
**MINUTES OF NORTH WALES REGIONAL TECHNICAL GROUP (RTG)
HELD ON TUESDAY, 20TH AUGUST, 2002 AT THE CONWY BUSINESS CENTRE**

PRESENT for:

Denbighshire County Council:

Aneurin O. Phillips, Graham Boase, Gareth Jones, Ken Ewing (reserve for Brian Lyden), Gwen Butler (reserve for Avril Hughes)

Wrexham County Borough Council:

Geoff Clegg (reserve for John Bradbury), John Ellis (reserve for Bob Sheffield)

Gwynedd County Council:

Gareth Jones (reserve for Jeremy Gibbins), Peter Evans

Conwy County Borough Council:

Barry Bond, Phil Hardwick (reserve for Ceri Thomas)

Ynys Môn County Council

J. G. Davies (reserve for Merion Edwards), John Williams

Flintshire County Council:

Alan Roberts (reserve for Andy MacBeth), Gary Nancarrow

Powys County Council:

Roanna Manson (sub for Jan Jonkers), Andy Bull

Snowdonia National Park Authority

Gareth Lloyd

Welsh Development Agency (WDA):

Julie Masters

Wales Environmental Services Association (WESA):

Colin Priestley

Welsh Assembly Government (WAG):

Sue Martin

Waste Strategy Unit (WAG)

Cathy O'Brien (Waste Strategy Unit)

S.L.R. Consulting Ltd.

Alban Forster (Associate), Andy Street (Director)

1 APOLOGIES

- 1.1 Received from Jan Jonkers (reserve attended), Ceri Thomas (reserve attended), Bob Sheffield (reserve attended), Brian Lyden (reserve attended), Jeremy Gibbins (reserve attended), John Bradbury (reserve attended).
- 1.2 No apologies were received from:
Mal Williams of the Welsh Community Recycling Network (Cylch).
Philip Goodman of the Environment Agency.

As such these 2 organisations were not represented.

2 LIST OF REGIONAL TECHNICAL GROUP (R.T.G.) MEMBERS

- 2.1 A list of R.T.G. Members was circulated to allow alterations and additions to be made for accuracy. Each local authority should have 1 nominated Waste Manager and 1 nominated Waste Planner as a member of the RTG. It would be helpful if substitute officers could also be identified for both Waste and Planning. An updated version of the amended database will be circulated along with copies of the Minutes.

3 MINUTES OF THE NORTH WALES WASTE PLAN MEETING OF 10th JULY 2002

- 3.1 Received as a true record. There were no matters arising.

4 TERMS OF REFERENCE

- 4.1 Terms of Reference for Denbighshire County Council (DCC), SLR Consulting Ltd., the Regional Technical Group (RTG) and Regional Members Group (RMG) had been prepared by DCC and circulated to all members of the group prior to the meeting.

- 4.2 Barry Bond (Conwy) suggested that this document compared favourably with those prepared by other regions, being brief and to the point.

- 4.3 Aneurin Phillips advised that while TAN 21 does not require Members to have a specific role in the preparation of the Waste Plan, it was considered important for Members to play a major role in the production of the plan and that this was best achieved by establishing a Regional Members Group (RMG). The other 2 Regions have organised similar Regional Member Groups.

- 4.4 Subject to the inclusion of Snowdonia National Park in the list of RTG members, which had been omitted in error, the terms of reference as circulated was agreed by all.

5 UPDATE ON CURRENT POSITION

- 5.1 (i) ***DCC Lead Authority & Project Group***

Aneurin Phillips explained that DCC as the lead Authority had established an informal project group comprising himself, Graham Boase, Gareth Jones (all DCC Planners) Barry Bond (Conwy CBC Waste Manager), Alban Forster and Andy Street (SLR).

The Project Group would meet more frequently than the RTG in order to drive the development of the plan forward and to ensure that timetable etc., were met.

Cathy O'Brien suggested it would be useful to have a representative from WAG attending the Project Group meetings as this would be in line with the other 2 Regions that had established similar projects.

It was agreed that Cathy O'Brien would be invited to attend the Project Group meetings.

- (ii) ***SLR Appointed as Consultants***

Aneurin Phillips introduced SLR Director Andy Street and Associate Alban Forster.

SLR advised the Group that in their opinion the North Wales Region was now catching up with the other 2 regions despite DCC having been confirmed as being lead Authority comparatively recently.

It was confirmed that SLR were also acting as Consultants for the South West Region.

(iii) ***Project Plan***

Aneurin Phillips advised that a Project Plan would be prepared to reflect all key dates and outputs and would be circulated to all Members of the Group with the minutes of the meeting. It was emphasised that it was important for everyone to familiarise themselves with the Project Plan and a timetable for events as laid down in TAN 21.

(iv) ***Data Collection Proformas***

A proforma regarding municipal waste has been circulated by SLR to all the Waste Managers prior to the meeting. It was a requirement for these proformas to be completed and returned to SLR by the 9th September, 2002.

The same proforma is being used by the other 2 regions as it was a requirement of WAG that the three regions should collect the same information regarding municipal waste.

If authorities found the headings on the proformas did not reflect information available then they were advised to contact SLR direct with any concerns.

It was agreed by all that the information required by the proformas could be collected and that the deadline for completing them was both reasonable and achievable.

(v) ***Future RTG Meetings***

A timetable was circulated, with 2 more RTG Meetings scheduled for 3rd October and 13th November 2002. These dates are linked to key outputs when decisions will need to be. Dates for meetings throughout 2003 would be circulated in due course.

6 PRESENTATION BY SLR LTD.

6.1 Andrew Street (Director, SLR) and Alban Forster (Associate SLR) gave a joint presentation on previous work undertaken by the firm, lessons learnt and the timescales required to drive the North Wales Waste Plan forward.

6.2 Alban Forster will be the Project Manager for North Wales Waste Plan.

6.3 Following the presentation, questions were taken from the floor.

6.4 The following were emphasised:

- SLR will not be conducting the consultation exercise. DCC will be responsible for co-ordinating consultation throughout the process, with each local authority playing its role in implementing the agreed strategy within its own region.

- The RTG will need to agree key outputs and recommendations which in turn will need to be presented to the RMG for ratification, or otherwise.
- The first RMG meeting will need to provide the background on the main issues for the Members.

7 CONSULTATION FRAMEWORK

- 7.1 Aneurin Phillips advised the group on the intended consultation process, a report on the consultation having been prepared by DCC and circulated to all members of the group in advance of the meeting.
- 7.2 The process should be as inclusive as possible, given the time limitations in TAN 21.
- 7.3 In the consultation paper DCC had identified all key consultation groups. The groups were advised that it was intended to build up a database for interested parties, anyone who expressed an interest in the Waste Plan will be included in the database.
- 7.4 A recent press release had generated some interest, details of which had already been included on the database. It was agreed that in future any press release would be circulated in advance to all members of the RTG for information.
- 7.5 General discussion took place regarding the need to ensure that the Waste Industry itself is involved in the process including using facilities in the web, such as "letsrecycle.com"
- 7.6 It was agreed that DCC would provide leaflets/documents/questionnaires etc. and that each authority would then use those to carry out their own consultation procedures in their own area. They would, however, be supported by Gareth Jones and Graham Boase (DCC) to ensure a consistency of approach.
- 7.7 Cathy O'Brien suggested that Landfill Tax Credit Funds could be utilised to fund the proactive element of the consultation exercise. She agreed to supply a simple procedure note on applying for Landfill Tax Credit Funds.
- 7.8 Regarding specific targets for the consultation exercise, there were a number of suggestions, all of which were supported by the Group and included the following:

Agreed:

- ✓ To include local Chambers of Commerce in the consultation exercise.
- ✓ Waste Industry / Businesses should receive mail shots that could include additional, relevant questions on the questionnaire, specifically designed for them.
- ✓ Database needs to be carefully set up to categorise all responses at every stage which would assist in the plan process. DCC have already drawn a recording sheet, a copy of which will be circulated with the Minutes of this meeting for comment.
- ✓ One person to be a contact point in each authority. While it would be for each authority to decide who that person would be, there was a general consensus that the Waste Planner would be the most

appropriate Officer.

- ✓ Sue Martin (WAG) to investigate the possibility of using the WAG website for North Wales Regional Waste Plan, to include all relevant information including minutes of the meetings etc.
- ✓ A general discussion took place as to whether or not it would be appropriate to invite interested groups to attend meetings of the RTG so that they may make presentations to the Group or alternatively to organise a separate session where various groups could be invited to make presentations. DCC as coordinating authority to investigate the practicalities of either option although the attendance of any other group or individual would largely depend on the nature of the feedback to consultation.
- ✓ DCC to provide assistance and documents to each authority regarding the "local" consultation exercise to ensure a minimum consistent approach is achieved. It would then be for each authority to decide whether or not to "bolt on" any additional form of consultation over and above the agreed minimum.

7.9 The Group agreed to the consultation framework put forward for the preparation of the Regional Waste Plan subject to minor amendments.

8 REGIONAL MEMBERS GROUP (RMG)

8.1 (i) *Nominations by Authorities of Members*

It was agreed that each Authority provide the names of 2 members from their Authority that would be representing the Authority on the RMG. Nominations to be received by DCC no later than 6th September 2002. It was also a requirement to provide the details of 1 reserve for the RMG.

(ii) *Decision Making Power of each Member*

It is important that members of the RMG have the ability to make decisions on behalf of their authority. This may need to be sought from Council or Cabinet etc., from each authority.

It was agreed that each authority establish and provide DCC the mechanism for their members to agree decisions on behalf of their authority. This is important as it will assist DCC in establishing whether there would be potential delays in the decision making procedures creating problems in achieving the requirement to submit the agreed plan to WAG by November 2003.

(iii) *Future RMG Meetings*

One meeting has been arranged for this year on 3rd October, 2002. That meeting would be used in the main for the project group to advise members of the requirements of TAN21 and progress made to date including terms of reference etc.

It was agreed that officers would not attend the RMG meetings with the exception of the project group which would record the recommendations on behalf of the RTG to the RMG.

9 BILINGUAL POLICY

- 9.1 Aneurin Phillips stressed the need for certain documents to be provided bilingually and that certain meetings will require a translator present. It was agreed that:
- ✓ Meetings of the RTG will be conducted through the medium of English including the circulation of minutes and documents.
 - ✓ Translators will be provided for all RMG meetings and the minutes and documents for RMG will be bilingual.
 - ✓ Public documents circulated to the RMG or published on the website, available at receptions etc. of each authority will be bilingual.
 - ✓ Lengthy documents will be produced using the WAG format (front to back – Welsh one way up, English the other).

10 ANY OTHER BUSINESS

- Cathy O'Brien advised that the 2001 Office of the Deputy Prime Minister survey of construction and demolition waste arisings has been produced but that its contents cannot be discussed until the final report has been published which will be in the autumn. She confirmed that the survey details can be used as a model as long as an undertaking is given not to discuss the survey.
- Concern has been raised with DEFRA regarding exempt sites. Legislation may need to change to require their inclusion and all authorities must ensure that any data regarding exempt sites be included for stage 1 of the plan process to establish the current position regarding waste.
- New legislation (especially European) needs to be taken into account.
- DCC needs to be advised of any Members of the RTG and RMG with a disability or requiring special needs to ensure that the necessary arrangements can be put into place.

Action	By Whom?	When?
WAG Rep to be invited to Project Group meeting	DCC	All PG meetings
Press Releases to be circulated to all RTG members	DCC	Ongoing
Consultation document amended and circulated to RTG	DCC	September 2002
Information on funding, e.g. Landfill Tax Credit	COB	September 2002
Explore possibility of use of WAG website	COB/SM	September 2002
Amended Project Plan to reflect key dates to be circulated	DCC	September 2002
Return of Proforma for municipal waste	ALL	9/9/02
Ideas of who to be consulted for mail shot to be forwarded to DCC	ALL	October 2002
Nomination of members for RMG and their powers to make decisions and Office	ALL	6/9/02
Access issues (hearing difficulties, members with a disability etc) to be advised to DCC	ALL	20/9/02
Circulate updated list of members of RTG	DCC	September 2002
Establish decision making power of Members of RMG	DCC	October 2002
Terms of reference amended and circulated to RTG	DCC	September 2002
Bi-lingual Terms of Reference and consultation document circulated to RMG	DCC	September 2002
Produce information leaflets / questionnaires (draft)	DCC	Oct/Nov 2002
Database for analysis of responses	DCC	Ongoing

Meeting concluded at 3.35 p.m.