
**MINUTES OF THE REGIONAL TECHNICAL GROUP (RTG)
MEETING HELD ON WEDNESDAY, 13 NOVEMBER 2002
AT THE CONWY BUSINESS CENTRE, LLANDUDNO JUNCTION**

ATTENDANCE

Anglesey County Council

John Williams, Meirion P Edwards

Caerphilly County Borough Council

Barry Hankey (Observer)

Conwy County Borough Council

Barry Bond, Ceri Thomas

Denbighshire County Council

Aneurin Phillips, Gareth Jones, Graham Boase, Brian Lyden, Avril Hughes

Environment Agency Wales

Stephen Blay

Gwynedd County Council

Peter Evans, Jeremy Gibbins

Powys County Council

Jan Jonker

SLR Consulting Limited

Alban Forster, Tony Yates

Snowdonia National Park Authority

Gareth Lloyd

Wales Environment Services Association

Colin Priestley

Waste Strategy Unit

Cathy O'Brien

Welsh Assembly Government

Andrew Adcock

Wrexham County Borough Council

Bob Sheffield, Geoff Clegg

1. LUNCH (1.00 – 1.35p.m.)

2. APOLOGIES

- 2.1 Apologies received from Sue Martin (WAG), Andy Bull (Powys County Council), Andrew Street (SLR), Alan Roberts (Flintshire), and Andy Macbeth (Flintshire County Council). No apologies were received from Cylch and the Welsh Development Agency.
- 2.2 Aneurin Phillips (AOP) welcomed the following to the meeting:
- (i) Barry Hankey (BH) from Caerphilly County Borough Council. Mr. Hankey co-ordinates the South East Wales Waste Group.
 - (ii) Mr. Andrew Adcock (AA) from the Welsh Assembly Government was attending in place of Sue Martin for this meeting.
- 2.3 Stephen Blay (SB) Environment Agency Wales, has replaced Mr. Phillip Goodman on all future RTG meetings.
- 2.4 Geoff Clegg (GC) Wrexham County Borough Council, has taken over from John Bradbury on future RTG meetings.
- 2.5 AOP stated that Mr. Richard Carter, South East Wales Regional Strategy Waste Co-ordinator for Wales Environment Trust (WET) had made a request to be a member of the RTG. It was recommended by the Project Group and agreed by the RTG, that Mr. Carter be a Member at all future RTG meetings.

3. MINUTES OF RTG HELD ON 3 OCTOBER 2002

- 3.1 Received as a true record.

4. MATTERS ARISING

- 4.1 AOP expressed some concern that CYLCH had not been represented at any of the RTG meetings to date. However, BB stated that it is certain that CYLCH would be represented at future meetings and that a representative had been organised.
- 4.2 AOP referred to Gary Nancarrow's recent illness and hoped that he was making good progress.
- 4.3 AOP referred to item 7.2 of previous meeting and stated that he had not yet written to the Waste Managers of each Authority requesting the £1000 contribution.

5. RMG FEEDBACK

- 5.1 AOP reiterated the importance that **all** members of the RMG group be reminded to provide details of their delegated powers as there were still some gaps. Officers should provide assistance and guidance to their Members as and when appropriate.

6. AMENDED REGIONAL WASTE ASSESSMENT - FEEDBACK

- 6.1 AF (SLR) stated that following the discussions at the previous RTG meeting he had not received any calls from members of the RTG and therefore assumed that everyone had managed to print off the electronic report satisfactorily.

- 6.2 AF was encouraged that he had received comments from every Authority and that all the comments provided had been incorporated in the Report.
- 6.3 SLR emphasised that if there were any last minute alterations to get in touch with SLR as soon as possible and these would be incorporated.
- 6.4 SLR stated that following requests from some Members of the RTG they will incorporate an Executive Summary at the start of the Report.
- 6.5 SLR hoped that RTG would agree the report and a hard copy in PDF format would be sent to each Authority as soon as possible.
- 6.6 AOP emphasised the need for the Strategic Assessment Report to be with Welsh Assembly Government (WAG) this month.
- 6.7 The RTG agreed the document, apart from any minor amendments brought to SLR's attention and that it should be sent to WAG as soon as possible.

7. ADDITIONAL RESEARCH UPDATE

- 7.1 Cathy O'Brien (COB) updated RTG on progress regarding additional matters that WAG had identified as priority and would therefore fund out of this financial year's budget. COB stressed that there was a limited budget and therefore the 3 additional means of research would be.

Tan 21 Guidance - Wisard Study

- 7.2 This would involve undertaking a life cycle assessment of a range of waste management options in Wales. The assessment would use the Environment Agency's WISARD software to assist in the determination of BPEO (Best Practicable Environment Option) and SWMO (Sustainable Waste Management Option) at a National, Regional and sub-Regional level.

Web Site

- 7.3 COB acknowledged suggestions received from Caerphilly on the domain name, i.e. Wales Waste and also when it was set up the importance that proper links are in place.
- 7.4 WAG has agreed to commission SLR to set up a web site which needs to be up and running by January.

Waste Import and Export Study

- 7.5 Considered a priority by WAG so that movement of waste between regions in Wales and between England and Wales could be established.

8. WASTE CAPACITY STUDY - NORTH WALES

- 8.1 COB stated that unfortunately WAG could not fund this study this year but were looking at ways in which progress could be made on this.
- 8.2 AOP stated that progress must be made on the capacity of existing facilities and that it was important to look at various ways in which to progress.

- 8.3 There followed a discussion regarding the funding of the Waste Capacity Study Scheme. BB queried whether there would be any surplus left over from the Landfill Tax Credit Scheme to help pay for this. The cost of the study would be in the region of £5,000 - £6,000. If no funds were left he suggested that each authority could contribute a little extra.
- 8.4 Each authority agreed to commit an addition of £400 towards the cost of a capacity study should there be insufficient funds to commission such a study – making a total contribution per waste authority of £1,400.00.(This includes the £1000 agreed to be contributed by each Authority for consultation exercise)

9. UPDATE ON PROGRESS IN SOUTH WALES REGION – BARRY HANKEY

- 9.1 Barry Hankey updated RTG members on the progress of the S. W. Reg. He thanked the Members for the opportunity to be present. Their RTG hoped to be in a position to incorporate any changes in time for their officers meeting on 28 November when it was hoped to be finalised and put to a meeting of the Members on the 6 December when they could be asked to formally endorse it. Copies will be available electronically after 6 December 2002.
- 9.2 They have engaged other organisations and bodies. Invitation on the working party had been extended to Local Government Representatives of Waste Industry, representatives of major waste producers and environment industries. Other than the Local Authorities, the S.E. Region have experienced that the Government bodies were difficult to engage to get on board. Friends of the Earth had made no response to contact.
- 9.3 COB emphasised the importance that organisations such as Friends of the Earth get involved at an early stage. She asked that should DCC find themselves in a similar position, then she asked to be informed.
- 9.4 GJ stated that he had attended one of the Friends of the Earth meetings to give a presentation on waste. GJ felt they were very keen and very interested to get involved.

10. CONSULTATION EXERCISE

- 10.1 Graham Boase (GB) stated that DCC were arranging for the production of information leaflets etc. These will need to be sent to communities including local interest groups. Each authority to decide how to distribute the information themselves although guidance on a minimum requirement would be produced.
- 10.2 Funding will depend on the Landfill Tax Credit Scheme and the £1,000 per authority contribution previously agreed. This funding will be used to engage the public interest.
- 10.3 Denbighshire would co-ordinate the production of the consultation/publicity material and would bring drafts to the RTG for agreement.
- 10.4 Anglesey expressed concern regarding staff resources to carry out the consultation exercise as the timing of the exercise coincided with their Authority's Unitary Development Plan Public Inquiry. AOP responded that how they organised it was for them to decide, but they would be expected to meet the minimum as indicated in the guidance to be produced. GB added that consideration could be given to waste officers undertaking this task.
- 10.5 Each Authority to liaise if they have any special views as to what should be incorporated into these consultation/publicity documents.

- 10.6 The more each Authority can do at consultation stage, e.g. workshops etc., the better this will be. Jan Jonker suggested the circulation of a standard "Power Point" presentation which everyone could use. Agreed as a good idea.
- 10.7 Regarding responses to the consultation/publicity exercise DCC would organise the feedback and collate all the information. It was mentioned that each Authority may want to evaluate their own. If they wished to do so, that would be acceptable. AOP stated that it would be beneficial to have a rough idea of numbers of leaflets that each Authority would require and that perhaps these figures could be forwarded to Denbighshire asap.

11. OPTIONS ASSESSMENT

- 11.1 Presentation by AF regarding the next stage of the process including methodology of identification and analyses/assessment of the options. A handout was circulated to all.

12. WEIGHTING EXERCISE

- 12.1 A handout was circulated showing the evaluation criteria suggested by SLR in relation to sustainability, objectives and indicators.
- 12.2 A pro-forma was then circulated and everyone was requested to give a "score" to the criteria.
- 12.3 The pro-formas were completed by everyone and collected by SLR who confirmed they would circulate a critique of the results.
- 12.4 It was agreed that this would form the start of the weighting exercise to see which criteria was to be given what level of importance in the process.
- 12.5 It was suggested by SLR that everyone should have regard to this process and should give SLR feedback asap. Consideration should be given to who else should be incorporated in this process, i.e. just the RTG or other external groups as well, such as Friends of the Earth, Industrial Groups etc..

13. ANY OTHER BUSINESS

- 13.1 Andrew Adcock, Welsh Office relayed a message from Sue Essex that she was satisfied with the progress of the Waste Plan to date. AOP thanked him for his comments and cordially invited the Assembly Minister to join us in North Wales at one of our future meetings.

14. ACTIONS

- 14.1 See attached table.

15. DATE OF NEXT MEETING

- 15.1 The next meeting will be held on Tuesday, 3rd December 2002, venue to be confirmed.

ACTION POINTS

Issue	Action DCC	Action Others
Contribution of £400 by each Authority towards the cost of capacity study in addition to the £1000 agreed to be contributed towards the cost of publicity/consultation. (Total contribution of £1400 by each Authority)	To formally write to each authority	Each authority to respond asap
Each authority to provide details of the power of their RMG members to make decisions	To formally write to each authority	Each authority to respond in full asap
Any further amendments to the Strategic Assessment Report		Each member of the RTG to contact SLR direct ASAP
Executive summary to be incorporated as part of the final Strategic Assessment Report		SLR to organise
Final Strategic Assessment Report		SLR to circulate one hard copy, along with a disc of the report to each member body of the RTG as soon as possible
Final Strategic Assessment Report		SLR to forward one hard and disc copy to WAG as soon as possible and no later than the end of November
Production of Draft Consultation Documents, including PowerPoint presentation	To arrange and circulate in advance of a future RTG	RTG to decide on the appropriateness of draft material provided
Numbers of consultation leaflets needed for circulation		Each authority to contact DCC direct with approximate numbers of the leaflets they think they will require for distribution in their authority
Standard Power Point Presentation for Consultation Workshops	DCC	Other Authorities to use
Collation of the weighting exercise		SLR to distribute a critique of the results asap
Feedback about the weighting exercise, who else, if anyone, should be included		Each authority to contact SLR direct with their thoughts

