
**MINUTES OF THE NORTH WALES REGIONAL TECHNICAL GROUP (RTG) MEETING HELD
TUESDAY 8th APRIL 2003 AT THE TALARDY HOTEL, ST ASAPH AT 10.30AM**

PRESENT for:

Anglesey County Council

John Williams, Steffan Owen

Conwy County Borough Council

Barry Bond (Chair), Ceri Thomas

Cylch

William Hughes

Denbighshire County Council

Graham Boase, Gareth Jones, Brian Lyden, Avril Hughes

Environment Agency

Brian Booth

Flintshire County Council

Gary Nancarrow, Andy MacBeth,

Gwynedd County Council

Steffan Jones, Jeremy Gibbins

Powys County Council

Andy Bull, Jan Jonker

SLR Consulting Limited

Alban Forster

Snowdonia National Park Authority

D Gareth Lloyd

Waste Strategy Unit

Dr. Andrew Rees

Wrexham County Borough Council

Bob Sheffield, John Ellis, Geoff Clegg

1 INTRODUCTION

- 1.1 Barry Bond (BB) chaired the meeting in the absence of Aneurin Phillips. BB welcomed Gary Nancarrow's return following his absence and welcomed all new members to the meeting as follows:
Brian Booth (Environment Agency) – replacement for Stephen Blay
William Hughes (Cylch) - reserve for Katie Trent
Dr Andrew Rees (Waste Strategy Unit) – reserve for Cathy O'Brien
Steffan Jones (Gwynedd County Council) – reserve for Peter Evans

2 APOLOGIES

- 2.1 Apologies were received from the following:
Aneurin Phillips (Denbighshire County Council), Katie Trent (Cylch), Julie Masters (WDA), Sue Martin (Welsh Assembly Gov.), Meirion Edwards (Anglesey County Council) and Peter Evans (Gwynedd County Council).
- 2.2 BB advised RTG members that AOP may be available to Chair the next meeting of the RTG, but would be leaving his present post as Head of Planning Services with DCC and taking up his new post as Chief Executive of the Snowdonia National Park on 1 July 2003 and wished him the best of luck on behalf of the RTG.

3 MINUTES OF MEETING OF THE 18TH FEBRUARY 2003

- 3.1 Accuracy
Received as a true record.
- 3.2 Matters arising
4.2.1. A reminder that each authority to ensure that the £1000 contribution towards the publication of consultation material agreed at the RTG meeting on the 18th February 2003 has been paid to DCC.

4 REVIEW OF CURRENT POSITION (Stage 2a – Options Development Report)

- 4.1 Gareth Jones (GJ) advised RTG of current position. Following agreement at RTG 18.2.03 to progress with the options 1 – 6 only Wrexham and Powys had contacted DCC with concerns which were mainly relating to the following points:
- (i) Wording and definitions of the options needed to be clearer and abbreviations should be kept to minimum with the presentation of data in pie charts / graphs and the text to be as clear and simple as possible. This would also make the reports more meaningful to Members.
 - (ii) Report needs to be clearer on how options were derived.
 - (iii) Importance that consistency within the Report is addressed.
 - (iv) What the sub regions in the reports referred to.
 - (v) Performance Indicators and the Weightings Exercise.
 - (vi) Consultation process.

GJ advised that SLR were aware of the issues raised and that these would be addressed formally as well as by Alban Forster after his presentation (Item 5) and under Item 7 (Consultation). GB thanked the RTG for their constructive views emphasising that their input into the process was important.

- 4.2 Graham Boase (GB) advised that in response to a letter from Wrexham County Council he and GJ attended a meeting at Wrexham to discuss various issues and problems arising from the report and it was felt that the meeting had proved extremely helpful. GB extended an invitation to any other authority who believed that a meeting between DCC and themselves would be helpful.

Agreed that any Authority wishing to arrange a meeting to go through issues and problems that have arisen generally or with the report(s) to contact DCC asap.

5 PRESENTATION BY SLR (Stage 2b SWMO Assessment Report – Process & Methodology)

5.1 Alban Forster (AF) gave a presentation on the Stage 2b report. He apologised that certain Authorities were still finding difficulties opening the report files and agreed to investigate and e-mail downloading instructions on his return to the office. It was emphasised by AF that if anyone had problems downloading information they should contact SLR immediately and not wait for an RTG meeting to report the problem.

5.2 A general discussion followed which included the issues raised in Item 4 by Wrexham and Powys which were addressed as follows:

(i) Infrastructure Requirements

AF advised that the data in the Stage 2a (Appendix C) report specifying infrastructure requirements was illustrative only and that each Authority needed to mainly focus attentions on what is required in terms of tonnage.

(ii) Definition of Sub Region

AF advised that “the sub-regions” and the data in the table in Appendix C of the Stage 2a report were for illustrative purposes only.

(iii) Glossary of Terms / Definition of Options / Presentation of Data

AF advised that these issues would be discussed further with DCC and the reports (Stage 2a and 2b) amended to address the concerns of the RTG. Dr. Andrew Rees advised that there was a detailed glossary of terms in Wise about Waste (National Strategy for Waste) which may be of assistance.

(iv) Weightings Exercise

Concerns were raised that the initial exercise at the RTG meeting in November 2002 was inadequate having regard to the importance of the exercise in respect of the process. AF advised that RTG had been given the opportunity to re-consider the details submitted at the initial exercise and that Authorities had time to discuss the weightings with their Members. It was agreed that a further period would be given for RTG members to submit weightings on behalf of their Authority / Organisation. William Hughes (WH) raised the issue of consultation regarding the weightings and the plan process as a whole and that this should be as inclusive as possible. He also raised an issue regarding the performance indicators used in the weightings and that these did not focus enough on the economy in terms of businesses in the waste industry. GB advised that consultation was continuous throughout the process given the involvement of the various organisations on the RTG and Members from each authority within the region. Furthermore, GB also advised that there would be formal public consultation on the Draft Regional Waste Plan giving an opportunity for any interested parties to provide observations on the plan and issues such as the weightings process. AF advised that the performance indicators were provided by the Welsh Assembly Government and were therefore common to the 3 waste regions in Wales.

Agreed that feedback on weightings and report(s) required by 15 April 2003

6 MEMBER INVOLVEMENT

6.1 BB stressed the importance of briefing Members throughout the process and it was agreed that DCC would be advised as soon as possible if there were any changes in Members representing an Authority on the RMG.

6.2 It was noted that Members of certain Authorities such as Powys do not have delegated powers and information was requested on when and what decisions Members would have to make. Powys representatives stated that any reports requiring a Member decision would need to be sent to them at least three weeks in advance of any RMG meeting. GJ to action immediately by providing a timetable of the remainder of the plan preparation process.

7 CONSULTATION PROCESS

7.1 Website launched – Press Release.

GJ advised that the North Wales region is the first of the three regional waste areas in Wales to launch its Website. The South West Region will link directly on to this site using the same general design framework and there will also be a link onto the South East Region who are producing their own website. A press release has been sent out to various local journals within the region informing readers that the website provides easy access to all interested parties to information such as minutes, map of the area, contact names etc, an electronic feedback form included for public responses, links to other Authorities and organisations on the RTG.

The bilingual web site address is as follows:-

www.walesregionalwastepplans.gov.uk /www.cynlluniauugwastraffrhanbartholcymru.gov.uk

7.2 GJ gave a short demonstration on the content of the website and all members were advised to familiarise themselves with the site asap. Any initial feedback in respect of the website would be welcome. The site will be updated in due course and on a regular basis. GJ stressed again the importance of the electronic feedback form and the role that RTG Members can play in publicising the website.

7.3 Publicity Material

GB advised that following invitations to tender, DCC have appointed Design and Print to provide the publicity material. This company has been used successfully by Wrexham County Council providing clarity and simplicity of design as well as being competitive on price. Samples of leaflets were circulated as examples of the work that Design & Print can produce.

7.4.1 It was advised that DCC would soon be meeting Design & Print to discuss the contents (illustrationss/text) of the publicity material. It was agreed that draft publicity material and logo would be circulated to RTG for comments, particularly any text for a questionnaire.

7.5 GB advised that following discussions with Wrexham, minor changes to the consultation process were being considered by having a general awareness campaign during May / June 2003 and then a full consultation exercise of 2 months in July / August 2003 which would be targeted towards all interested parties. The RTG raised no objection to this proposed change.

Agreed changes to consultation process and DCC to circulate publicity material (draft) to RTG for comments.

8 ANY OTHER BUSINESS

8.1 It was agreed that it may be useful to contact Brian Mayne with regard to consultation and use of logos. Brian Maine is the co-ordinator for Waste Awareness Wales, which is funded by the Assembly and is working jointly with the WLGA.

ACTION POINTS

ISSUE	ACTION DCC	ACTION OTHERS
Information on downloading Report		Alban Forster (SLR) to organise asap
Contact Brian Maine with regard to consultation and use of logos	DCC to contact asap	
Any feedback on the report		RTG to contact SLR by 15 th April 2003 with comments on report and submission of outstanding weightings

		exercise forms
Collation of Feedback		SLR to produce summary of feedback in report for DCC
Clarity of Reports Definition of Options and consideration of all other feedback	DCC to discuss with SLR after 15 April 2003 - amendments	SLR to amend report
Advise and update Local Members		RTG to advise and update Members before meeting (RMG on 29 April 2003)
Contact details of any new Member of the RMG		Each Authority to contact DCC direct asap
Invitation from DCC to all Authorities who wish to meet up and go through any issues and problems that may arise with the report or generally		Each Authority to contact DCC (Gareth Jones or Graham Boase) direct if formal visit is required.
Timetable for remainder of plan preparation and key decisions by Members of RMG	DCC to forward revised Project Plan to RTG asap	
Consultation and publicity material	DCC to circulate drafts to RTG	

