



<b>DSRL/LOCAL COMMUNITY LIAISON GROUP</b>	Ref: LCLG(2009)A001
Date: Tuesday 17 <sup>th</sup> November 2009, 7.00 pm	
Venue: Education Room, Caithness Horizons	
To: Alan Coghill Buldoo Residents Group David Mudie, HC Bob Earnshaw, DSG Derrick Milnes, CWCC/DSG Deputy Michael Tait Graeme Morgan Colin Macdonald Stewart Smith Marie Mackay	

## **A G E N D A**

- |   |                            |
|---|----------------------------|
| 1. Introduction                             | Alan Coghill               |
| 2. Apologies                                | Marie Mackay               |
| 3. Aims of liaison group                    | Alan Coghill               |
| 4. Agree Terms of Reference/Membership      | All                        |
| 5. LLW Disposal Facilities                  | Michael Tait/Graeme Morgan |
| 6. Forthcoming programme of site activities | Alan Coghill               |
| 7. Update on Emergency Planning Zone        | Colin Macdonald            |
| 8. Security/CNC issues                      | Stewart Smith              |
| 9. Any Other Business                       | All                        |
| 10. Dates and location of future meetings   | All                        |

### **Marie Mackay**

DSRL/Local Community Liaison Group, Secretariat  
 6<sup>th</sup> November 2009

## **DSRL/LOCAL COMMUNITY LIAISON GROUP**

### **1. INTRODUCTION**

As part of the low level waste planning application a condition set by Highland Council is to establish a liaison group between the applicant, nominated contractor and the local community during construction of the facility.

DSRL recognises that other decommissioning activities also have the potential to impact on the daily lives of the near neighbours, Buldoo residents in particular, and wish to establish a liaison group that responds, not only to, the low level waste planning condition but to also consider any other site activities which fall into this category.

The liaison group will allow provision for effective community liaison and engagement in the interest of protecting as far as possible the amenity of near residents whilst recognising the legitimate work programme and aims of DSRL.

### **2. AIMS AND OBJECTIVES**

The purpose of the liaison group will be to:

#### **Low Level Waste facility**

- To advise residents prior to work commencing on key phases of work (such as excavation and construction)
- To advise timescales of activities
- To monitor mitigation measures that have been put in place
- To provide information on planning conditions and SEPA requirements
- To provide notification of any alterations to planning conditions
- To give opportunities for local community residents to visit the site and observe activities
- To establish a single point of contact for the community
- To provide regular reporting arrangements

#### **Other site decommissioning activities**

- To provide a forum where residents can be advised prior to work commencing on any activity that may impact on their daily lives
- To advise timescales for site activities
- To give opportunities for local community residents to raise any issues/concerns they may have
- To give opportunities for local community residents to visit the site and observe activities
- To establish a single point of contact for the community
- To provide regular reporting arrangements

### **3. MEMBERSHIP**

The liaison group should consist of:

#### **Core membership**

- |  |           |
|--|-----------|
| • The Estates Manager (Alan Coghill)             | Chair     |
| • The Community Relations Officer (Marie Mackay) | Secretary |

- Buldoo Residents Group
- One representative from the Dounreay Stakeholder Group (outwith the Buldoo area)
- One representative from Caithness West Community Council
- LLW Disposal Facilities Design & Build Contractor
- LLW Disposal Facilities Project Manager
- One representative from Other Neighbours – Achreamie/Upper Dounreay/Isauld/tenants (every second meeting)

Core members should also ensure that nominated deputies are in place for times of absence.

**Invite as and when appropriate**

- Other project managers (for site projects, as appropriate)
- Nominated contractor (for other site projects, as appropriate)
- Highland Council, Planning
- SEPA
- NII
- DSRL environmental representatives
- Stewart Smith, DSRL Security Manager

**4. FREQUENCY OF MEETINGS**

It is proposed that meetings are held on a 3 monthly basis, and at key stages of the low level waste project. The “Other neighbours” representative will attend the meeting on a 6-monthly basis.

It is proposed that the meeting take place in the evening at agreed venue.

**5. SINGLE POINT OF CONTACT**

It is proposed that the single point of contact for any issues that Buldoo residents wish to raise outwith the meetings is with the liaison meeting secretary who will ensure that issues are discussed with the Estates Manager and the appropriate project manager/nominated contractor and a response provided no later than 5 working days of receipt of request.