the July meeting of the LLF, Isobel Mason noted that air quality monitors were to be installed at Westfield School for a 12-week monitoring period once the technical proposals had been agreed and now was able to confirm that the installation had taken place during summer. Cllr Ratcliffe asked about the provision of other types of monitoring available. Isobel Mason outlined the range of noise monitoring capability within HBC for the assessment of nuisance noise. (This being based on the use of three noise-trigger monitoring units).	
7	Dates and Times of Future Meetings	
	Meetings are proposed as below, and these replace the dates published in any previous minutes. On this occasion the Forum stated a preference for a January meeting. 1600 on the 15th January 2020	Note
8	AOB	
	Roy proposed that meetings of the LLF might be aligned with the reporting periods used for environmental returns and business quarters to provide like-for-like comparisons in the Operator Report. Proposals to be submitted into the next meeting.	Roy Griffin