

Endorsed on 16th April 2014

DOUNREAY STAKEHOLDER GROUP SOCIO ECONOMIC SUB GROUP

DSG/SESG(2014)M001

Minutes of DSG Socio Economic Sub Group meeting held on Wednesday 15th January 2014 at 1330 hours in the Pentland Hotel, Thurso (large lounge).

Present: Derrick Milnes Wick and Thurso Trades Council (Chair)
 David Flear DSG Chairman
 Alastair MacDonald DSG Honorary member
 Ronnie Johnstone Church of Scotland
 Sandra McCaughey Caithness Chamber of Commerce
 Eann Sinclair CNS Regeneration Partnership
 Bob Earnshaw Thurso Community Council
 John Green Caithness Voluntary Group
 Sandy Mackie Scrabster Harbour Trust

In addition: June Love DSG Secretary
 Ken Nicol DSRL
 Alastair MacDonald Cavendish Dounreay Partnership

MINUTES

1. WELCOME AND INTRODUCTIONS

Derrick Milnes welcomed everyone to the meeting and wished everyone a Happy New Year.

2. APOLOGIES

Apologies were received from:

- Trudy Morris Chamber of Commerce(Sandra McCaughey deputising)
- Debbie Gray North Highland College
- Anna MacConnell NDA

3. MINUTES OF LAST MEETING

The minutes of the last meeting – DSG/SESG(2013)M004 – had been circulated in advance. These were agreed as a true reflection of the meeting and this was proposed by David Flear and seconded by Eann Sinclair.

4. PROGRESS ON ACTIONS

An update on the status of actions had been circulated to members in advance. Of note:

- DSG(2013)M004/A008: Nigel Lowe, NDA Head of Programme, to request an update by DRS on Georgemas Junction. **Action ongoing:** Tom Curry had recently left DRS and his replacement is currently awaited. Once a new person is appointed this action will be progressed.
- DSG(2013)M004/A018: June Love to ask Tom Curry, DRS whether any progress had been made on creating a loop on the railway line to Inverness. **Action ongoing:** Awaiting confirmation of Tom Curry's replacement.

Endorsed on 16th April 2014

- DSG(2013)M004/A019: David Cowie, Highland Council Planning, to provide further information on the census report with regards breakdown of socio economic information. **Action complete:** The Highland Council provided a response as follows:

Census 2011: Release 2B of Census information on 14th November was accompanied by the availability of data tables for small areas known as “output areas”. In Highland we have 2,007 output areas with an average population of 116 people, and these are the smallest areas for which data on our people and their characteristics is available. This has enabled The Highland Council to build interim profiles for four types of area within Highland and the information is available by clicking on the links below.

- [Profiles for Council Wards \(xls 146kb\)](#)
- [Profiles for Community Council Areas \(xls 471kb\)](#)
- [Profiles for Associated School Groups \(xls 163kb\)](#)
- [Profiles for Settlement Zones \(xls 529kb\)](#)

The Highland Council will add to these tables as further data is released by National Records of Scotland. See our website, for the above-mentioned profiles and more information about the Census 2011, at:

<http://www.highland.gov.uk/yourcouncil/highlandfactsandfigures/census2011.htm>

Please note that the Census information releases available to the Council are likewise available to the public, direct from the Scotland’s Census website:

<http://www.scotlandscensus.gov.uk/en/>

We understand that Highlands and Islands Enterprise is currently working on the preparation of profiles using the census data.

As yet there are no profiles for travel-to-work areas. Later releases of census information by the NRS (including employment-based information) could potentially be of interest and assist with this, when available. We will consider the preparation of profiles to present such information, where it is requested and would clearly be useful to the Council.

- DSG(2013)M004/A020: Councillor Roger Saxon to take up issue of funding educational activities through local authority responsibility. **Action complete:** Roger Saxon had followed this up and confirmation that such activities are the responsibility of the local authority.
- DSG(2013)M004/A023: Eann Sinclair to speak to SNH with a view of getting further information on the Peatlands project. **Action complete:** Eann Sinclair spoke to Lesley Cranna and she was going to send up some of the background paperwork. The Heritage Lottery Fund’s summary is available and is quite a good introduction to what they are trying to do.
- DSG(2013)M004/A024: David Flear to write to HIE and The Highland Council providing views on the CNSRP Programme Manager line management function. **Action complete:** A letter had been sent, discussions held and a response had been received.
- DSG(2013)M004/A025: Anna MacConnell to explore which parts of lottery funding was currently under-utilised. **Action ongoing.**

Endorsed on 16th April 2014

- DSG(2013)M003/A003: June Love to request information on all NDA's contribution to socio economics for Caithness and North Sutherland. In addition to ask for a list of funding provided across the NDA estate. **Action ongoing.**
- DSG(2013)M003/A023: Ken Nicol to provide report on the development and deployment of measuring achievement of socio economic interventions when available. **Action ongoing:** Ken Nicol advised that the final report had just been received and was now with NDA for internal review. The next step would be to provide the beneficiaries of projects a copy of the report appropriate to them to ensure that the information is not commercially sensitive. It was expected that the summary report would be available for the next DSG sub group.

David Flear noted that there were two outstanding actions on the NDA and asked that the secretary write to NDA to request a timescale for these responses.

Action: DSG/SESG(2014)M001/A001: Secretary to write to NDA to request timescale for responses to outstanding actions.

5. COMMUNITY FUND REQUESTS

A number of community fund request were discussed. Declarations of interest were recorded as follows:

- Ref 045: Sandy Mackie
- Ref 048: Ken Nicol / Alastair MacDonald

Discussion around the applications took place and recommendations were made.

6. PROCUREMENT

Ken Nicol informed members that this had now been included in the Dounreay update. It was agreed to cover this topic under agenda item 7.

7. DOUNREAY SOCIO ECONOMIC UPDATE

Derrick Milnes noted that the NDA briefing for December had been circulated in advance – DSG(2013)C067 refers.

David Flear asked if there was an update on the National Nuclear Archives. June Love responded that Anna MacConnell had contacted her to inform the DSG chairman that Simon Tucker would be telephoning him shortly with an update.

Derrick Milnes stated that a written update had been provided by Dounreay – DSG(2014)P004 refers. Ken Nicol provided a verbal update. Of note:

- The impact assessment report has been finalised and is currently going through internal review. The next stage is to discuss the findings with the relevant beneficiaries before a summary report will be issued. The report also provides recommendations and these will be considered as the new socio economic plan is developed.
- Drafting of the new socio economic plan for 2014-17 has commenced and DSG will be invited to comment before this is finalised.

Endorsed on 16th April 2014

- A number of visits to the Dounreay site have taken place which assists in the promotion of the site as the European Reference site.
- The supplier's page of Dounreay's website has been updated to provide information on services provided in the local area. The page directs bidders to the Chamber of Commerce and Job Centre plus.
- Regular discussions with the Commercial services team at Dounreay now takes place to identify any potential socio economic benefits in forthcoming contracts. As an example, consideration being given to professional services to explore whether the likes of training, using graduates etc could be included. Consideration is also given to environmental factors, such as transport.
- The Dounreay Commercial Services Department will be holding a procurement event on 12th February to outline forthcoming contracts.

David Flear noted that he had had discussions with Mark Rouse regarding Dounreay's recruitment process. It was felt that vacancies were not advertised well enough locally. Alastair MacDonald responded that recruitment was a challenge and acknowledged the site was aware of this.

- NDA continue to work with Wick harbour on infrastructure development.
- The National Nuclear Archives has a new Project Manager.

David Flear asked whether the NDA could arrange for the new project manager to visit the area. It was suggested that he take this up with Simon Tucker when contact is made.

- DSRL had agreed to continue to part-fund the Caithness Transport Forum, managed by the Caithness Chamber of Commerce for the next three years.

David Flear noted that The Highland Council had issued a press release on the Berriedale Braes. While there was nothing new in the press release it was disappointing that there was no mention of the funding provided by Transport Scotland and the NDA which supported the feasibility study. It was suggested that this be taken up at the CNSRP Advisory Board.

Action: DSG/SESG(2014)M001/A002: David Flear to raise The Highland Council's press release on Berriedale Braes at the CNSRP Advisory Board.

- A meeting had been held with HIAL and a draft specification to support the development of Wick/John O'Groats airport had been agreed.

David Flear asked for more information. Alastair MacDonald responded that he and Eann Sinclair had met with HIAL to agree the contents of the specification. This had three threads to it including understanding the market better, options for a new hangar and consideration of a new commercial model. David Flear stated he was pleased to see this making some progress and stressed that the hangar was essential to support the area for the future. Eann Sinclair added that HIAL and HIE were working together on

Endorsed on 16th April 2014

the scope for the study and this would include a combination of different consultants looking at the socio economic impacts as well as the aviation side.

David Flear asked whether the Parent Body Organisation or Site Licence Company would consider putting funding into this project. Alastair MacDonald responded that the NDA had set aside some funding for whatever comes forward. David Flear said he was not aware that NDA funding had been earmarked. Eann Sinclair stated that this was one of the CNSRP enabling projects and he hoped to have the exact activities confirmed this coming year. Derrick Milnes added that clarity was required with regards NDA funding. It was agreed that this would be brought up at the CNSRP Advisory Board.

Action: DSG/SESG(2014)M001/A003: David Flear to raise at the CNSRP Advisory Board that it was essential to get visibility of the programme for enabling projects.

- The secretary noted, that she was seconded to HIE 50% of her time to support inward investment activities. This continues with meetings continuing with various companies, mainly based in Aberdeen. More work was required to identify companies based in Glasgow, Edinburgh and London and a programme of activities for 2014 was in final draft stage.
- Alastair MacDonald continued to chair the skills sub group for Energy North's Oil and Gas Task Force. Membership of this group included Opito and others. This was estimated to be a two year programme of work.
- A memo of understanding between DSRL and UHI had been drafted to develop a closer working relationship.
- Work continues to develop the Heritage app with further meetings arranged.

Eann Sinclair asked what the Heritage app was? Ken Nicol responded that this was something that Anna MacConnell was progressing.

Action: DSG/SESG(2014)M001/A004: Eann Sinclair to ask Anna MacConnell for further information on the Heritage app being developed.

Ronnie Johnstone stated that he felt that the report did not reflect the progress being made. Alastair MacDonald responded that there was a difficult balance, there was a lot of activities being undertaken but it took sometime to get this to a point where an impact is made. Sandra McCaughey said that the information provided was useful because it was useful to see what activity was being undertaken to ensure there was no duplication by other organisations. David Flear added that the report was a snapshot in time and stimulated the discussion and debate at this meeting. Ken Nicol stated that some of the activities outlined in the report were to support CNSRP projects and the impact of these would not be visible in isolation and had to be taken in the context of the CNSRP report.

Alastair MacDonald (DSG Honorary member) noted that one of the things that did not seem to be taken forward was the cost of transport and the KW post code which people outside the area thought was in the islands. Derrick Milnes noted that this was being taken up by other organisations and this would continue.

8. UPDATE ON SOCIO ECONOMIC ACTIVITIES

Endorsed on 16th April 2014

Derrick Milnes noted that a written report had been provided by CNSRP – DSG(2014)P001 refers. Eann Sinclair noted the following:

- Targets for 2014-2017 had been raised at both CNSRP Executive Board and Advisory Board and had been agreed. Enabling projects had also been broadly agreed. By March a draft plan for 2014-17 will be finalised and this would be a public document.
- Discussions with HIE's Digital team are ongoing with the Chamber of Commerce taking the lead in this. Digital events would be held on 18/19th February at John O'Groats, Thurso and Wick. Ongoing dialogue with HIE would continue to identify what infrastructure is required.

David Flear stated that when the rollout of broadband was announced the Chamber had written to HIE with their concerns and was followed by a letter from DSG. Subsequently the Chamber had set up meetings with HIE to discuss the timeline for the rollout in Caithness and North Sutherland. He was pleased to hear that events were being planned and suggested that Bower also be included in these. David also noted that a further meeting with HIE was due to take place on 22nd February where a response to the barriers of rolling this out should be clearly identified. It was also noted that John Thurso, MP had also had discussions with the Head of BT.

Sandra McCaughey added that the Chamber was organising the events to be held in February and invites would be extended to all businesses, including Bower. At these events there would be an opportunity for one to one meetings to offer advice on what broadband can offer to business. These would be well advertised to ensure a good attendance.

9. CORRESPONDENCE SINCE LAST MEETING

Derrick Milnes noted that a response had been provided by HIE on the DSG's letter to the Broadband rollout – DSG(2013)C066 refers. This was noted.

10. ANY OTHER BUSINESS

Derrick Milnes invited members to raise anything.

- June Love confirmed that a DSG working group had now been set up to consider community funding from windfarms. This followed on from the Caithness Conversation organised by Foundation Scotland in 2013. A kick off meeting had been organised for the 23rd January 2014 and would involve a number of DSG representatives as well as some others.
- Derrick Milnes noted that DSG had written to Mr Jim Kelly with a letter of support for the Thurso Harbour project. Ronnie Johnston stated that this was a worthwhile project, given the gap for tourism infrastructure and hoped that this project was successful. Bob Earnshaw added that he believed funding had now been identified for the slipway at the harbour and that there would be an open meeting on the 29th January at 1900 hours to outline the planned project going forward. Thurso Community Council had also written a letter of support.
- Eann Sinclair noted that he had received an email from Chris Aitken at Wick High School outlining a bid to SSE's Sustainability Fund to create a MAKLAB at Wick. He

Endorsed on 16th April 2014

felt that this was a strong project and asked if DSG would consider writing a letter of support for this. This was agreed.

Action: DSG/SESG(2014)M001/A005: June Love to circulate information on MAKLAB along with draft letter of support.

- There was a discussion on the current situation with the ferry from Scrabster given this was the second time this year that Serco had to provide a replacement ferry which did not provide the same level of service as the Hamnavoe. It was understood that this was a condition of the current contract and it would be useful to ensure that when the contract was coming up for renewal different conditions were considered to ensure a like for like replacement. It was agreed that this would be pursued through the Caithness Transport Forum.

Action: DSG/SESG(2014)M001/A006: David Flear to raise Scrabster ferry at the Caithness Transport Forum.

- A DSG response to the NDA draft business plan had been submitted – DSG(2014)C003 refers.
- A DSG response to The Highland Council's Dounreay Planning Framework 2 had been submitted – DSG(2014)C004 refers.

There being no further business, Derrick Milnes thanked everyone for attending and formally closed the meeting.

Derrick Milnes
DSG Socio Economic sub group chairman
19th January 2014

Endorsed on 16th April 2014

ACTIONS ARISING FROM THIS MEETING

DSG/SESG(2014)M001/A001: Secretary to write to NDA to request timescale for responses to outstanding actions.

DSG/SESG(2014)M001/A002: David Flear to raise The Highland Council's press release on Berriedale Braes at the CNSRP Advisory Board.

DSG/SESG(2014)M001/A003: David Flear to raise at the CNSRP Advisory Board that it was essential to get visibility of the programme for enabling projects.

DSG/SESG(2014)M001/A004: Eann Sinclair to ask Anna MacConnell for further information on the Heritage app being developed.

DSG/SESG(2014)M001/A005: June Love to circulate information on MAKLAB along with draft letter of support.

DSG/SESG(2014)M001/A006: David Flear to raise Scrabster ferry at the Caithness Transport Forum.