

Endorsed on 7th February 2014

**DOUNREAY STAKEHOLDER GROUP
BUSINESS MEETING**

DSG/BM(2013)M004

Minutes of the DSG Business meeting held on Wednesday 4th December at 1900 hours in Dounreay.com, Thurso.

Present:	David Flear	DSG Chairman
	Bob Earnshaw	DSG Site Restoration sub group chair
	Anne Chard	DSG Vice-chair
	Derrick Milnes	DSG Socio Economic Sub Group Chairman
	June Love	DSG Secretariat, DSRL

MINUTES

1. WELCOME

David Flear welcomed everyone to the meeting. He noted the following:

- A meeting between David Flear, Bob Earnshaw and Derrick Milnes to discuss with Graeme Rankin, NDA Head of competition DSG's input with regards Magnox competition.
- The Chamber of Commerce had organised a meeting with various representatives on the roll out of Broadband which was held on 18th November. A follow up meeting is scheduled for 16th December. David Flear noted that John Thurso, MP had also raised the issue with BT. The Chamber would be collating information from business as to the effect of the roll out programme.
- The NDA National Stakeholder Group event had been held in Colchester in October and included a meeting of the SSG chair's forum. A note for the record had been produced.
- He had also attended the Scottish Government's Scottish Sites meeting. A note for the record had been produced.
- InSotech workshop was held in Berlin. The main focus of the workshop was stakeholder input into the socio versus technical aspects of dealing with waste issues.

2. APOLOGIES

No apologies.

3. MINUTES OF LAST MEETING

The minutes of the last meeting – DSG/BM(2013)M003 – had been circulated to members in advance. These were accepted as a true reflection of the meeting.

4. PROGRESS ON ACTIONS

Progress on actions was discussed.

5. ISSUES ARISING FROM SUB GROUP MEETINGS

The draft minutes of the sub group meetings held in November were tabled and discussed identifying key issues for highlighting at the December DSG meeting.

6. DECEMBER DSG MEETING

A draft agenda for the December meeting was discussed. It was agreed that the presentation on fuels requested at the site restoration sub group would be rescheduled for March. It was felt this was not time sensitive and would ensure that the December meeting was kept focussed to allow members to travel home at a reasonable time.

7. DSG ADMIN

June Love noted that she had identified forward dates for 2014-2015. She agreed to circulate these to the business meeting to ensure availability for meetings before finalising these dates and confirming with members.

Action: DSG/BM(2013)M004/A001: June Love to circulate proposed dates for 2014-15 to Business meeting for approval.

There had also been a request to hold DSG meeting by videoconference. There was a discussion around this but it was felt that as a public meeting this would not be an effective way of communicating and would incur an increase of cost to change meeting location and hire equipment.

Action: DSG/BM(2013)M004/A002: June Love to respond to DSG member re the use of videoconferencing.

8. ANY OTHER BUSINESS

- Anne Chard noted that she had resigned from the Caithness West Community Council. The Terms of Reference allows office bearers to continue in their role even if not representing an organisation. Anne stated that she would continue in the vice-chair's role until the AGM in March but intimated she would then stand down from DSG.
- It was noted that the Dounreay Planning Framework 2 and NDA's business plan were both out for consultation. Closing dates for both were mid January. It was agreed that the Business meeting would meet early in January to draft a response to both these documents. (NB: The secretary had circulated both documents to members of DSG requesting any feedback for response – these would be taken into account).

Action: DSG/BM(2013)M004/A003: June Love to organise Business meeting for early January 2014 to discuss the drafting of responses for both Dounreay Planning Framework and NDA's business plan.

There being no further business David Flear thanked everyone for their contribution and formally closed the meeting.

David Flear
DSG Chairman
4th December 2013

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ACTIONS ARISING FROM THIS MEETING

DSG/BM(2013)M004/A001: June Love to circulate proposed dates for 2014-15 to Business meeting for approval.

DSG/BM(2013)M004/A002: June Love to respond to DSG member re the use of videoconferencing.

DSG/BM(2013)M004/A003: June Love to organise Business meeting for early January 2014 to discuss the drafting of responses for both Dounreay Planning Framework and NDA's business plan.