

South Kirkby Community Liaison Group Meeting

Date: Monday 23 June 2014

Time: 6:50pm

Location: South Kirkby Waste Treatment Facility

Chair: Cllr Richard Forster

Minutes: Suzanne Daykin, Administrator, Shanks

Attendees

| | |
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| Tom Allsopp (TA) | Town Councillor, South Kirkby & Moorthorpe Town Council |
| Cllr Michelle Collins (MC) | District Councillor, South Kirkby and South Elmsall |
| Cllr Richard Forster (RF) | District Councillor, Castleford Central and Glasshoughton, Ward 4 |
| Julie Greenwood (JG) | Strategic Waste Policy Manager, Wakefield Council |
| Sally Hurn (SH) | Project Co-Ordinator, Shanks |
| Dan Jacobs (DJ) | Strategic Waste Technical Manager, Wakefield Council |
| John Kirk (JK) | Local Resident |
| Dominic Lally (DL) | Project Manager, Shanks |
| Sharon Paley (SP) | Environment Agency |
| Simon Watts (SW) | Education Officer, Keep Britain Tidy |
| Greg Wilkinson (GW) | Environment Agency |

Apologies

| | |
|----------------------------|--|
| Wilfred Benson (WB) | District Councillor, South Elmsall and South Kirkby, Ward 14 |
| Dave Brown (DB) | Senior Project Manager, Kier Infrastructure and Overseas |
| Eric Burkes (EB) | Local Resident |
| Cllr Maureen Cummings (MC) | Cabinet Member for Environment and Communities |
| Colin Fletcher (CF) | Contract Director |
| Glynn Humphries (GH) | Service Director (Cleaner and Greener), Wakefield Council |
| Mike Walter (MW) | Process Engineering Manager, Shanks |
| Tony Ward (TW) | Local Resident |

Non Attendance

| | |
|------------------------|---|
| Kim Macfarlane (KM) | Local resident |
| Nanette Swain (NS) | South Kirkby Residents Against Waste |
| Cllr Steve Tulley (ST) | District Councillor, South Elmsall and South Kirkby - Ward 14 |

Minutes

1. Site Induction

Site Induction was carried out by Kier personnel.

2. Site Tour

A site tour was carried out by DL and DB which lasted approx 1½ hours. The group were shown the following:

- Visitor Centre / Office Accommodation
- Materials Recovery Facility
- Composting Facility
- Residual Waste Treatment Facility Reception Hall
- Waste Treatment Plant
- Anaerobic Digestion Plant

3. Welcome and Introductions – Julie Greenwood, Strategic Waste Policy Manager, Wakefield Council

JG welcomed everyone to the meeting and introduced Cllr Richard Forster. The group was advised that Cllr Richard Forster was to take over the chair of the group from Cllr Maureen Cummings.

4. Apologies – Chairperson

Apologies were received from those as listed above.

5. Minutes from the Previous Meeting held on 17 March 2014 – Chairperson

RF voiced this thanks on behalf of the group to DL for the tour of the site.

The minutes were reviewed on a page by page basis with no comments made.

Actions from Previous Minutes

Action Point 1, Section 3, Page 2

SH to send an electronic copy of the permit for the South Kirkby site to EB.

SH confirmed that an electronic copy of the permit for South Kirkby site had been sent to EB.

Action Point 2, Section 5, Page 3

JG to update on year end data at the next meeting.

JG confirmed that an update on year end data would be provided within Section 7 of agenda.

Action Point 3, Section 7, Page 4

SH to arrange necessary provisions for next CLG meeting at South Kirkby.

SH confirmed that all necessary provisions had been made for this CLG meeting on site at South Kirkby.

Action Point 4, Section 7, Page 4

Invite Education Officer to speak at a meeting towards the end of the year.

SH confirmed that Simon Watts was in attendance of the meeting and would speak towards the end of the meeting.

Action Point 5, Section 8, Page 4

GH to ask Mark Cramner to contact SH, as Shanks' point of contact for community projects.

SH confirmed that there had not been any contact from Mark Cramner.

A: JG confirmed that she would follow this action up in the absence of GH.

Action Point 6, Section 10, Page 5

A member's Seminar update to be prepared by JG/GW for MC.

JG confirmed that the Seminar had been booked in and a date of 17 September 2014 had been set.

Action Point 7, Section 10, Page 5

JG to prepare an update for the Council Report. To also be forwarded to EB for inclusion in his column in the Hemsworth & South Elmsall Express.

JG confirmed that an update for the Council Report had been completed.

6. Project Overview – Julie Greenwood, Strategic Waste Policy Manager, Wakefield Council

JG gave a brief overview of the Wakefield Project confirming that on the 25 February 2013 Shanks Waste Management and the Council signed a 25 year waste PFI Project. The scope of the project is broken down into two phases, the Initial Service phase and the Full Service phase.

The Initial Service phase includes:

- Operation of seven Household Waste Recycling Centres and two Waste Transfer Loading Stations.
- Management of 36 Bring Sites.
- Management of the Treatment and Waste Disposal Contract

The Full Service phase will commence 1 September 2015 and in addition to the above will include:

- Operation of the Composting Facility, Mixed Dry Recyclables, Materials Recycling Facility, Residual Waste Facility.
- Provide and maintain an Visitor Centre with an outreach facility into local schools, colleges and other interested groups.
- Building of three new HWRCs, South Kirkby, Denby Dale Road and Glasshoughton,
- Refurbishment of Welbeck site.

7. Service Delivery and Programme – Julie Greenwood, Strategic Waste Policy Manager, Wakefield Council

JG confirmed in the absence of Colin Fletcher, Contract Director from Shanks, that a generic update would be given for both the Council and for Shanks.

An update of year end performance was requested at the last meeting. JG confirmed that the target for recycling and composting for the year had not been achieved, and had been missed by 0.4%. A number of possible factors could have contributed to the target not being achieved, one being the lower than anticipated levels of collection for paper and card from the households which was a national issue. JG confirmed that the Council will be working together with Shanks to improve upon this over the next twelve months to ensure that the Recycling Performance is achieved. She also advised that both the diversion from landfill and household waste recycling targets for the year had been achieved and that year on year there had been an increase of approx 4%. The Contract target is 40.39%, we are currently achieving 39%, the target then increases to 47% for next year and then up to a minimum of 52% the year after.

A generic update was given on behalf of Shanks confirming that their performance over the Contract was good.

Shanks are currently in the process of recruiting the following staff:

- Household Waste Recycling Manager
- Accounts Assistant
- Weighbridge Clerk

RF asked if the percentage of local people employed within the Contract was known.

SH confirmed that although specific numbers were not known, the numbers were high and that approximately 160 individuals were interviewed prior to the Initial Service phase and the majority were from the Wakefield area.

JG confirmed that Kier and Shanks are working closely with the Council and all job opportunities will go through Julie Deeley who has been seconded from Job Centre Plus.

A: SH to advise the percentage of local people employed by Shanks across the Wakefield Contract.

TA asked for clarity of 'local people', asking if this meant the Wakefield area or South East.

JG confirmed they would be looking at both and advised that the receptionist for Kier on site at South Kirkby is from the local area. Throughout the construction phase there will be specialist roles required on site, the majority of these opportunities will be brought in along with processing teams on site. JG also advised that discussions are taking place with regard to setting up a Skills Centre. Over the next twelve months there will be a huge recruitment drive, with approx 100 jobs available at South Kirkby Waste Treatment Facility alone. When the required skills are known and provided by Shanks the support can be given from the Council to try and find local people and offer a short training programme to help them obtain the right skills to gain employment.

JK asked when the number of local employed people had been established, whether it was possible to breakdown further confirming number of people with a Waste Management background.

A: SH to look into the possibility of providing a breakdown of employees showing qualifications and which geographical area they were from.

JG advised that although Waste Management qualification would be desirable, it would not be essential for staff.

DL advised that there will be more specialist qualifications needed rather than Waste Management.

JG commented on the following:

- The Council had made a capital contribution to the Project in April to Shanks, and that Shanks are obliged to achieve a number of Construction Milestones in order for the money to be released.
- A piece of land at Glasshoughton had been transferred from the Council to Shanks as part of the Project to allow development of a new Household Waste Recycling Centre.
- The Council and Shanks jointly won an award for the design of the Household Waste Recycling Centre at Calder Vale Road at the Awards of Excellence in London. This was a complicated design as it had to be designed and built within an existing building.
- The Council were been shortlisted in two categories as finalists in the Partnership Awards which were held in London.

8. Project Construction including Programme – Dominic Lally, Project Manager, Shanks.

DL gave a brief overview of the programme of works as follows:

Glasshoughton

In May Shanks took possession of the site, where a split level Household Waste Recycling Centre will be built. Completion of the site is due in 2015.

Denby Dale Road

One of the milestones for the Capital Contribution from the Council was to demolish the existing facility at Denby Dale Road, this has now been carried out and work is progressing with building the new Transfer Loading Station and Household Waste Recycling Centre. There were some delays due to ground work which have now been resolved and the work is now in accordance with the plan. Completion of the facility is on schedule for early 2015.

DL confirmed that Kier was on site both at Denby Dale Road and South Kirkby and thanked Dave Brown and his team for the first class service given.

South Kirkby

Work on site is progressing to plan and Kier are almost at the end of their remit of work. The processing side of the project is due to commence within the next three months, the programme of works is on plan and most parts are ahead. Works with regard to the Anaerobic Digestion process will be a big challenge and are due to start shortly.

9. Visitor Access at the South Kirkby Site - Julie Greenwood, Strategic Waste Policy Manager, Wakefield Council

JG confirmed that she had picked this agenda item up in the absence of Glyn Humphries. She confirmed that Shanks had now provided a document to the Council outlining who would have access to the facility when in full operation. There were concerns about exposing people to hazards and risks and this document sets out the principles of who can visit the site and access certain areas which has been broken down into the following categories:

- Delivery drivers
- Contractors and temporary workers
- Unsupervised Visitors such as Council employees, regulators
- General visitors
- Members of the Public
- Uninvited visitors

The safeguarding of younger visitors is essential and they will not be given access into the operational working areas of the facility. Other groups such as university students, local groups, colleagues from the industry will be accompanied on a site tour but will not be given access to certain areas.

With regard to School parties visiting the facility the main purpose will be to visit the Visitor Education Centre which has a separate entrance so no conflict with HGV movements. The Visitor Centre will be equipped with interactive displays and a CCTV feed showing what is happening within the facility. Shanks have also set out a suggested adult/child ratio within the document.

JG and SH confirmed that upon finalisation, this document can be circulated.

A brief discussion took place regarding the importance of the Visitor Centre and allowing children to access this information to understand the importance of recycling from a young age. It was also commented on that there is nothing like this within the area for children to visit and gain this knowledge.

JK expressed his disappointment at this decision, and thought that a great opportunity had been missed not to create a walkway around the site, but understood Health and Safety issues that this would bring. JK also commented that in his view there would be nothing extra at the Visitor Centre to encourage schools to visit and that schools would have to hire transport to come to the site. He was of the opinion that visits from schools will be limited.

RF thought that the idea of having a working model to see and touch and visualise how the facility works was good for the children to interact with.

SH confirmed that SW was employed as the Education Officer and his focus would be to bring visitors to the facility, to build a rapport with schools and allow them to see what happens.

SW advised that Shanks and Keep Britain Tidy run a similar centre in the South and it is a success.

A: SW to report to the group following this visit to the Shanks Visitors Centre near London.

10. Community Projects – Julie Greenwood, Strategic Waste Policy Manager, Wakefield Council

JG commented that at the last meeting discussions were held regarding 106 monies available from two developments within the vicinity of the South Kirkby site and confirmed that there were two pots of money earmarked for local area improvements. At the moment there were no projects identified for utilising this money, therefore the Council is currently a custodian of this money and it will be safeguarded for local communities to benefit from.

Discussions were also held in previous meetings regarding Corporate Responsibility money, and how it could be used to support local community projects. Kier have contributed to a number of projects in the South East, and the money has been distributed to specific projects. The Council will be working with Shanks moving forwards in supporting local projects. JG asked if anyone knew of any local projects that

meet the criteria of the 106 money to let the group know.

MC confirmed that discussions had taken place and had been agreed that all relevant criteria had been met for 106 monies to be used to update playground equipment on an existing park at South Kirkby. Plans for this are moving forward and looking positive.

TA confirmed that a meeting would be held on Wednesday 25 June to discuss this project.

Brief discussions were held with regard to the possibility of making the playground a feature by building it using as many recycled products as possible.

RF asked if an update could be given regarding this project at the next meeting.

A: MC to provide an update of this community project at the next meeting.

11. Environment Agency – Greg Wilkinson, Environmental Agency

GW confirmed that the Environmental Agency was still providing guidance to Kier when requested. Advice had been given regarding a drainage issue at the Denby Dale Road site and South Kirkby. He also commented that Site Permits were currently under review.

12. Any Other Business

A brief update was given from Simon Watts, Education Officer highlighting the following:

Delivery of a wide range of education events to primary schools continues, ranging from how the household waste recycling system works to how energy can be saved through recycling. He is currently in contact with schools in the Wakefield area and is gaining lots of interest from both Wakefield and Knottingley schools. SW commented that it was his intention to delivery programmes to secondary schools, working alongside the national curriculum.

JK commented that supermarkets were a good place to catch passing trade.

SW advised they he was looking into attending large public events with a high footfall and also working with Streetscenes Recycling Team.

JK asked if SW was looking for sponsorship. SW confirmed that the Education Service was funded through Shanks, and there was no requirement to source sponsorship.

SH stated that Shanks are currently investigating an Ingenious Grant to be used on the Wakefield Project. An Ingenious Grant has been secured on another project.

JG confirmed that there is potential for sponsorship.