



| | | |
|----------|--------------------|---|
| Present: | David Flear | DSG Chairman |
| | Cllr Roger Saxon | Highland Council / DSG Vice-chairman |
| | Cllr Willie Mackay | Highland Council |
| | Cllr George Farlow | Highland Council |
| | Alastair MacDonald | DSG Honorary member |
| | Derrick Milnes | Thurso and Wick Trade Union Council |
| | Ronnie Johnstone | Church of Scotland |
| | Bob Earnshaw | DSG Site Restoration sub group chairman |
| | Thelma MacKenzie | Thurso Community Council |
| | George McDougall | Caithness West Community Council |
| | John Deighan | Dounreay Unions |
| | Allan Tait | Caithness Voluntary Group |
| | Eann Sinclair | CNSRP |
| | Donald MacBeath | North Highland College, UHI |
| | Trudy Morris | Caithness Chamber of Commerce |
| | Brian Mutch | SGRIPD |
| | Tor Justad | DSG member |
| | Roy Blackburn | DSG member |
| | June Love | DSRL, DSG Secretariat |
| | Mark Raffle | NDA Programme Manager |
| | Phil Craig | Dounreay Managing Director |
| | Cdr Ken Dyke | MOD, Vulcan |
| | James Bryson | DNSR (Vulcan) |
| | Sheila Hutchison | ONR, Dounreay |
| | Stewart Ballantine | SEPA |
| | SI Martin O'Kane | CNC |

David Flear, DSG Chairman, welcomed everyone to the meeting. He noted that there would be no presentations this evening as the meeting would concentrate on the sub group meeting reports and verbal updates. This would allow people to travel home at a reasonable hour.

Before moving on David Flear, on behalf of all DSG members and observers, congratulated Stewart Ballantine on becoming a parent to a healthy baby boy. He also welcomed James Byrson (DNSR) and Allan Tait (CVG) to their first public meeting.

David Flear also introduced David Collier who had been contracted to undertake the DSG Review and noted that David was a familiar face with a number of DSG members as he has also carried out the previous review undertaken a number of years back.

Apologies were received from

-) Cllr Matthew Reiss
-) David Broughton
-) Mike Flavell, NHS
-) Roy Kirk, HIE
-) Alun Griffiths ONR Vulcan
-) Deirdre Henderson
-) Murray Lamont

David Flear stated that the minutes of the previous meeting – DSG(2016)M003 – had been circulated in advance to members.

No changes to the minutes were noted and it was agreed this was a true reflection of the meeting. The minutes were proposed by Derrick Milnes and seconded by Roger Saxon.

Tor Justad noted there had been some discussion on the £8M investment in the Wick JOG airport but it appeared that the upgrade to the airport had not been sufficient given that the plane had to land at Lossiemouth before it could land at Wick JOG airport. Trudy Morris responded that an update had been provided via the Caithness Transport Forum and HIAL had confirmed that the runway had been strengthened and was capable of taking bigger planes. Tor Justad added that he thought the whole point of investing in the airport was to allow the materials to be flown direct from Wick JOG to the USA.

David Flear said that it would be up to the USA, RAF and other such bodies to agree the flight route and noted that DSG were never told the details of how they were going to do this. Through the Caithness Transport Forum and Wick JOG Consultative meeting it appeared that everyone was happy with the investment made.

Tor Justad responded that £8M was a lot of money to spend if the airport was not fit for purpose. David Flear re-iterated that neither the DSG nor any other community body had been informed on the operational aspects of transporting materials by air. He noted Tor's comments.

4.

David Flear noted the following actions:

-) M003/Action 11 – SEPA to update/present on the particles project. Stewart Ballantine confirmed that they were still on track to provide an update at the January sub group.

- J M003/Action 16 – Wendy Newton from MOD was going to provide an update on the future options of the site so that we are aware of the key dates going forward. Ken Dyke confirmed that Wendy Newton was aware of the action and would attend the January sub group to provide an update.
- J M003/Action 24 – Eann Sinclair to provide CNSRP high priority programme pipeline of projects for the next three years. Eann Sinclair confirmed that there is a draft paper on priorities which the Delivery Group had considered and the paper had then been taken to the Executive Board around 10 days ago. He expected to be able to provide a worked up version of this around February 2017.

David Flear also noted actions which had been raised from the sub group meetings.

Of note there had been an action requesting clarification on whether the bulk disposal of DFR raffinate still has some raffinate in the heels. Phil Craig responded that total of 232 m³ of DFR raffinate was processed. The tanks could only be emptied down to the end of the outlet suction dip-leg, leaving an estimated residual heel of around 650 litres. To reduce the residual raffinate to a level which allows work to start on tank decommissioning, the heel of the tank has been flushed through four times with an equivalent volume of dilute acid. Therefore there are no raffinate heels remaining.

David Flear also stated that there would be a request for a presentation from DSRL to include progress on decommissioning activities, milestones for 2017/18 and any issues going forward. Phil Craig responded he would be happy to provide this.

Before moving on David Flear drew attention to action DSG(2016)M003/A006: June Love to co-ordinate written response to questions on nuclear material transports raised by Tor Justad. This had been done and members at received this response (DSG(2016)C037 refers).

While he appreciated that there were varying views around the DSG table he had felt it would be useful to all members to ensure that account was also taken on the number of discussion, presentations and correspondence that DSG had received over a number of years. With this in mind he had asked the DSG secretary to collate all this information and this had been added as an appendix to the question and answers raised in writing or verbally through the last meeting. This had resulted in a 44 page document which shows the extent of the information which had already been provided. This had also been discussed at the sub group in November because while he understood there would always be those who wished to raise questions there was a question of how far this could go in terms of DSG. The sub group had agreed that the document provided had been a comprehensive one.

Bob Earnshaw added that he concurred with the Chairman's comments. The document provided was a comprehensive response. The DSG had taken this as far as they could and if members were not content it was really up to them to make representative to the UK and Scottish Governments on the policy. While the SSG can do a lot of things it can only go so far. I can recall when CAND sat on DSG their aim was to ensure that all nuclear material was transported out of Caithness. Presently as far as fuels are concerned I am in agreement with UK and Scottish Government to get this material

away from the site. The answers of the questions have been quite comprehensive and he could not see how the SRS or group as a whole can go any further.

David Flear noted that the last public meeting primarily focussed on the regulation of nuclear transports. Roger Saxon noted that he had found the written questions and answers and supplementary information a comprehensive document and asked whether it had been published on the website. June Love noted that it had been published and agreed to send out the website link.



5.

David Flear noted that the Vulcan report was provided at the site restoration sub group meeting which took place on 16th November 2016. At this meeting members had received written reports from Vulcan, DNSR and ONR as well as information from SEPA. Of note the following had been reported:

-) There had been no lost time accidents or injuries in 2016.
-) The site had held a safety stand down for 1 hour to re-inforce the safety culture STOP principles.
-) SEPA had carried out a number of inspections against the site's compliance.

DNSR had reported that:

-) They had carried out 5 routine visits during the second quarter.
-) Was working closely with Vulcan to ensure a safe state for nuclear material movements.
-) From their inspections Vulcan had demonstrated good leadership and positive behaviour towards the hazard reductions.

In addition to these updates, the SEPA and ONR report had been noted by members.

David Flear invited Commander Ken Dyke to provide a verbal update. Commander Ken Dyke noted that not a lot had changed since the last sub group meeting. He was pleased to report that there continued to be no lost time accidents and so far there had been none during 2016.

Stewart Ballantine noted that there was nothing further to add from SEPA.

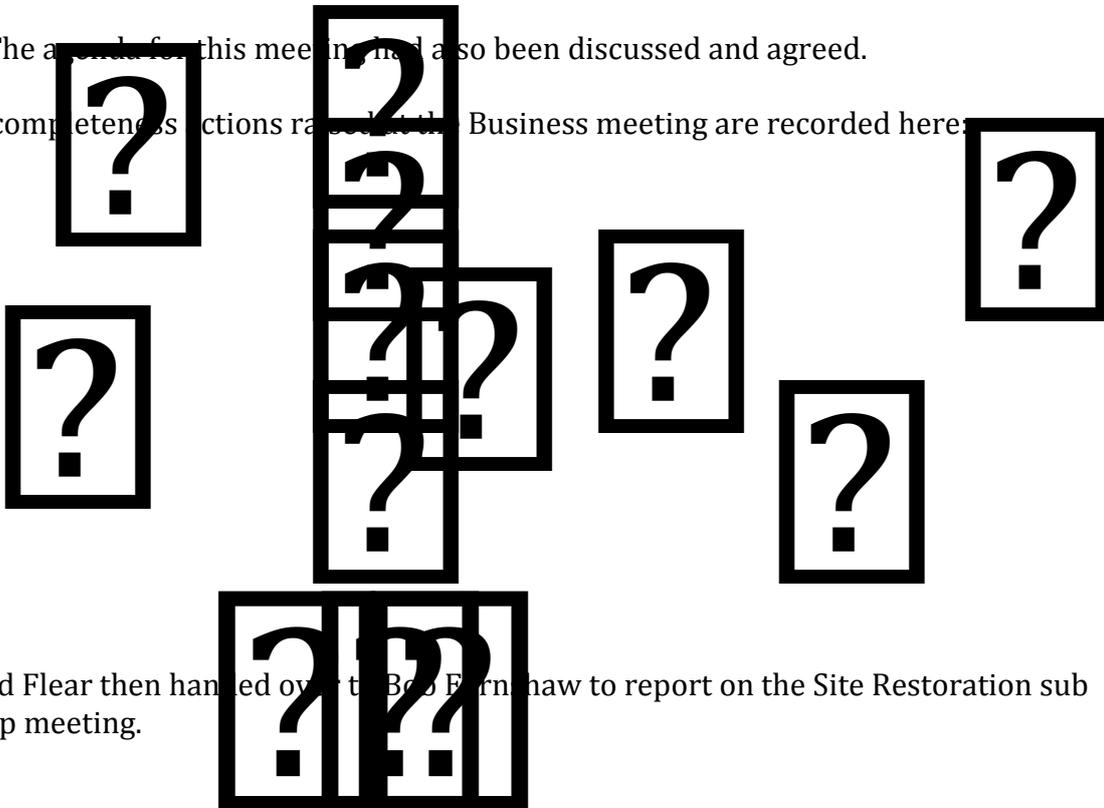
James Bryson, DNSR concurred with Cdr Dyke's comments stating that the site continued to comply with the site conditions and it was good to see good progress is being made in reducing the hazards.

6.

David Flear noted that the Business meeting had met on 25th November. The main topics discussed were:

- J David Collier had been asked to take the review forward. The scope of work had been reviewed by all DSG members and all views received had been taken on board in the final scope that had been distributed. David was observing the meeting tonight and would also attend the sub groups in January. This would be followed up with telephone calls and meetings with various members and observers. The findings of the review were expected to be complete for the March meeting.
- J Early discussions were ongoing for the Annual General Meeting arrangements to ensure there was a smooth transition within the official roles.
- J The agenda for this meeting had also been discussed and agreed.

For completeness questions raised at the Business meeting are recorded here:



David Flear then handed over to Bob Earnshaw to report on the Site Restoration sub group meeting.

Bob Earnshaw noted that the site restoration sub group met on 16th November and members had received the draft minutes in advance of this meeting.

He noted that the Vulcan update had been covered earlier in the agenda and therefore moved on to the Dounreay update. For Dounreay site operations members had received updates from NDA and CNC with written reports provided by DSRL, SEPA and ONR. Of note:

- J There would be, over the next few months, a change in a number of senior personnel within NDA.
- J At present David Batters continued to be the NDA Director responsible for Dounreay and Magnox. This was a temporary position until the new Chief executive was

appointed and then sets out the team below him.

) The Magnox consolidation was continuing.

Bob Earnshaw then invited Mark Raffle to provide a verbal update.

Mark Raffle, NDA Programme Manager noted:

) AECL (Atomic Energy of Canada Ltd) would be visiting site this week.

) The National Audit Office had visited Dounreay as part of a familiarisation visit and while there also visited Vulcan, the Archives, Caithness Horizons, site and had also met with David Flear and Roger Saxon.

Tor Justad asked whether the NAO would be providing a written report on their visit to Dounreay. Mark Raffle responded that this was not an audit but a familiarisation visit and therefore it was unlikely that a report would be published. Tor Justad asked whether the NAO would carry out an audit on the site in the future. Mark Raffle responded that the NDA regularly gets audits and if the NAO decided to audit the Dounreay site he would inform the DSG in a timely manner.



) The new decommissioning plan was continuing to be progressed. Bob Earnshaw invited Phil Craig to provide further updates on this subject.

) A site wide safety culture survey had been carried out – this had been issued to staff following the sub group meeting.

) The Dounreay Improvement Team would be stood down shortly and the function to continuously look at safety would transfer, along with the improvement plan, to the Chief Nuclear Officer's department.

) WRACS – the facility that deals with the low level waste is now back up and running.

) Site safety focus was on winter preparedness.

) The site had achieved two major milestones over the last quarter with the destruction of the NaK from DFR and also the DFR raffinate which has now been cemented.

) There was also a discussion on the reduction of the personnel within the decommissioning operatives framework contracts which members had found disappointing from a planning point of view. It was understood that there may be opportunities later in the year for those people however members had stressed that the local supply chain was not a tap that could be turned on and off and it was essential to ensure that there was a vibrant economy beyond Dounreay. For that reason it was essential to make sure everyone was pulling together to ensure the skills remain in the area. CNC had mentioned that they had reached out to some of

the individuals to enquire whether they would be interested in joining the CNC and this provided some comfort that the site collectively was joined up and looking to minimise the impact of such things.

-) Updates on the progress with a number of environmental projects had also been provided which will ultimately form part of the Planning Framework submission which is due later next year. The site was reviewing the site end state options, including landscape options and also the remediation of the effluent liquid systems.

Bob Earnshaw noted that he had taken part in the workshops to discuss the effluent liquid systems and site end state and felt that those around the table had challenged the thinking robustly and he was looking forward to seeing the outcome of these in the near future.

Bob Earnshaw then invited Phil Craig, Dounreay Managing Director to provide a verbal update. Phil Craig noted the following:

-) Today marked 100 days since the last lost time accident. While this was a good achieve the site remained vigilant, particularly as the temperatures drop and winter takes hold.
-) A safety culture survey was issued to all staff at end of November as part of the site's ongoing programme to understand and improve our safety performance. The responses are currently being analysed. A donation of £400 had been made to the Caithness Food Bank for each completed survey.
-) The Dounreay Improvement Team's function had been transferred to the Chief Nuclear Officer's directorate. It had always been the intention that DIT would be set up for a finite period and it was right that, now it had been going for two years and a number of the actions had been taken forward, that the Assurance Department would take the improvement plan to the next stage with the support of everyone on site. Members of DIT had done a tremendous job and would now be redeployed on other site activities.
-) The TRIR rate went up at the end of last year due mainly to a number of slips, trips and falls with some of these due to wintry weather conditions. November marks the second month of no lost time accidents and therefore if this can continue through the winter break the TRIR will come down again. For that reason November saw the site focus key messages on Environmental awareness and also on winter preparedness.
-) Routine monitoring of the local area for particles continues. A minor particle had been detected and retrieved from Murkle beach during November. This was similar in activity to previous two minor particles detected at the same beach. This had been reported to SEPA.
-) Work continues with the Nuclear Decommissioning Authority to finalise the revised decommissioning programme. This was on schedule to be completed in time for the

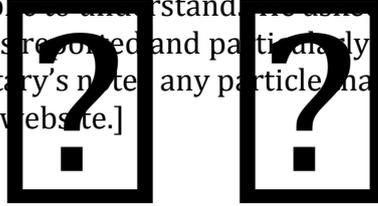
new financial year.

-) As mentioned earlier, the site met two milestones recently with the destruction of the NaK and the DFR raffinate. There was a tremendous amount of effort across the site which should not be under-estimated to allow these to be achieved and reduces the high hazards from the site. Thanks, on a personal level, was extended by the Managing Director to all those involved with these projects.
-) Another milestone was achieved by the DFR team who have started to cut up the DFR pond wall using a remotely operated saw. The pond top was the first cut needed to separate the pond liner from the pond structure. Next steps are to cut the wall into blocks that will be conditioned and disposed of. Trials of this work were carried out in T3UK and Bower to help develop the technique and to train the operators.
-) More than 30,000 bricks had been removed from three pits within a redundant facility as part of the decommissioning of the former effluent treatment plant. This had not been an easy job as the team had to work wearing full airline suits while removing the bricks using small operated hand tools. Around 85,000 bricks are expected to be removed once the job is done.
-) The supercompactor (WRACS) had been successfully re-commissioned and has resumed operations.
-) Looking to 2017, the site team is gearing up to deliver one of the priority projects which are to remove in-reactor breeder from DFR. Equipment to help with the retrieval had been delivered last week after construction at T3UK. An opportunity was given to show senior representatives of NDA around the reactor recently and received some excellent feedback from them on the progress of this project.
-) On a general note, the DSRL chairman had appointed two new non-executive directors to the Board. One, was Simon Middlemas who was no stranger to the DSG, and the other was Bill Root who brings with him a wealth of experience from BNFL and Magnox and is now the principal consultant for DBD and sits on the nuclear safety committees at Sellafield and URENCO at Capenhurst.
-) The Dounreay People plan development is ongoing to align with the needs for the new decommissioning programme once that is approved. This plan will include succession planning across the business to ensure the right skills are in place. Allied to this site management is looking at diversity and how this could be used more effectively to ensure that everyone has the opportunity to contribute. At present, work is ongoing to gather data relating to the existing workforce with diversity and inclusion being considered as this develops further. A proposal to set up a women's network, which Dounreay had signed up to, is being considered. As part of that commitment the site is looking to host a 'women in the workplace' event, next year to explore what can be done.
-) Finally, the Communications team is highlighting the achievements of a different site area each day on the Dounreay Facebook page as part of an Advent calendar. Today

it was great to see

Trudy Morris echoed John Deighan's comments relating to local companies taking on and investing in young people. However, she recognised that this was difficult to do when there was not a good stream of work coming through. The Chamber had raised this with the site and had had positive discussions with Stephen Adamson, Head of Commercial around some of the issues that have been raised.

Tor Justad noted that a particle had been detected and removed from Murkle beach and said that it was difficult for the public to understand. He asked if the RIFE report was a good source for information. It was reported and particularly mentioned Cs137 which obviously raises concerns. [Secretary's note: any particle that is detected and retrieved is recorded on the Dounreay site's website.]



Sandra Owsnett, member of the public, asked if DSRL had a fully resourced programme that would allay the problem of reducing contractor staff for the future. Phil Craig responded that in the context of the decommissioning programme the site workforce was in the business of clearing the future. Phil Craig

Bob Earnshaw asked how big the distortion on the low level waste lids was. Stewart Ballantine responded that it was a small curve and the implications of this were something SEPA have asked the site to look at and come up with corrective actions. This was work in progress currently. David Flear said it was important to note that this was caused by a chemical reaction while curing the concrete and was not related to nuclear substances.

Roy Blackburn asked whether this had been foreseeable. Stewart Ballantine responded that gas production had been considered as part of the application process. It was not unheard of and similar issues with distortion of containers had happened at LLWR (near Drigg). SEPA have asked the site to look at that to make sure it does not happen in the future. Roy Blackburn asked whether the containers had been vented. Stewart Ballantine responded that the containers were not fully sealed but they were torqued down and the bowing occurred when the cement was being cured. No discharge of radioactivity to the environment had occurred.

Roger Saxon asked about the leak in the silo and believed this was due to a leaky valve. Stewart Ballantine responded that it appeared to be water in and not water out, therefore no discharge to the environment had occurred.

Tor Justad asked whether the final warning letter relating to Krypton 85 had been resolved. Stewart Ballantine responded that the letter was a warning letter asking the site to ensure that this does not happen again. This type of enforcement did not define corrective actions. SEPA knew that it had happened and the letter was a way of saying that if it happened again then SEPA could take a higher level of intervention. Phil Craig added that this issue had been fully investigated and the site had worked with SEPA to look across the site to consider all monitoring and measuring arrangements which are in place.

There being no further questions, Bob Earnshaw thanked Stewart Ballantine.

Bob Earnshaw noted that Sheila Hutchison had attended the November sub group and had also provided a written report. Of note:

-) ONR had carried out a number of compliance inspections during the last quarter and were content with the findings.
-) ONR were continuing to monitor the safety culture of the site and while it was heading in the right direction ONR were paying particular attention to whether improvements were being implemented across the whole site. There had been a good discussion at the sub group about how ONR would measure the effectiveness of improvements and also questioned whether there was underlying reasons that people did not stop work if they felt uncertain.

Sheila Hutchison noted that there had been little change from that reported at the sub group. Since that meeting, ONR continued to carry out routine inspections. Specifically a criticality safety team had inspected site and the inspectors involved were content with what they had found.

Bob Earnshaw noted that CNC had provided a verbal update at the meeting including:

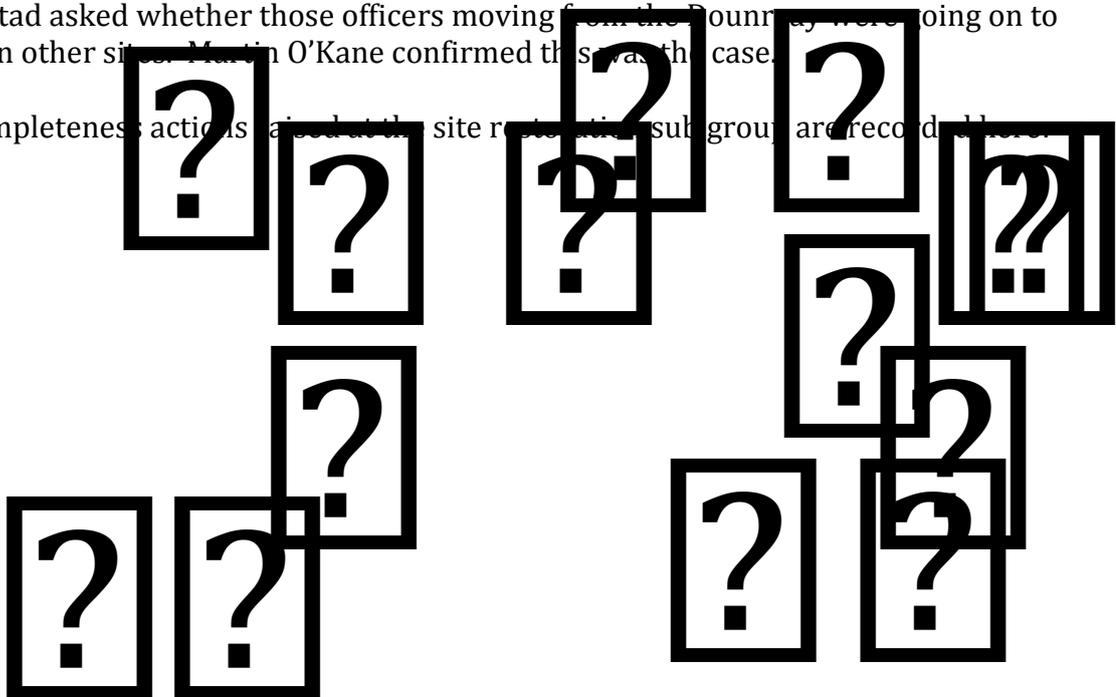
-) The main focus of CNC was to provide security for the site in relation to nuclear materials.
-) Peter Shewell had been appointed as the dedicated officer to interact with the local neighbours.
-) The recruitment of 12 local people in the summer with a further 5 starting in December.
-) An invitation from CNC for DSG members to visit site.

Bob Earnshaw invited SI O’Kane to provide an update. SI Martin O’Kane reported:

-) CNC were continuing to recruit locally allowing other officers to move away from Dounreay. The present round of recruitment had attracted 70 applications and CNC would be holding more recruitment centres during next year.
-) Councillors Matthew Reiss and Gillian Coghill had been invited to visit the CNC facilities on site. The invitation would also be extended to Buldoo and DSG representatives in the new year.

Tor Justad asked whether those officers moving from the Dounreay were going on to work on other sites. Martin O’Kane confirmed this was the case.

For completeness actions raised at the site restoration sub group are recorded here.



As there was no further business relating to the site restoration sub group Bob Earnshaw thanked everyone for their input and handed over to Derrick Milnes.



Derrick Milnes noted that the sub group had met on the 16th November 2016. The minutes of the meeting had been circulated in advance to all members. Of note:

-) Agreement had been reached to change the criteria of the Dounreay Community Fund so that it ruled out the potential to fund other events which in turn raised money for charity. A short summary of the impacts of the funding had also been requested.
-) A written report had been provided by the Dounreay Socio Economic Alliance which included activities undertaken by the NDA, Cavendish Dounreay Partnership and DSRL. It was pleasing to see progress being made in many areas of activities and tying in with the CNSRP high priority programme.
-) Sub group members placed on record their congratulations to Wick Harbour Authority for the work they have done to ensure that SSE had opted to use Wick harbour for their operations and maintenance base. Shona Kirk from Cavendish Nuclear had supported the harbour over the past year to build this case.
-) Nucleus, the NDA Archives, was progressing well and recruitment had commenced.
-) An update of the Community Sports Hub project was provided with work ongoing to secure funding from Sports Scotland for phase 1.
-) From a DSG point of view, members were generally happy with the activity being undertaken by the nuclear partners and could see where these activities aligned into the CNSRP priority projects.
-) Linda Ross who is currently undertaking a PhD on heritage related to Dounreay provided a progress report on her work. DSG members were able to provide a few ideas for her to consider taking forward.
-) The DSG Chairman had also written to HIE asking for clarification for the proposed Vertical launch project in Sutherland. The letter was written as a result of a media around the Western Isles capability. HIE had provided a response to the letter confirming that Sutherland was one of the sites that HIE were supporting but that it would be for industry to decide on location.

Derrick Milnes invited the following to provide an update:

_____ Mark Raffle reported:

-) Construction of Nucleus was nearing completion with some snagging issues to be resolved. Restore plc was now in the building and were getting it up and running in time for the first delivery of records. The building was still on track to open to the public around February and prior to this there would be an event to allow key stakeholders to have an advance preview of the building.



) In relation to the archives, NDA and DSRL had provided funding for an overspill car park at Wick JOG airport which would also act as an overspill park for the archives.

Phil Craig reported:

) The Dounreay Socio Economic Alliance continues to work with CNSRP partners to support a number of projects going forward. Coupled with that, the delivery of the socio economic plan is progressing well.

) From a procurement point of view

redundant at 50+ and thought that he would never have found another job until the archives came along.

Tor Justad asked if DSG members would be given the opportunity to visit the archives. Mark Raffle said this was currently being planned and DSG members would receive an invitation to visit in due course.

_____ Eann Sinclair noted:

-) Some of the projects which started around 8-9 years ago were now reaching completion which included the archives (25 fte).
-) The operations and maintenance base at Wick harbour was currently going through planning with the Highland Council and a response was expected before Christmas with contracts in the New Year. Ninety full time equivalent jobs were associated with this work and recruitment was already underway.
-) Meygen had successfully deployed two devices which were now sitting on the seabed. Local company, JGC, had been contracted to provide the ballasts. The first device had been connected to the grid around 3 days ago and the second device was just about to go on line.
-) A socio economic report (an update to 2006 and 2011) part funded by DSRL was nearing completion and initial headlines show that there is evidence of diversifying in the local supply chain and also positive headlines around attainment levels for schools. The document is in its final draft and once it has been finalised a version of this will be published.

_____ Trudy Morris reported:

-) The Chamber had held a DSRL mini suppliers event with the local supply chain which had been well received with some positive information coming out of that. DSRL have some follow up actions.
-) The business development programme, funded by NDA/DSRL, had allowed support to two STEM-ets from Wick High School. With the support from this programme it had allowed the two young students to secure an innovation voucher to start working with RGU to commercialise the app being developed.
-) Stage Coach had recently lost a number of school contracts from Highland Council which impacts on the local services they had previously provided. A public meeting had been organised with over 100 people attending and as a result Stage Coach had listened to the views and have made some changes to the routes they had been looking at reducing. Other meetings with key stakeholders had also been held and the Chamber was now waiting for the HC transport contact to come back and set up an additional meeting with the operators that have secured the school routes to see whether they had an appetite to deliver the services which had historically been provided off the back of the school contract. Further school contracts are still to be awarded and therefore uncertainty still lies with Stage Coach. As a result the Chamber also met with DSRL as one of the issues which had been raised was there

was not enough low level buses because they were running some of these services off the back of the Dounreay contract. DSRL would look at widening the scope for this contract.

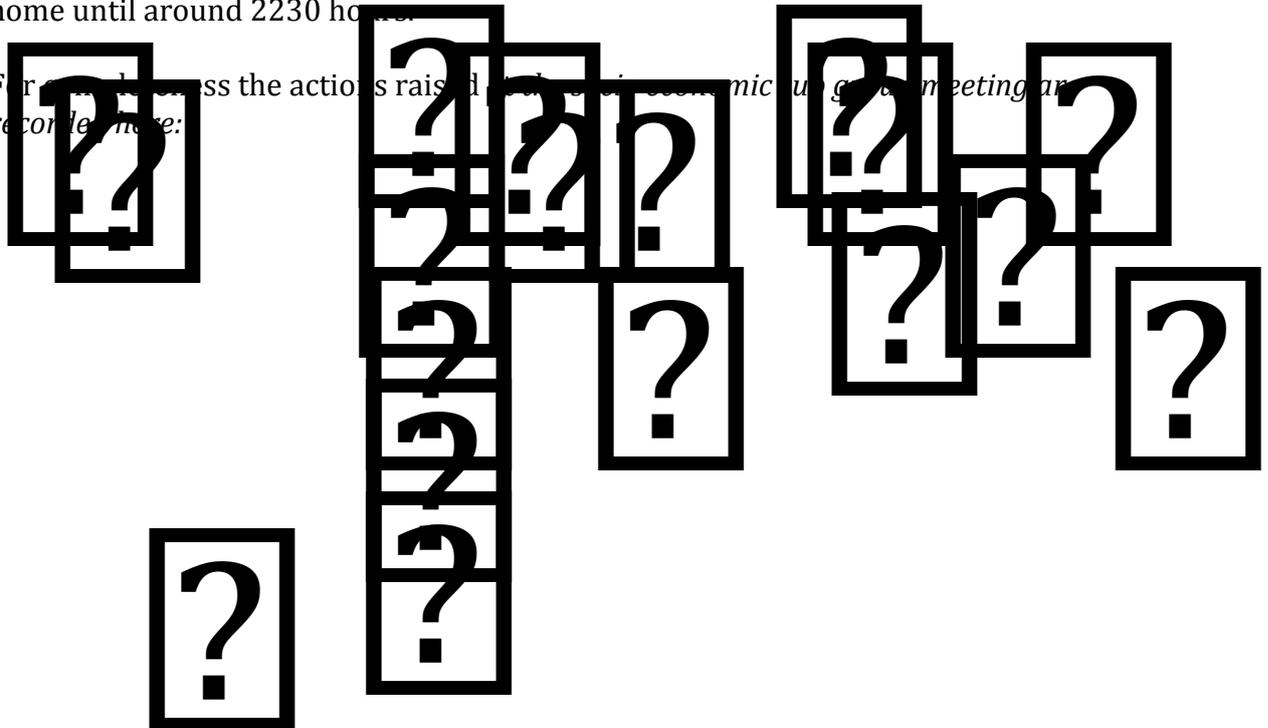
Tor Justad asked if there was any information on the application from a Swedish company for the offshore development recently announced (Dounreay-Tri floating windfarm). Eann Sinclair responded that he had had a brief meeting with them and the project was currently in the planning process which was expected to be taken at the January planning meeting. This project was similar to BOWL in that the opportunity for the area would be around an operations and maintenance base.

Tor Justad asked what the project was. Eann Sinclair responded that it was a floating offshore wind facility with the planning application seeking the installation of 2 turbines which would be situated north west of the Dounreay site.

David Flear said on the basis of cut backs in the bus services, discussions should also take place with NHS given the maternity services reduction which now required people to be in Inverness more often. Trudy Morris responded that NHS had been part of the stakeholders that had been engaged on the potential reduction of bus routes and it would be essential that NHS consider any changes to ensure that appointments for those travelling were made at such a time it was possible to get public transport to and from the hospital.

Sandra Owsnett noted that she had not heard the full explanation and asked for clarity. Trudy Morris re-iterated that NHS would be working with limited transport options so they would have to make sure they were responding to that in terms of booking appointments. As an example, someone from Halkirk wishing to take the X99 to Inverness would now have to leave their house at around 0600 hrs and would not get home until around 2230 hours.

For more details on the actions raised and discussed in this meeting, please refer to the meeting minutes.



Derrick Milnes thanked everyone for their input and handed back to the DSG Chairman.

7.

David Flear noted that members of the public had been given an opportunity to raise questions under the various agenda topics. He asked if anyone wished to raise anything that had not been discussed prior. No issues were raised.

8.

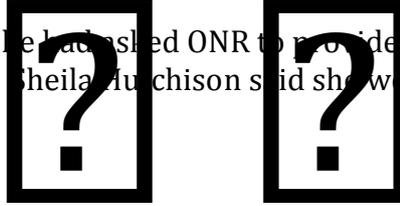
Before opening up for any other business David Flear noted:

-) While most people see the DSG involvement at public meetings there was a number of activities that go on in between these meetings. He thanked the NDA and Dounreay management for keeping him abreast of any issues which arose in a timely manner and was pleased with the open and transparent way both had operated.
-) DSG was represented on a number of other groups and committees including the Caithness Transport Forum, the CNSRP Advisory Board, the Caithness Community Partnership and other such bodies, including the HC Vision for Caithness. It was important that all these groups ensure there is a clear consistency of approach when outlining the desires and needs of the Caithness and North Sutherland community.
-) He had attended the Nuclear Institute Association conference in London on the 1st December. It had been a very well attended event and it was good to hear from other areas what is happening within nuclear as well as having the opportunity to speak to a number of people including the NDA Chief Executive and a former director of Dounreay.
-) He had also had the opportunity to visit Nucleus alongside Gail Ross, MSP and Lord Lieutenant Anne Dunnett. It had been good to see the construction of the building all but done and it would be equally good to see the records starting to move into the facility. This project was one which the DSG had been actively involved in from the beginning and it was pleasing to see all the hard work culminating in a facility which everyone could be proud of, notwithstanding the jobs attached to the facility.
-) Was delighted that Dounreay.com had been revamped and was now fully utilised. He expressed his feelings that without the public information office and now additional office accommodation for other Dounreay staff members this would have been a major loss for the town centre. He thanked Phil Craig for progressing this.

David Flear invited members around the table to raise any topics.

Roger Saxon noted that he had attended, on behalf of DSG, a workshop last week on the UK Governments discussion paper on the regulation of nuclear sites in its final stages of decommissioning. It would appear from the discussions at the workshop that the sites which are regulated at present by ONR would revert to SEPA at a point when residual monitoring was still required but the work had almost been completed. Roger added that the workshop had been attended by representatives of DSRL as well as Highland Council and also thanked members for their input to the discussion paper which he had tabled at the workshop.

Tor Justad stated that, at the last meeting, he had asked ONR to provide some information on testing containers for fuel. Sheila Muchison said she would check to see what the status of this was.



There being no further business, David Flear wished everyone a Happy Christmas, thanked everyone for their input and formally closed the meeting.

11th December 2016

DSG(2016)M004/A001: June Love to send link to the fuel transport Q&A document (DSG(2016)C037).

DSG(2016)M004/A002: June Love to finalise agenda for December DSG meeting and circulate to members.

DSG(2016)M004/A003: June Love to confirm with David Collier, Consultant that DSG wished to proceed with the DSG review as per the scope of work identified.

DSG(2016)M004/A004: June Love to email out all DSG members and observers to indicate that the DSG review would be taking place and may be contacted by consultant.

DSG(2016)M004/A005: June Love to contact DSRL to request presentation for the March DSG meeting.

DSG(2016)M004/A006: Phil Craig, MD Dounreay to clarify the vacancies that DSRL had just published in relation to those skills required under the framework contract.

DSG(2016)M004/A007: June Love to circulate website link for the RIFE report to all members.

DSG(2016)M004/A008: Mark Raffle to find out if they are built to the same standard as Dounreay.

DSG(2016)M004/A009: June Love to request TRIR scale on graph for future reports.

DSG(2016)M004/A010: David Lowe to clarify whether the bulk DFR raffinate has now been completed and whether there was still some raffinate in the heels.

DSG(2016)M004/A011: June Love to liaise with Pat Green CNC about extending the invitation to visit CNC on site to DSG members.

DSG(2016)M004/A012: All members to provide input to the discussion paper on the regulation of nuclear sites in the final stages of decommissioning.

DSG(2016)M004/A013: June Love (Marie Mackay) to update the wording in the guidelines to reflect that the Dounreay Stakeholder Group will be consulted through the DSG Socio Economic sub group chairman.

DSG(2016)M004/A014: June Love (Marie Mackay) to add to the summary has this organisation had money over the past 2 years and how much.

DSG(2016)M004/A015: June Love to circulate work plan for PhD heritage study to DSG members.

DSG(2016)M004/A016: June Love to organise meeting between DSG Chairman and HIE Area Manager.

DSG(2016)M004/A017: June Love to progress response to letter to HIE regarding Vertical Launch.

DSG(2016)M004/A018: Sheila Hutchison to find out where information is on testing containers.

: Stewart Ballantine to discuss with SEPA rep regarding an update/presentation for a future restoration sub group meeting on the particles project. update will be provided at January 2017 sub group meeting.

Wendy Newton to liaise with June Love to agree appropriate sub group meetings to provide update on the future options of the site.

: Eann Sinclair, CNSRP Programme Manager to provide the CNSRP high priority programme pipeline for projects for the next three years at next sub group meeting.

: Emma Forbes, Highland Council Planning, to look into the issue of excessive noise at the CNC Firing Range and report back to DSG. Environmental Health is content that there is no breach of Planning conditions. The nuisance aspects have not been able to be verified. On 19th March Environmental Health had posted out noise recording sheets to four of the residents but none have been returned so far. (These will be posted out again). Based upon the monitoring that has been undertaken to date, the conclusion is that there is no noise nuisance for Environmental Health to address. This action is ongoing has it transpired that there was a misunderstanding of whether the noise sheets distributed to neighbours were being collected or not. The noise sheets will be redistributed to neighbours and collected three weeks following receipt. Noise sheets were distributed in November and contact was made in December to ask if the forms were ready for return but no-one had completed forms. This action has been closed out – the noise recording sheets have not been filled in and while the residents still have an issue with the noise they feel it is a nugatory exercise to complete the sheets. While the action is closed out – it will remain on record if residents wish to raise the issue at a later date.

June Love to speak to Dr Monaghan's Chief of Staff to identify a convenient date for a meeting with Dr Paul Monaghan, MP. Meeting scheduled for 22nd September 2016.

June Love to look at DSG website and identify the information being accessed. over the year the key words searched on include: transports (11%), nuclear transports (31%), decommissioning (40%) – the remainder was random searched on names, sites, NDA.

Mark Raffle, NDA Programme Manager to provide information relating to the Record Retention Schedule for the repository of documents. As part of the answer to the query on what will be held in the Archive, please see the link below to the NDA's Record Retention Schedule, openly available on our website. NDA also requires the sites in its estate to use this schedule as a minimum requirement. The document specifies categories of information, their retention period, basis for keeping the information (such as relevant legislation) and action at the end of the retention period - which will normally be archive or destroy but in some cases may be further review.
<https://www.gov.uk/government/publications/nda-records-retention-schedule>

: DSG Secretary to invite ONR to provide a presentation on the regulation of nuclear transports at the next DSG meeting (September 2016). presentation on 21st September 2016.

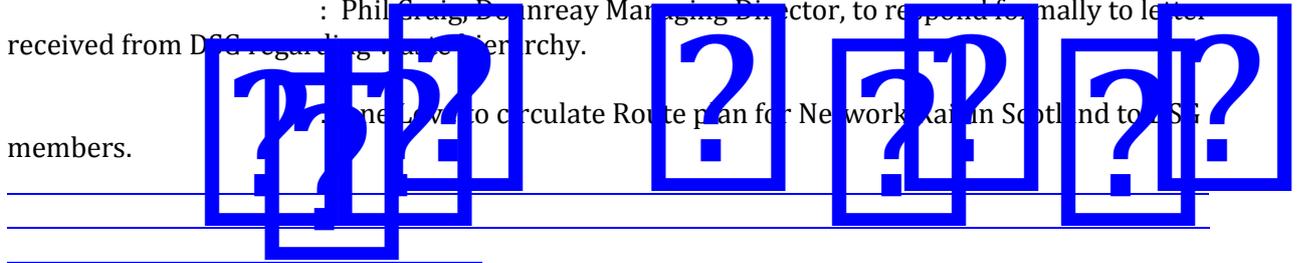
June Love to request a visit to the archives for DSG members.
invitation sent for event on 12th July 2016.

: June Love to contact all DSG attendees (observers and members) to
ask for specific topics (members) and short updates (observers). action
related to this minute (DSG(2016)M002).

: David Flear to write to Highland Council encouraging them to follow
up on NDA letter regarding nuclear material transport. see DSG(2016)C044

: Phil Craig, Donreay Managing Director, to respond formally to letter
received from DSG regarding waste hierarchy.

: June Love to circulate Route plan for New work train in Scotland to DSG
members.



June Love to send update on planning application for biomass plant
at Georgemas to DSG members. Application refused on 18 Aug 2015, appeal
status is unknown.

June Love to co-ordinate written response to questions on nuclear
material transports raised by Tor Justad.

: Iain Davidson, ONR to provide information on testing of containers
used for fuel movements at sea.

NDA to provide information relating to INS in relation to emergency
planning arrangements for sea transports.

: June Love to circulate copy of presentation (Regulation for Nuclear
Transports) to all DSG members. See DSG(2016)C029.

: Phil Craig to provide timeline for modifications to cementation plant
and programme of cementing PFR raffinate. The cementation plant
modifications to process PFR Raffinate is due to be complete August 2017 with PFR raffinate
being processed around December 2017.

: June Love to pass Information on timber haulage to the Caithness
Transport Forum. Information and action passed to Caithness Transport
Forum on 26th July. Response from CTF as follows: "Based on discussions with DRS and
HITRANS that work is being done on this and some progress has been made. A recent update
from DRS confirmed that DRS already have an established relationship with Frank Roach from
Hitrans. Gary Brownell, Senior Business Manager for DRS, has been working with Hitrans on the
'Branch Liner Report'. The report relates to forestry product transport requirements and the
construction of a railhead at Kinbrace. Gary Brownell attended a meeting on the 14th June with
Hitrans and represented DRS, other rail operators were also present as was representatives
from Caithness Council. Presentations and a final report can be viewed on Hitrans website:
https://www.hitrans.org.uk/Documents/Branchliner_Final_Report.pdf".

: DSG secretariat to seek approval for SCCORS to visit site and to provide DSG meeting dates for proposed visit. Spoke with SCCORS chairman/secretariat at Scottish Government Scottish Nuclear sites meeting. SCCORS keen to hold meetings around nuclear sites but logistics for getting everyone in same place is providing challenging. Likely there will be a meeting in Inverness (SCCORS will let DSG secretariat know when this is likely to be.)

DSG Secretariat to raise CNC update at next business meeting.
– discussed at business meeting on 5th September.

DSG secretariat to contact DNSR with a view to receiving written updates in time for site restoration sub group meetings. – contact made and DNSR will re-instate provision of written report.

DSG Secretariat to enquire whether Rolls Royce has a graduate programme. John Hook, Rolls Royce responded that RR does have a graduate scheme and some graduates work at Vulcan during their training and development. Their apprentice training programme does secure appropriate government support funding across the UK.

: Phil Craig Dounreay Managing Director, to provide dates for the last intake of apprentices to the Dounreay site. Based on the original programme, the final intake would have been in 2014. This was extended to 2015 and then to 2016 based on known shortages. A review of the future training needs based on the revised programme is being undertaken.

June Love to circulate the HC Caithness Vision to DSG members.
see DSG(2016)C031.

June Love to circulate the NHS newsletter to all DSG members.
see DSG(2016)C030.

June Love to explore options with Paul Hetherington, Dounreay Head of Communications, with reference to photographs and publicity for Dounreay Community Fund projects. Discussions held and will be discussed at next sub group (Nov 2016).

: June Love (Marie Mackay) to review the guidelines for the Dounreay Community Fund to include criteria which precludes funding going to events which donates funding to charity. guidelines have been revised and discussed at November sub group.

: June Love (Marie Mackay) to provide a summary of all organisations that have benefitted from the Dounreay Community Fund over the last five years. information received and discussed at November sub group meeting.

Shona Kirk to provide a written update on the Community Sports Hubs Project for the next sub group meeting. updated provided at November sub group.

: DSG to write to Highland Council (Bill Fernie) asking for clarification on their commitment to Caithness Horizons. HC Contact details have now been provided to person leading on this. Initial discussion with DSRL Socio Economic Manager

has taken place. A funders meeting will be set up so that DSRL and HC are looking at the total impacts of decisions requiring funding beyond March 2018.

June Love to include budget and current spend in the next socio economic sub group written report.

: Eann Sinclair to feed comments on tourism into CNSRP for discussion.
discussed at CNSRP Review meetings.

June Love to extend invitation to all DSG members to attend November Socio Economic sub group to see the CNSRP presentation on future job projects.

: email sent to all members – will email out reminder nearer the time.

: Derrick Milnes to make contact with local GMB representative to explore whether a meeting with GMB officials and the Trades Council was being considered.

: Trades Council decided not to make contact.