

## **DOUNREAY STAKEHOLDER GROUP**

Minutes of the meeting held on Wednesday 14<sup>th</sup> June 2011 in the Pentland Hotel, Thurso.

Present:	Bob Earnshaw	DSG Chairman (Thurso Community Council)
	Alastair MacDonald	DSG Honorary member
	Anne Chard	Caithness West Community Council
	Trudy Morris	Caithness Chamber of Commerce
	Alan Scott	Caithness Contractors Consortium
	Thelma MacKenzie	Dounreay Unions *
	John Crowden	Thurso & Wick Trade Union Council *
	Roy Kirk	Highlands and Islands Enterprise
	Eann Sinclair	CNSRP
	Deirdre Henderson	Buldoo Residents Group
	Koreen MacDougall	Caithness Partnership
	Cllr Stephen Heddle	Orkney Islands Council
	Cllr George Farlow	Highland Council
	Cllr Rick Nickerson	Shetland Islands Council
	Cllr Willie Mackay	Highland Council *
	Ian Leslie	SGRIP *
	Donald MacBeath	North Highland College *

In addition:	Simon Middlemas	MD, DSRL
	Anna MacConnell	NDA *
	Peter Dickenson	ONR (DSRL)
	Linda Buchan	SEPA *
	Michael Moreland	MOD, Vulcan
	Stuart Currie	DNSR (Vulcan)
	June Love	DSG Secretariat, DSRL

### **1. WELCOME AND INTRODUCTIONS**

Bob Earnshaw, DSG Chairman, welcomed everyone to the meeting. He noted that it had been a busy period since the last meeting and that updates would be provided at an appropriate time in the agenda.

### **2. APOLOGIES**

Apologies [\*denotes deputies in attendance] were received from:

Derrick Milnes, Wick and Thurso Trade Union Council \*  
Pauline Craw, Health Service  
David Flear, Highland Council  
Brian Mutch, SGRIP \*  
Ronnie Johnstone  
Gordon Jenkins, North Highland College \*  
Gail Ross, Highland Council  
John Deighan, Dounreay Unions \*  
Sandy Mackie, Scrabster Harbour Trust

John Green, Caithness Voluntary Group  
Murray Lamont, North Highland Tourism  
Deirdre Mackay, Sutherland Partnership  
Stuart Chalmers, NDA \*  
Stephen Saunders, ONR (Vulcan)  
Roger Wilson, SEPA \*  
David Mudie, Highland Council Planning  
Martin MacDonald, Scottish Government Radwaste team

### 3. MINUTES OF THE LAST MEETING

Bob Earnshaw noted that the minutes of the last meeting – DSG(2011)M006 – had been circulated to members in advance for comments. He asked if anyone wished to make any changes.

Cllr Rick Nickerson, Shetland Islands Council, noted that on page 2, paragraph 2 there was a statement that read “Bob Earnshaw noted that a comment had been received from one member who could not attend the meeting to relay his disappointment of the spare information provided to DSG with regards to Vulcan”. Rick noted that he had raised the concern and was quite happy that it was recorded as such.

**ACTION: DSG(2011)M007/A001: SECRETARY TO AMEND MINUTES TO REFLECT COMMENT FROM CLLR RICK NICKERSON.** *Action complete – minutes have been revised and have now been published on the DSG website.*

There were no further changes to the minutes and, with the amendment made as above, it was agreed that the minutes were a true reflection of the meeting. This was proposed by Eann Sinclair and seconded by Alan Scott.

### 4. STATUS OF ACTIONS

Bob Earnshaw noted that all members had received an updated action list. Of note::

- DSG(2011)M006/A028: Secretary to draft letter supporting business use for the air discount scheme. *Action complete.* The Caithness Chamber of Commerce had circulated a questionnaire on the air discount scheme and DSG had submitted a response.
- DSG(2011)M002/A012: Eann Sinclair to develop a model on the economic impact. *Action ongoing.* Eann Sinclair stated that the study had been commissioned to look at the economic impact of Dounreay decommissioning. The staff survey had been completed last week and it was expected that a draft document would be available in about three weeks' time.
- DSG(2011)M006/A021: Roy Kirk to speak to Doosan Babcock to understand the reasons for not remaining in the county and to learn lessons for the future. *Action complete.* Roy Kirk confirmed he had met with Alan Miller on 22<sup>nd</sup> July – a number of actions are now being taken forward.
- DSG(2011)M006/A033: Roy Kirk to speak to George Farlow re potential local business for the supply of wood fuel. *Action ongoing.* Roy Kirk noted that a meeting had been organised for the end of August but had to be postponed. He hoped that it

would be rescheduled very soon.

Rick Nickerson asked what progress had been made on DSG(2010)M001/A001 - Stuart Hudson (Scottish Government) to update DSG on low level waste issues relating to policy (and including licensing issues) at the appropriate time. He stated that while supporting the disposal of low level waste at Dounreay, he was concerned about the length of time a decision on the licensing of the site was taking and whether this may have a financial impact on the project. He believed this was the 'elephant in the room'.

Simon Middlemas responded that DSRL was making progress with the project and that licensing arrangements had been taken into account and could be enacted on if that is the answer arrived at. The decision would be made by Scottish Government, ONR and SEPA.

Peter Dickenson, ONR stated that they the intention was to launch the consultation on storage of bulk waste and unfortunately there were delays outwith ONR's control. However it was hoped that this consultation would be launched shortly. *[Secretary's note: On 15<sup>th</sup> September the DSG secretary received an email indicating this consultation would be available on the website by the 19<sup>th</sup> September.]*

## **5. VULCAN UPDATE**

Bob Earnshaw reported that at the site restoration sub group held on 20<sup>th</sup> July Vulcan had provided a written update. Vulcan was currently shutdown for planned maintenance work and was expected to be back in operation before Christmas.

Commander Michael Moreland noted that the site had been operating back in June, had shutdown for planned maintenance on the 13<sup>th</sup> July and it was expected that the plant would be back up and running by late November/early December. There had been no lost time accidents in the last quarter.

Stuart Currie stated that DNSR was content with progress. Since March it had been a busy period for DNSR including three site inspections. From an assurance point of view, an inspection in and around the site had taken place as well as getting involved with day to day operations which had been found to be satisfactory.

Lonestar 2011 had been held in June and there had been a good demonstration of the arrangements in place. The annual safety assurance visit had taken place and DNSR was content with the programme and improvements that had been implemented.

The site continues to operate in a safe manner and DNSR have an inspection programme going forward into next year.

Bob Earnshaw asked if the future of the Vulcan site had been decided. Michael Moreland responded that no decisions had been made on Vulcan's future or the future of the new prototyping. He had hoped that a statement would be forthcoming but as yet this had not been the case.

## **6. UPDATE FROM BUSINESS MEETING**

Bob Earnshaw provided the update from the business meeting which had met on the 16<sup>th</sup> August. DSG/BM(2011)M005 refers. Of note:

- There has been a number of changes to membership:
  - John Hook, Rolls Royce had resigned.
  - Gail Ross, Highland Council had been nominated to take over from Katrina MacNab.
  - Deirdre Mackay, Sutherland Partnership had joined DSG, with Jim McGillivray as deputy.

There were still some outstanding membership issues which would continue to be progressed.

- Following some recent issues concerning correspondence from DSG members the business meeting discussed drafting up a protocol for dealing with agendas, correspondence and website publication. The draft protocol will be circulated to members in draft for discussion at sub group meetings to be held in November.

**ACTION: DSG(2011)M007/A002: SECRETARY TO PUT DRAFT DSG PROTOCOL ON SUB GROUP AGENDA FOR NOVEMBER MEETINGS.**

- Following Anne Chard's visit to Stockholm a small working group had been set up to consider her report and recommendations. This culminated in the decision to consider undertaking a review of the DSG, its role and remit. The working group believed that this was a good time to carry out such a review to explore what DSG, as a group, need to focus on over the next 10 years and with a new management company taking over the site next year this was a good time to undertake such a review. The draft aims and objectives of the review had been circulated to members for comment and would be put on the sub group meetings for discussion and agreement before moving forward.

**ACTION: DSG(2011)M007/A003: SECRETARY TO PUT DRAFT REVIEW OF DSG ON SUB GROUP AGENDA FOR NOVEMBER MEETINGS.**

- Following the site restoration sub group meeting held on 20<sup>th</sup> July the DSG chairman asked DSRL to arrange a special meeting for DSG members and Buldoo residents for an update on the low level waste project. The meeting had been organised for the 8<sup>th</sup> September but due to the unavailability of members it was postponed and a new date in October was currently being identified.

Bob emphasised the importance of this meeting and urged all members to attend if available. He noted that the secretary would be circulating possible dates in October.

**ACTION: DSG(2011)M007/A004: SECRETARY TO CIRCULATE POSSIBLE DATES FOR SPECIAL LOW LEVEL WASTE MEETING.**

- A number of meetings and events had been attended or were coming up in the near future, including:
  - The NDA held a Site Stakeholder Group chair's meeting at the end of June which the DSG Chairman had attended. A note of that meeting had been circulated to all members. DSG(2011)C232 refers.

Bob stated that he had found the meeting useful. A new chairman – Mike Castell, Hinkley Point, was appointed as chairman of this forum. The NDA had been successful in terms of its budget, primarily due to the re-organisation which had taken place before the financial constraints had impacted.

- A local STEM (science, technology, engineering and mathematics) event is to be held at the Engineering Skills Centre, North Highland College on 28<sup>th</sup> September. Members of DSG had been invited to attend.
- A drop in session to outline the plans for the national nuclear archive will take place on 29<sup>th</sup> September in Wick
- The Scottish sites meeting will be held on 26<sup>th</sup> October. This meeting is an opportunity to provide views to Scottish Government on a number of issues and members will receive the agenda when it is available. Members were asked to inform the secretary if they wish anything to be raised at this meeting.
- On the 23<sup>rd</sup> November the NDA will hold a national stakeholder group event in Manchester. Attendance at this will be slightly smaller than previously held and an invite had been received for the DSG Chairman. The NDA were considering whether Vice-chairs can also attend. The secretary would circulate the agenda for this meeting to all members when available and members should ensure that if they wish issues to be raised they inform the chair or secretary.

Eann Sinclair noted his disappointment of the resignation of Rolls-Royce from DSG. He asked if the current representative was too busy to attend whether there was merit in asking if Rolls-Royce would consider nominating someone else who could represent them. The Secretary noted that the letter had simply stated their resignation however she would go back to Rolls-Royce and clarify.

George Farlow noted that he had asked the Convenor of the Highland Council what was meant by a national nuclear archive. The Chief Executive had confirmed that it meant UK-wide. Anna MacConnell, NDA responded that a written update had been provided

For completeness the actions arising from the business meeting are recorded here:

**ACTION: DSG(2011)M007/A006: SECRETARY TO UPDATE PROGRESS ON ACTIONS AND CIRCULATE TO ALL DSG MEMBERS IN TIME FOR DSG MEETING ON 14<sup>TH</sup> SEPTEMBER 2011.**

**ACTION: DSG(2011)M007/A007: ALL DSG BUSINESS MEETING MEMBERS TO REVIEW THE PROTOCOL FOR QUESTIONS, LETTERS AND WEBSITE PUBLICATION.**

**ACTION: DSG(2011)M007/A008:: SECRETARY TO FINALISE AGENDA AND RELEVANT PAPERWORK AND DISTRIBUTE TO MEMBERS IN TIME FOR MEETING ON 14<sup>TH</sup> SEPTEMBER 2011.**

**ACTION: DSG(2011)M007/A009: SECRETARY TO CIRCULATE DRAFT AIMS AND OBJECTIVES OF DSG REVIEW TO DSG WORKING GROUP FOR COMMENT. ONCE FINALISED THE DRAFT PAPER WILL BE CIRCULATED TO ALL DSG MEMBERS FOR ENDORSEMENT. .**

#### **7. UPDATE FROM SITE RESTORATION SUB GROUP MEETING**

Cllr George Farlow reported. The site restoration sub group had met on the 20<sup>th</sup> July. The draft minutes – DSG/SRSG(2011)M005 – had been circulated to all members in advance of the meeting. Of note:

- The Vulcan update had been covered earlier in the agenda.
- Low level waste issues had also been covered earlier in the agenda.
- The COMARE/KIKK report had been deferred until the next sub group meeting (2<sup>nd</sup> November). COMARE chairman, Alex Elliot and SEPA's Paul Dale will attend to respond to the questions raised by Shetland Islands Council.
- DSRL had provided an update and members were pleased to hear that performance on safety, environment and security remained positive.
- On projects, DSRL have 18 key targets to meet this financial year relating to hazard reduction. Of the 18, 2 have already been achieved and 2 are currently behind schedule. The two behind schedule relate to the Dounreay Fast Reactor NaK disposal plant where a blockage occurred in the liquid metal feed system. The second one is the decommissioning of the D1251 sentencing tanks which started the year behind schedule due to delays that occurred during 2010/11. The programme for the tanks has been reviewed and DSRL believe there are opportunities to recover the slippage.
- DSRL also reported a fault in WRACS – Waste Receipt Assay Characterisation and Supercompaction facility. George invited Simon Middlemas to provide an update on the repair of the facility.

Simon Middlemas responded that the fault in WRACS was worse than originally thought. The supercompactor had broken down and therefore, at present, DSRL was continuing to receive and assay waste with provision to store low level waste without compaction until repairs were made.

- There was an in-depth discussion on progress of the particles clean-up and this is fully minuted in the sub group minutes. Shetland Islands Council had tabled a letter regarding the Particles Retrieval Advisory Group (PRAG) and DSRL had provided a response. It was noted that the PRAG Technical Secretary would be attending the next sub group meeting and therefore any outstanding issues will be followed up then. Generally members were content that the clean-up of the seabed is progressing well and, following discussion on the end state for this project, SEPA confirmed that following recommendations from PRAG(D), SEPA would consider the end state for particle clean up under the Radioactive Contaminated Land Regulations.
- ONR had submitted their quarterly report and no issues were raised at the meeting.

An email had been received from Stephen Bray, Communications and Stakeholder Engagement Manager for ONR. Dr Mike Weightman, HM Chief Inspector of Nuclear Installations is due to publish his final report on the Japanese earthquake, tsunami and implications for the UK nuclear industry. ONR is considering the possibility of running a small number of regional public events and DSG has been invited to nominate someone to attend. The secretary will inform members of the date when it is made available.

- SEPA is currently producing the consultation document for Radioactive Substances Act 1993 authorisations. They have reviewed a document by DSRL to the European Commission, under Article 37 of the Euratom Treaty. The Commission will respond at the end of 2011 and if favourable it will allow SEPA to carry out the proposed public consultation on any potential draft authorisation.
- The sub group also reviewed a draft event disclosure policy provided by DSRL. The procedures for public communication in the event of an emergency at Dounreay are well understood – the event disclosure policy takes this a step further by setting out a proposed criteria for the timely public disclosure of events of radiological, industrial and/or environmental consequences. Members provided comments and it is expected that this will be published on DSRL's website in the next month.
- The NDA had published a paper on the credible and preferred options for DFR breeder fuel. DSG had submitted a response – DSG(2011)C233 refers.

Rick Nickerson noted that Shetland Islands Council had supported the DSG letter with the exception of sea and air shipments. He asked that it be recorded that Shetland Islands Council appreciated the response from DSG and believed it was one of the most robust responses produced by DSG which demonstrated the independence of the group to question the paymasters and the site operator. Rick also noted that Shetland had submitted a separate response to the NDA.

Anna MacConnell, NDA noted that a number of responses had been received covering a wide variety of issues. The NDA would respond individually to all issues raised and would also provide a collated version of all views and responses which would be provided to all respondents. This should be available in the next few weeks.

Bob Earnshaw noted that this was quite an important issue not only for this area but UK-wide. He thanked members for their comments and input to the DSG response and stated that the time taken to collate this response had been well worth the effort. He noted that it would be important to keep updated on the progress of this issue.

George Farlow noted that the media had picked up that the community was considering linking this with a socio economic benefit. He stressed that this was something that should not be missed if the preferred option is to go ahead.

Anna MacConnell noted that the NDA continues to consider all socio economic enquiries and will continue to support transformational projects which fit within the CNSRP priority activities. The NDA position has been to work with partners to support projects where these fit with the CNSRP programme. This has been done with some success and NDA socio economic funding has supported a number of projects including Scrabster harbour redevelopment and the Engineering Skills Centre.

Anna concluded that a list of priority projects had been agreed during an extended process to establish local priorities. If priorities have changed and the community believed that a by-pass for Thurso was indeed a priority then it was an opportunity to consider the CNSRP programme again.

George Farlow responded saying that he believed that Highland Council were considering planning gains for such proposals and that a negotiator would be appointed to look at planning gain issues. He believed that Highland Council, via the CNSRP, would take on actions on a project by project basis.

George Farlow then invited verbal updates from the observers:

DSRL update - Simon Middlemas reported:

- Safety, environment and security continued to be positive. The site had gone 450 days without a lost time accident.
- A safety stand-down had been organised to allow staff to take time out to consider safety and security issues.
- Decommissioning was going well. The two targets currently behind schedule are still at risk but neither are on the critical path to site closure.
- The DFR NaK Disposal plant continued to operate and 261 out of 350 batches had been destroyed. It is believed that the target will be reached by the end of the financial year.
- DSRL had published a document providing an explanation of the materials currently held at Dounreay. This had been done to explain the difference between waste and



fuel. The leaflet had been published on DSRL's website and printed copies will be available next week.

- Competition for the site was continuing and DSRL was preparing for the transition period following the announcement of the preferred bidder on the 23<sup>rd</sup> November.

ONR update for Dounreay – Peter Dickenson reported:

- The event disclosure policy noted earlier was not unique to DSRL. ONR had been in discussions with all licensees to set up such a system. While it may be that more events are reported in the media the conclusion should not be drawn that the site performance is getting worse. The potential of uptake of media reports will be because more information is being made publicly available.
- Since the last quarterly report the Chief Inspector and Deputy Chief Inspector had visited the site and had held useful discussions with Simon Middlemas and the DSRL Board.
- DSRL had responded positively and promptly to questions raised by ONR related to the Japanese event.
- Inspections and discussions on the site have continued on a regular basis. ONR have always found the site very responsive, knowledgeable and takes due regard to ONR's views. The site is not complacent on safety and continues to look for improvements. ONR appreciate the response that site personnel provide.
- The third quarterly report by ONR will be available in October.

SEPA update – Linda Buchan reported:

- SEPA's report had been provided to the site restoration sub group meeting in July.
- Waste Management Licensing
  - Landfill 42 – SEPA has issued the modification to the Waste Management License, allowing the use of recycled material in Landfill 42.
  - Site Wide Waste Management License – SEPA has received an application for a site-wide waste management license. As a result of SEPA's consultation with statutory consultees and discretionary consultees (Buldoo residents), SEPA have received several responses. SEPA is now in the process of determining the application.
- Site Inspection Work
  - SEPA is undertaking a programme of joint inspections of all civil nuclear sites in Scotland, focussing on the sampling of liquid effluent that is discharged to sea.
  - In August, as part of this programme, an inspection of the liquid effluent sampling, analysis and record compilation arrangements was undertaken at

Dounreay. During this inspection no non-compliances were identified. The findings from the various joint inspections (in terms of examples of good practice and areas for improvement) will be compiled.

- This week, SEPA is on-site undertaking an inspection of DSRL's solid waste characterisation and consignment processes and documentation. SEPA note that improvements continue to be observed in DSRL's characterisation and consignment processes.
- Proposed new Low Level Radioactive Waste Facility
  - SEPA have been continuing assessment of the various key documents and preparation of a draft Authorisation and associated conditions is well under way, along with a decision document which will form an integral part of the consultation. An application for a CAR licence for dewatering of the facility has been received and is being assessed, an application for a PPC permit for emplacement of the excavated material is expected in the near future.
- Transfrontier Shipment
  - SEPA has issued an authorisation under the Transfrontier Shipment of Radioactive Waste and Spent Fuel Regulations 2008, to DSRL to return cemented radioactive waste to Belgium, its country of origin.

Simon Middlemas added that he expected the Belgians to come to site in the autumn. This was part of the UK Government agreement for the return of waste to the country of origin. This waste was a historical contract entered into by UKAEA.

George Farlow stated that he would expect there would be more discussion on the issue of Belgian waste in the future. He thanked everyone for their updates.

Rick Nickerson noted that at the last site restoration sub group meeting Audrey Cooper, Low Level Waste Project Manager had not addressed the issues raised from the April meeting. He asked for re-assurance that these issues would be addressed. Simon Middlemas responded that this would be covered in detail at the special meeting scheduled to take place in October.

**ACTION: DSG(2011)M007/A010: DSG SECRETARY TO PROVIDE A SUMMARY OF ALL ISSUES RAISED ON LOW LEVEL WASTE FROM THE SITE RESTORATION SUB GROUP MEETING HELD IN APRIL.**

Deirdre Henderson noted that DSRL had notified Buldoo residents of a blasting trial due to take place on 22<sup>nd</sup> September. Simon Middlemas confirmed that DSRL were planning to carry out a trial blast to support an application made to Highland Council.

Rick Nickerson asked whether the trial blast required planning permission. Simon Middlemas responded that the planning conditions commence when DSRL starts full construction. Deirdre Henderson noted that Buldoo residents would like to see the written response regarding the trial blast. It was agreed that DSG would write to Highland Council seeking clarification on whether planning permission was required for the trial blast.

**ACTION: DSG(2011)M007A011: DSG TO WRITE TO HIGHLAND COUNCIL SEEKING CLARIFICATION AS TO WHETHER THE TRIAL BLAST REQUESTED BY DSRL REQUIRES PLANNING PERMISSION.**

Rick Nickerson stated, that in terms of particles, he would wish to discuss further at the next site restoration sub group meeting as he had found the PRAG(D) response to be rather disjointed. He stressed that this was not a criticism of DSRL but since the original statement from Scottish Government was to return the seabed to pristine condition it appeared that PRAG did not consider this to be necessary. For the record he wished it noted that Shetland Islands Council found the responses from PRAG(D) and SEPA to be disjointed.

Rick Nickerson also noted that, following a previous action (DSG(2011)M006/A015) NDA had provided a breakdown of the costs which had been useful. He noted, however, that £150M is from asset sales and that these are one-off income streams. He asked how the NDA would fill the gap when all assets had been sold and no further income was being generated from the sale of assets. It was agreed that DSG would write to NDA to ask for a response to this question.

**ACTION: DSG(2011)M007/A012: DSG TO WRITE TO NDA TO ASK FOR CLARIFICATION ON HOW THEY WILL FILL FUNDING GAP AFTER COMPLETION OF ALL ASSETS ARE SOLD.**

No further issues were raised.

For completeness the actions arising from the site restoration sub group are recorded here:

**ACTION: DSG(2011)M007/A013: CAITHNESS CHAMBER OF COMMERCE TO CIRCULATE DSRL'S DRAFT PAPER ON SOCIO ECONOMIC CRITERIA IN CONTRACTS FOR INPUT FROM MEMBERS.**

**ACTION: DSG(2011)M007/A014: SECRETARY TO REQUEST AN UPDATE FROM JOHN OWENS, ROLLS ROYCE ON THE NUMBER OF APPRENTICESHIPS FOR THE COMING YEAR.**

**ACTION: DSG(2011)M007/A015: GEORGE FARLOW TO DISCUSS ISSUES WITH HIGHLAND COUNCIL PLANNING ON LOW LEVEL WASTE CONSTRUCTION TO PROVIDE CLARITY OF THE CURRENT SITUATION.**

**ACTION: DSG(2011)M007/A016: AUDREY COOPER TO PROVIDE HIGHLAND COUNCIL PLANNING CONDITIONS FOR LOW LEVEL WASTE PROJECT.**

**ACTION: DSG(2011)M007/A017: AUDREY COOPER TO CONSIDER A PUBLIC DOCUMENT TO DESCRIBE THE DIFFERENCE BETWEEN EXCAVATION AND BLASTING FOR THE LOW LEVEL WASTE FACILITY.**

**ACTION: DSG(2011)M007/A018: MEMBERS OF DSG SITE RESTORATION SUB GROUP TO PROVIDE COMMENT TO THE SECRETARY ON DSG(2011)C221 – DRAFT EVENT DISCLOSURE POLICY, BY THE 5<sup>TH</sup> AUGUST 2011.**

**ACTION: DSG(2011)M007/A019: SECRETARY TO CIRCULATE NDA PRESENTATIONS TO SITE STAKEHOLDER GROUP CHAIR'S FORUM TO ALL DSG MEMBERS.**

**ACTION: DSG(2011)M007/A020: SECRETARY TO INVITE A REPRESENTATIVE FROM COMARE TO THE NOVEMBER SITE RESTORATION SUB GROUP MEETING.**

**ACTION: DSG(2011)M007/A021: SECRETARY TO PUT COMARE/KIKK REPORT ON AGENDA FOR NOVEMBER SITE RESTORATION SUB GROUP MEETING.**

**ACTION: DSG(2011)M007/A022: DSG SITE RESTORATION SUB GROUP MEMBERS TO CONSIDER THE EXOTIC FUELS – DOUNREAY FAST REACTOR (DFR) BREEDER, CREDIBLE AND PREFERRED OPTIONS PAPER (DSG(2011)C222 REFERS) AND PROVIDE COMMENT TO THE SECRETARY BY 19<sup>TH</sup> AUGUST 2011.**

#### **8. UPDATE ON SITE COMPETITION**

Bob Earnshaw noted that on the 16<sup>th</sup> August, DSG representatives met with Graeme Rankin, NDA Competition Programme Manager and Anna MacConnell, NDA Socio Economic and Stakeholder Relations Manager. Graeme and Anna provided an update on the progress of the competition – DSG(2011)C242 refers.

Anna outlined NDA's plans for announcing the preferred bidder and this will take place on the 23<sup>rd</sup> November in a staged manner. Following announcement of the bidder, there will be a period of transition between the old and new parent body organisation and will be finalised on the 2<sup>nd</sup> April with the transfer of shares.

Graeme Rankin had subsequently sent an email confirming that the tenders had arrived on schedule from both bidders and NDA have been receiving overview presentations as to the contents of their proposals. In total NDA received 57 boxes of documents to review.

In addition, NDA announced that Graeme Rankin had been appointed as Head of Competition following the completion of the Dounreay Site competition. DSG had written to Graeme congratulating him on his appointment.

Anna MacConnell noted that the bid assessment was continuing on schedule.

#### **9. SOCIO ECONOMIC SUB GROUP UPDATE**

Bob Earnshaw reported that Derrick Milnes had tendered his apologies for this meeting. The report for the socio economic sub group was then provided by the DSG Chairman.

The socio economic sub group meeting had met on 20<sup>th</sup> July and the minutes of the meeting – DSG/SESG(2011)M007 refers – had been circulated to all members in advance of the meeting.

- Actions ongoing included::
  - An action on Eann Sinclair to provide information on Enterprise zones was still awaited. Eann Sinclair noted that the Scottish Government has confirmed that they will create four enterprise areas. At present the criteria for these zones was

still awaited and it was hoped that this would be known in the next two weeks. HIE and the CNSRP will continue to work to ensure Caithness is high on the agenda.

- There was an action placed on the NDA to provide an update on the national nuclear archives. A written update had been provided as follows: “An independent expert review of information management practice at Sellafield and the wider NDA estate is ongoing and work is on schedule to complete by end of the year. The result will inform a paper to go to the NDA Executive to be considered in due course. The paper will inform on issues such as the volume of archive material and approach to archiving and retention of the appropriate records. NDA has instructed DSRL to carry out a small scale planning event which takes place on 29 September to support the outline planning application for an archive in Wick which will potentially be submitted early next year.”
- On the NDA’s credible and preferred options for DFR Breeder Fuel DSG representatives attended a meeting, facilitated by Caithness Transport Forum, to meet with Direct Rail Services to discuss the potential move of fuel to Sellafield by train.
- Members of DSG also attended the local health board meeting where a paper was tabled on the future of Dunbar hospital. Following comments the paper is currently being reviewed.

Bob Earnshaw noted that consideration of the next steps would be made following the revision of the paper. He hoped that, at the next meeting, there would be an opportunity for members of the public to raise issues.

- DSG representatives had a useful meeting, facilitated by HIE, with Scottish Development International. SDI look at inward investment for Scotland as a whole and DSG members explored what SDI can do for Caithness and North Sutherland and how SDI would use the research studies carried out by HIE to assist in inward investment activities.
- DSRL provided copies of DSRL’s Socio Economic Development Plan.
- DSRL had also circulated a draft paper on the socio economic benefits for DSRL contracts. An action was placed on the Chamber to respond and they have done this.

Trudy Morris noted that the Chamber had responded to DSRL on the socio economic benefits for contracts and Simon Middlemas had discussed this at a recent supply chain meeting where he had requested further feedback. The draft paper and response were on the Chamber’s website and members have been invited to provide further input.

Thelma Mackenzie asked the Chamber what local jobs had been created from the contract which had been awarded to Graham Construction (contract for the design and build of the new low level waste facility). Trudy noted that the Chamber had facilitated discussions between Grahams and the local supply chain. Feedback from both had been that they had found this to be beneficial. Trudy stressed the Chamber’s job was to

facilitate these meetings.

- DSG members attended the official opening of the new offices at Forss for Pensions Administration Office. John Thurso, MP officially opened the new offices. It was pleasing to hear that the Pensions offices had secured extensions to current contracts and the review currently being undertaken is on schedule.
- The sub group considered a number of community fund requests and agreed that it was timely to consider the criteria to ensure it was still fit for purpose. This will be reviewed at the next sub group meeting.
- The CNSRP progress report was discussed – DSG(2011)P046 refers. Of note:
  - Scrabster Harbour had started work on phase 1 of the redevelopment of the harbour.
  - Simon Coles, Babcock had been seconded part-time to HIE to assist with inward investment activities.
  - The Chamber of Commerce has been kept busy with interviews for two town centre development officers. Make the Right Connections is progressing well with much of the preliminary work now complete. The annual dinner will be held on 23<sup>rd</sup> September with Danny Alexander, Chief Secretary to the Treasury being the guest speaker.
  - The Chamber also facilitated discussions between local companies and Grahams Construction who won the contract to design and build the new low level waste facility.
- DSG had written to the Crown Estates, as had many other organisations, re-iterating the importance of retaining the Wave and Tidal Project Manager in Caithness, following Duncan Mackay's resignation. A response had been received from the Crown Estates which did not fill one with confidence and given that they have advertised vacancies in Edinburgh it appears unlikely that they are considering replacing this job in Caithness.

Eann Sinclair noted that a number of organisations had written to the Crown Estates and there had also been a discussion at the Pentland Firth Leadership Forum (previously known as the Pentland Firth Co-ordinating Committee). The Crown Estate were reasonably open-minded about providing a resource in the North however they would like to understand the resource required moving into the future. CNSRP would progress this. It was however, agreed, that the DSG would go back to the Crown Estates to request an update on progress.

**ACTION: DSG(2011)M007/A023: DSG TO WRITE TO THE CROWN ESTATES ASKING FOR AN UPDATE ON PROGRESS.**

George Farlow stated that the Scottish Government's Rural and Environment Committee was currently reviewing the Crown Estates, its role and the tasks it could fulfil. He thought it might be useful if the CNSRP wrote to the chairman of the Committee (Rob

Gibson, MSP) to make him aware of the letters written regarding the Wave and Tidal project manager.

**ACTION: DSG(2001)M007/A024: EANN SINCLAIR, CNSRP TO WRITE TO ROB GIBSON, MSP UPDATING HIM ON CNSRP'S INTERACTION WITH THE CROWN ESTATES.**

Rick Nickerson noted that there was a lot of work going on with renewables and with the current Scottish Government's ambitions for renewable energy there was considerable advantage for Caithness, Orkney and Shetland working together especially for the inter-connector that needs to pass by all three shores. Eann Sinclair responded that this had been discussed at the forum he had recently attended and he would take this on board for the next meeting.

**ACTION: DSG(2011)M007/A025: EANN SINCLAIR TO DISCUSS THE POSSIBILITY OF CAITHNESS, ORKNEY AND SHETLAND WORKING TOGETHER ON ISSUES RELATING TO RENEWABLE ENERGY, IE THE INTER-CONNECTION AT NEXT PENTLAND FIRTH LEADERSHIP FORUM.**

- DSG have also responded to scoping documents from Meygen who have been very busy in the area with marine renewables and have held a number of stakeholder meetings.
- An action on DSG to add support to ensure that John O'Groats was included as a destination for the Olympic torch was still on-going. The secretary noted they were awaiting information from CNSRP.

Eann Sinclair noted that CNSRP had written to the Olympic Torch Committee and a response has been received. CNSRP is now working with colleagues at Highland Council and without pre-empting the result there was confidence that John O'Groats would feature in its itinerary.

- DSG had also written to Rob Gibson, MSP inviting him to meet with representatives at DSG at his earliest convenience. A response is still awaited.

Bob Earnshaw then invited the following to provide verbal updates:

CNSRP – Eann Sinclair updated:

- Scrabster Harbour Trust development had already been mentioned.
- The first spade had gone into the ground at John O'Groats.
- Continue to work on an opportunity that was brought forward by John Thurso, MP on marine energy parks.
- A number of local businesses were now winning work in the renewable sector.

HIE – Roy Kirk updated:

- While still a lot of work to be done, there had been a lot of good progress over the last six months. HIE were continuing to work with local businesses as well as following a number of leads for inward investment.
- American company, Arise, were visiting Caithness week beginning 19<sup>th</sup> September looking at potential homeworking opportunities.
- The Caithness Ambassador scheme is starting to show some success with referrals starting to come to fruition.
- Procurement in the region of £100m for superfast broadband is progressing well and completion of the procurement process is expected to be July 2012. This should lead to significant improvements in broadband throughout the Highlands and Islands and HIE were currently making the case that Caithness and North Sutherland should be at the forefront.

NDA- Anna MacConnell update:

- The launch of the community fund (Caithness & North Sutherland Fund) associated with the low level waste facility is expected at the end of October. Funding would be considered for community projects which align with the NDA Socio Economic Policy.

Caithness Chamber of Commerce – Trudy Morris updated:

- The Chamber, under its Invest Caithness brand, exhibited at the Offshore Europe exhibition in Aberdeen last week. With support from HIE, the Chamber had produced an oil and gas directory. There had been a lot of interest on the capabilities of the local supply chain.
- The annual dinner was scheduled for 23<sup>rd</sup> September with guest speaker Danny Alexander. There was an opportunity to meet with Danny Alexander before dinner and CNSRP were currently organising this.
- Make the Right Connections was progressing well. People were now going through training both from DSRL and the local supply chain. It was anticipated that this would now be stepped up over the coming months.
- During the week a delegation from Aberdeen had met with Caithness delegates in Ackergill Tower. Good discussions took place and there are some good initiatives that will be taken forward from these discussions. Synergies between the two areas included food and drink, airports and tourism.

Caithness Partnership - Koreen MacDougall updated:

- The report from Transport Scotland on the Berriedale Braes had now been received and had been posted on a number of websites.
- Members of Caithness Transport Forum would attend the Transport Conference to be held in Aviemore at the end of September.



- A meeting with the Transport Minister would be arranged for later this year.

For completeness the actions arising from the socio economic sub group are recorded here:

**DSG(2011)M007/A026: EANN SINCLAIR TO CIRCULATE PAPER ON ENTERPRISE ZONES WHEN COMPLETE. .**

**DSG(2011)M007/A027: ANNA MACCONNELL TO SIMON TUCKER TO GET A FULL UPDATE ON THE NATIONAL NUCLEAR ARCHIVES.**

**DSG(2011)M007/A028: DSRL TO PROVIDE MORE INFORMATION ON FUNDING REQUEST FOR 2011/043.**

**DSG(2011)M007/A029: DSRL TO PROVIDE A PAPER ON THE CRITERIA FOR ASSESSING FUNDING REQUESTS FOR THE DOUNREAY COMMUNITIES FUND.**

**DSG(2011)M007/A030: JUNE LOVE TO PUT CRITERIA FOR DOUNREAY COMMUNITY FUND ON NEXT SUB GROUP AGENDA.**

**DSG(2011)M007/A031: SECRETARY TO REQUEST A PRESENTATION ON THE ENGINEERING SKILLS CENTRE AT THE NEXT SOCIO ECONOMIC SUB GROUP MEETING.**

**DSG(2011)M007/A032: ANNA MACCONNELL TO CO-ORDINATE AN UPDATE ON THE NDA COMPETITION WITH GRAEME RANKIN TO SOCIO ECONOMIC SUB GROUP MEMBERS (AT AN APPROPRIATE DATE IN SEPTEMBER) WHICH WILL OUTLINE THE PLAN FOR ANNOUNCING THE PREFERRED BIDDER IN NOVEMBER 2011.**

**DSG(2011)M007/A033: ANNA MACCONNELL TO IDENTIFY DATE WHEN DIRECT RAIL SERVICES WOULD MEET WITH CAITHNESS TRANSPORT FORUM TO RAIL TRANSPORTATION.**

**DSG(2011)M007/A034: SECRETARY TO WRITE TO ANNA MACCONNELL REQUESTING INFORMATION ON THE DIFFERENCE OF COSTS IN TERMS OF TOTAL LIFETIME COSTS FOR ALL CREDIBLE OPTIONS.**

**DSG(2011)M007/A035: SECRETARY TO WRITE TO PAULINE CRAW REQUESTING THE HIGHLAND HEALTH BOARD SHORT/LONG TERM PLAN FOR DUNBAR HOSPITAL.**

**DSG(2011)M007/A036: EANN SINCLAIR TO PROVIDE FURTHER CLARIFICATION TO THE REPLACEMENT OF THE WAVE AND TIDAL PROJECT MANAGER (CROWN ESTATES) BASED IN CAITHNESS.**

**DSG(2011)M007/A037: ALL DSG SOCIO ECONOMIC SUB GROUP MEMBERS TO PROVIDE THE SECRETARY WITH UPDATES AND ADDITIONS FOR THE KEY INFLUENCER'S DOCUMENT.**

**DSG(2011)M007/A038: SECRETARY TO DRAFT RESPONSE TO MEYGEN'S SCOPING DOCUMENT ON SOCIO ECONOMICS AND CIRCULATE TO MEMBERS FOR COMMENT /APPROVAL.**

**DSG(2011)M007/A039: DSG TO WRITE SUPPORTING JOHN O'GROATS AS A DESTINATION FOR THE OLYMPIC TORCH.**

**DSG(2011)M007/A040: SECRETARY TO WRITE TO ROY KIRK, HIE REQUESTING A MEETING BE ORGANISED FOR MEMBERS OF DSG SOCIO ECONOMIC SUB GROUP TO MEET WITH A REPRESENTATIVE FROM SDI TO UNDERSTAND SDI'S REMIT AND HOW THIS IMPACTS ON CAITHNESS AND NORTH SUTHERLAND.**

**DSG(2011)M007/A041: SECRETARY TO WRITE TO ROB GIBSON, MSP TO INVITE HIM TO MEET WITH REPRESENTATIVES OF THE DSG.**

#### **10. QUESTIONS FROM MEMBERS OF THE PUBLIC**

Bob Earnshaw asked if any member of the public wished to raise anything. Roy Blackburn asked if the chair could outline the response provided to the NDA on the credible and preferred options for DFR breeder fuel. Bob Earnshaw noted that the response had been published on the stakeholder group's website – DSG(2011)C233 refers.

#### **11. ANY OTHER BUSINESS**

Members were then invited to raise any other business.

Rick Nickerson noted that DSRL had cancelled an emergency exercise (due to be held on 25<sup>th</sup> August) due to operational issues. He asked whether the exercise should have been postponed given that in a real emergency situation those involved in emergency response may find themselves unable to provide all necessary cover and this was why exercises should be carried out. Simon Middlemas responded that the exercise is organised to ensure that everyone involved is there to allow everyone to gain more knowledge of dealing with emergencies. He stressed that the exercise would not be cancelled and alternative dates were being considered for the exercise.

Rick Nickerson noted that the Shipping Minister had removed funding for the emergency tug vessels. Despite robust campaigns by Highland Council, Orkney, Western Isles and Shetland Islands Councils funding would now cease at the end of the month. The removal of these tugs passes on a risk to the coast of Caithness whether it be salvage or safety of life. He questioned the agencies present whether the removal of these tugs will be considered when carrying out risk assessments.

Rick then questioned SEPA as to whether they had been consulted on the shipment of radioactive steam generators which were being shipped from Canada to Sweden. Linda Buchan responded that it was not SEPA that would regulate the transport but agreed that she would clarify whether SEPA had been consulted.

**ACTION: DSG(2011)M007/A042: LINDA BUCHAN, SEPA TO CONFIRM WHETHER SEPA HAD BEEN CONSULTED ON THE SHIPMENT OF RADIOACTIVE STEAM GENERATORS FROM CANADA TO SWEDEN.**

Peter Dickenson stated that in terms of nuclear shipments transport was now under the same organisation as ONR. Therefore the question on risk assessments should be directed to ONR.

**ACTION: DSG(2011)M007/A043: ONR TO PROVIDE A RESPONSE AS TO WHETHER RISK ASSESSMENTS FOR NUCLEAR SHIPMENTS CONSIDER THE REMOVAL OF THE EMERGENCY TUG VESSELS.**

George Farlow noted that when the emergency tug vessels are removed there could be real issues with stricken ships or beached nuclear submarines.

Stephen Heddle asked how the waste destined for Belgium would be transported. Simon Middlemas confirmed that this would be by sea.

There being no further business Bob Earnshaw thanked everyone for attending and closed the meeting.

The next meeting will take place on Wednesday 14<sup>th</sup> December at 1900 hours.

**Bob Earnshaw**  
**DSG Chairman**

15<sup>th</sup> September 2011

**ACTIONS ARISING FROM THIS MEETING**

DSG(2011)M007/A002: Secretary to put draft DSG protocol on sub group agenda for November meetings.

DSG(2011)M007/A003: Secretary to put draft review of DSG on sub group agenda for November meetings.

DSG(2011)M007/A005: Secretary to write to Highland Council planning stressing the importance of attending DSG meetings.

DSG(2011)M007/A010: DSG Secretary to provide a summary of all issues raised on low level waste from the site restoration sub group meeting held in April.

DSG(2011)M007/A011: DSG to write to Highland Council seeking clarification as to whether the trial blast requested by DSRL requires planning permission.

DSG(2011)M007/A012: DSG to write to NDA to ask for clarification on how they will fill funding gap after completion of all assets are sold.

DSG(2011)M007/A016: Audrey Cooper to provide Highland Council Planning conditions for low level waste project.

DSG(2011)M007/A017: Audrey Cooper to consider a public document to describe the difference between excavation and blasting for the low level waste facility.

DSG(2011)M007/A021: Secretary to put COMARE/KIKK report on agenda for November Site Restoration sub group meeting.

DSG(2011)M007/A023: DSG to write to the Crown Estates asking for an update on progress.

DSG(2001)M007/A024: Eann Sinclair, CNSRP to write to Rob Gibson, MSP updating him on CNSRP's interaction with the Crown Estates.

DSG(2011)M007/A025: Eann Sinclair to discuss the possibility of Caithness, Orkney and Shetland working together on issues relating to renewable energy, ie the inter-connection at the next Pentland Firth Leadership Forum.

DSG(2011)M007/A028: DSRL to provide more information on funding request for 2011/043.

DSG(2011)M007/A029: DSRL to provide a paper on the criteria for assessing funding requests for the Dounreay Communities Fund.

DSG(2011)M007/A030: June Love to put Criteria for Dounreay Community Fund on next sub group agenda.

DSG(2011)M007/A031: Secretary to request a presentation on the Engineering Skills Centre at the next Socio Economic sub group meeting.

DSG(2011)M007/A042: Linda Buchan, SEPA to confirm whether SEPA had been consulted on the shipment of radioactive steam generators from Canada to Sweden.

DSG(2011)M007/A043: ONR to provide a response as to whether risk assessments for nuclear shipments consider the removal of the emergency tug vessels.

### **ACTIONS ONGOING**

DSG(2010)M001/A001: Stuart Hudson to update DSG on low level waste issues relating to policy (and including licensing issues) at the appropriate time. *Action ongoing – see DSG(2011)C165 for latest update.*

DSG(2010)M002/A012: Eann Sinclair to develop a model on the economic impact and how this could be monitored to be shared with DSG and CNSRP Advisory Board. *Action ongoing – study is in progress and should be available by end of September.*

DSG(2011)M004/A020: Deirdre Henderson to discuss with Buldoo Residents Group what issues should be considered within the local liaison group and what should be taken forward within DSG.

DSG(2011)M006/A033: Roy Kirk to speak to George Farlow re potential local business for the supply of wood fuel. *Meeting arranged for early August.*

### **ACTION COMPLETED**

DSG(2011)M006/A021: Roy Kirk to speak to Doosan Babcock to understand the reasons for not remaining in the county and to learn lessons for the future. *Action complete - Roy Kirk met with Alan Miller on 22<sup>nd</sup> July – a number of actions are being taken forward.*

DSG(2011)M006/A028: Secretary to draft letter supporting business use for the air discount scheme. *Action complete – DSG has completed questionnaire distributed by Caithness Chamber of Commerce.*

DSG(2011)M006/A032: June Love to circulate date of Highland Council on community benefit workshop when available. *Action complete – this was a meeting of Highland Council members and officials.*

DSG(2011)M007/A001: Secretary to amend minutes to reflect comment from Cllr Rick Nickerson. *Action complete – minutes (DSG(2011)M006) have been revised and re-issued.*

DSG(2011)M007/A004: Secretary to circulate possible dates for special low level waste meeting. *Action complete – dates have been circulated.*

DSG(2011)M007/A006: Secretary to update progress on actions and circulate to all DSG members in time for DSG meeting on 14<sup>th</sup> September 2011. *Action complete.*

DSG(2011)M007/A007: All DSG business meeting members to review the protocol for questions, letters and website publication. *Action complete – comments received from business meeting members.*

DSG(2011)M007/A008:: Secretary to finalise agenda and relevant paperwork and distribute to members in time for meeting on 14<sup>th</sup> September 2011. *Action complete.*

DSG(2011)M007/A009: Secretary to circulate draft aims and objectives of DSG review to DSG working group for comment. Once finalised the draft paper will be circulated to all DSG members for endorsement. *Action complete – draft paper went to working group for comments on 21<sup>st</sup> August 2011 and then circulated to all members for views. Will be discussed at sub group meetings in November 2011.*

DSG(2011)M007/A013: Caithness Chamber of Commerce to circulate DSRL's draft paper on socio economic criteria in contracts for input from members. *Action complete – DSG(2011)C237.*

DSG(2011)M007/A014: Secretary to request an update from John Owens, Rolls Royce on the number of apprenticeships for the coming year. *Action Complete – four apprentices to be taken on this year (same number as last year).*

DSG(2011)M007/A015: George Farlow to discuss issues with Highland Council Planning on low level waste construction to provide clarity of the current situation. *Action complete – this item was raised at the Planning, Environment and Development Committee on the 3<sup>rd</sup> August 2011 under item 9 of the agenda.*

DSG(2011)M007/A018: Members of DSG Site Restoration Sub Group to provide comment to the Secretary on DSG(2011)C221 – Draft event disclosure policy, by the 5<sup>th</sup> August 2011. *Action complete.*

DSG(2011)M007/A019: Secretary to circulate NDA presentations to Site Stakeholder Group Chair's forum to all DSG members. *Action complete – presentation circulated to all DSG members on 25<sup>th</sup> July 2011.*

DSG(2011)M007/A020: Secretary to invite a representative from COMARE to the November Site Restoration sub group meeting. *Action complete – Paul Dale and Alex Elliot to attend sub group on 2<sup>nd</sup> November 2011.*

DSG(2011)M007/A022: DSG Site Restoration Sub group members to consider the Exotic Fuels – Dounreay Fast Reactor (DFR) Breeder, Credible and Preferred options paper (DSG(2011)C222 refers) and provide comment to the Secretary by 19<sup>th</sup> August 2011.

DSG(2011)M007/A026: Eann Sinclair to circulate paper on Enterprise Zones when complete. *Action superseded – Scottish Government have asked for areas to be put up for consideration and this is being done through HIE.*

DSG(2011)M007/A027: Anna MacConnell to Simon Tucker to get a full update on the National Nuclear Archives. *Action complete – update was provided in DSG(2011)M007.*

DSG(2011)M007/A032: Anna MacConnell to co-ordinate an update on the NDA competition with Graeme Rankin to Socio Economic sub group members (at an appropriate date in September) which will outline the plan for announcing the preferred bidder in November 2011. *Action complete – meeting was held on 23<sup>rd</sup> August at 1830 hours.*

DSG(2011)M007/A033: Anna MacConnell to identify date when Direct Rail Services would meet with Caithness Transport Forum to rail transportation. *Action complete - DRS will meet with Caithness Transport Forum – DSG and CNSRP Advisory Board have also been invited (09:15-1000 hrs in T3uk).*

DSG(2011)M007/A034: Secretary to write to Anna MacConnell requesting information on the difference of costs in terms of total lifetime costs for all credible options *Complete – see DSG(2011)C227 .*

DSG(2011)M007/A035: Secretary to write to Pauline Crow requesting the Highland Health Board short/long term plan for Dunbar hospital. *Complete – this is an agenda item on CHP on 16<sup>th</sup> August – the paper was deferred following a number of comments.*

DSG(2011)M007/A036: Eann Sinclair to provide further clarification to the replacement of the Wave and Tidal Project Manager (Crown Estates) based in Caithness. *Action complete – responses have been received and CNSRP will continue to progress this.*

DSG(2011)M007/A037: All DSG Socio Economic sub group members to provide the Secretary with updates and additions for the key influencer's document. *Action complete.*

DSG(2011)M007/A038: Secretary to draft response to Meygen's scoping document on socio economics and circulate to members for comment /approval *Action complete – DSG(2011)C229.*

DSG(2011)M007/A039: DSG to write supporting John O'Groats as a destination for the Olympic torch. *Action complete – action overtaken by events. It appears that agreement has been reached.*

DSG(2011)M007/A040: Secretary to write to Roy Kirk, HIE requesting a meeting be organised for members of DSG Socio Economic sub group to meet with a representative from SDI to understand SDI's remit and how this impacts on Caithness and North Sutherland. *Action complete – meeting with SDI scheduled for 1<sup>st</sup> September 2011.*

DSG(2011)M007/A041: Secretary to write to Rob Gibson, MSP to invite him to meet with representatives of the DSG. *Action complete – DSG(2011)C230.*