

Member Advisory Panel Meeting Minutes

Location, Date & Time of Meeting:		Shire Hall, Warwick, 17/03/08, 9:30am
Attending:	Members	Officers
<i>Coventry</i>	Cllr Harrison Cllr Noonan (Vice Chair) Cllr Ridley	Andy Vaughn (AV) John Daly (JD) Andrew Walster (AW)
<i>Solihull</i>	Cllr Bell Cllr Richards Cllr Windmill	Jim Harte (JH)
<i>Warwickshire</i>	Cllr Browne Cllr Goode Cllr Heatley (Chair)	Martin Stott (MS) Kalen Wood (KW)
Apologies:	Stephen Pickering, Tony Maione	
Status:	Action:	Initials:
RED	Circulate amended logo to Members	KW
AMBER	Develop Communication Strategy	Project Team
AMBER	Provide Member information pack	Project Team
GREEN	Risks to be brought to the next meeting of the Panel	Interim Project Director
RED ACTIONS	AMBER ACTIONS	GREEN ACTIONS
Requires urgent attention	Requires actioning before the next meeting (or within 2 months of the meeting-whichever is sooner).	Requires actioning for the next meeting

1 Apologies

Apologies were received from Stephen Pickering (CCC) and Tony Maione (WCC).

2 Minutes of previous meeting

Correction to the minutes of the meeting 04/03/08, Cllr Bell will be substituting for Cllr Hillas and not Cllr Richards as stated in the minutes.

The minutes were agreed.

3 Matters Arising

3.1 Future Minutes

Cllr Harrison requested that outstanding items and actions with timelines for completion be included in subsequent minutes.

It was also confirmed that future meetings of the Panel should be carried out in Private.

3.2 Project Transform Logo

The logo has been amended subject to the comments from the 4/03/08 meeting. A copy of the revised logo will be circulated to Members following the meeting.

3.3 Joint Press Statement

The proposed joint press statement was discussed. Cllr Browne suggested that we don't issue a press release until we have something definite to report such as the approval of the EOI or the release of the EOI on the web. It was agreed that this approach should be adopted.

Cllr Harrison commented that a coordinated approach to communications should be adopted and that all Members should be informed prior to a press release being published.

It was agreed that the Communication Strategy would be further developed by the Project Team.

4 Presentations – Summary of EOI

John Daly (Interim Project Director), went through a paper on the EOI and answered a number of questions.

4.1 Background

No Comments

4.2 Strategic Waste Management Objectives

AW Commented that the targets in the EOI would be pooled targets that all three authorities would contribute to.

AV raised the development of a sub-regional waste framework, which would include the common objectives of existing Waste Strategies. It was suggested that a consultant could develop this in the future.

Cllr Goode queried that if we significantly increase recycling will there be enough waste to process in an Energy from Waste facility. MS responded that in Warwickshire we currently rely on landfill and even reaching 50% recycling rates there will still be 50% of waste that will need to be treated and diverted from landfill.

Cllr Ridley emphasised that we need to ensure that the facility is sized correctly and that this needs to be clearly communicated and included in the Communication Strategy.

Cllr Browne agreed with this and stressed that the size of the facility needs to be right and it should not have an impact on increasing composting and recycling. He emphasised the importance of developing accurate models and statistics to ensure that the right size facility is developed.

Cllr Harrison commented that we should ensure that we are not penalised in a contract for not delivering a minimum tonnage.

MS commented that DEFRA would also require assurance that the facility was going to meet the needs of the authorities and be scaled accordingly.

4.3 Procurement Strategy

AW added that as part of the options evaluation, a scenario that involved processing waste by mechanical biological treatment (MBT) with the resulting refuse derived fuel (RDF) being used as a substitute fuel in a cement kiln was evaluated. As Cemex is located in Warwickshire, it was considered that this scenario should be considered.

Cllr Goode queried the size and potential land-take of a new EfW facility. AW responded stating that a new facility could have a combination of 'burners' it could have one, two or three. It is also anticipated that a new facility would have the same footprint as the existing facility. The current facility processes 240,000 tonnes of waste a year, it is anticipated that a new facility would have a capacity of 350,000 tonnes per year.

Cllr Bell queried whether the facility would have spare processing capacity, AW responded that this did not include additional capacity, but this could be tested as the project develops.

4.4 Risk Management

JH questioned whether examples of best practice internationally will be taken account of in the design and development stages of the project. This will be taken account of as the project develops.

Cllr Harrison stated that Members need factsheets so that they have information readily accessible to answer questions about the project and EfW. JD stated that these will be developed by the project team.

JH requested that a copy of the project risk register is brought to the next panel meeting and key risks highlighted.

4.5 Project Governance

It was emphasised that we need to have a clear and open Governance structure.

4.6 Sites and Planning

JD emphasised that the planning aspect of the project was likely to involve a lot of work and it would be necessary to involve specialist planning consultants.

Cllr Richards questioned whether a site investigation had identified the proposed location as the best site. JD responded that WCC has carried out its own investigation of potential waste treatment sites in Warwickshire, but that more work on sites was needed for the next stage of the project development – the Outline Business Case (OBC).

4.7 Costs and Budgets

JH asked about the affordability gap and Member sign-up to this. JD responded that more work regarding costs and budgets would be carried out for the OBC and Member sign-up is a requirement for the OBC.

4.8 Stakeholder Communications

No questions regarding this section –covered earlier.

4.9 Timetable

The current timetable is very optimistic, with construction of the new facility proposed to start in 2011 and being operational in 2014. The timescale will be refined as part of the development of the OBC.

The OBC deadline for submission is 31/10/08, however the team aims to complete it by the end of September.

Cllr Goode queried progress with appointing a Project Director. Due to pressing timescales it is highly unlikely that a permanent Project Director will be appointed to manage the development of the OBC. Therefore it is proposed that an interim Project Director is appointed to manage the development of the OBC and a permanent Director appointed for when the procurement process commences.

All Members of the Panel re-iterated that they were committed to Project Transform.

4.10 Conclusions

It was emphasised that by submitting the EOI and subsequently progressing the OBC we are not committing ourselves to PFI. However, development of a robust business case would be necessary irrespective of the funding mechanism for the project.

5 Any other business

None raised.

6 Date of next meeting

The date for the next meeting was proposed as:

Date: Monday 2nd June
Time: 10:00 am
Location: Shire Hall, Warwick

Chair:

Circulated:	All attendees	Date: 01/04/08
Author	Kalen Wood	03/04/08