**WEALDON WORKS COMMUNITY LIAISON GROUP**

**MEETING 028 Minutes:**

**Date: 25th January 2023**

**Time: 6.30 to 8.00pm**

**VENUE:**
**Roffey Millennium Hall and**
**Remote – Team Viewer**

**1. The Chairman welcomed attendees to the meeting.**

**2. Attendees:**

**Chair**

Andrew Baldwin – County Councillor for Holbrook

**Qair BCR**

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| Luc Valaize | (LV) |
| Gerrard Beelaerts | (GB) |
| Michael Rigby | (MR) |
| Keith Riley – Liaison Officer | (KR) |

**HZI**

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| Stuart Mander | (SM) |

**Residents**

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| Karen Park | (KP) |
| Kevin Slatter | (KS) |
| Rob O'Brien | (ROB) |

**Rusper Parish Council/Horsham District Council**

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| Cllr Liz Kitchen | (LK) |

**North Horsham Parish Council**

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| Cllr David Searle | (DS) |

**West Sussex County Council**

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| James Neave - Principal Planning Officer | (JN) – by video link |

The meeting started at 6.30pm

**3. Apologies for absence**

The following apologies were recorded - Brian Johnson (BJ), Peter Catchpole& Vic Saunders.

It was noted that Rob O'Brian has replaced Rosemary Couchman on a permanent basis. The Chairman welcomed Rob to the Group.

The Chair advised all present that the meeting was being recorded and when the Minutes have been agreed the recording would be deleted. (See Item 4)

**4. Review of Minutes of the previous meeting – number 27 – held on 22.11.22 and Matters Arising not covered elsewhere on the agenda.**

Matters arising were as follows:

It was noted by KS that at the last meeting the Group had agreed that a copy of the recording could be made available to all attendees, but this was not mentioned in the minutes. It was agreed that a note on the matter would be included in these minutes.

The Chairman explained that at the last meeting the issue with distributing the recording had not been appreciated by those present and due to General Data Protection Regulation (GDPR), the recording could not be distributed, as it is "personal data".

Qair had raised the issue following the meeting. The following is a post-meeting statement from Qair:

"*Following our last meeting we investigated the potential to share the recording of the meeting. Due to GDPR constraints and commercial concerns this isn't possible, because of the unrestricted nature and scope for sharing without explicit consent, meaning it could be used in a way that was not the original intention. We apologise for any misunderstanding and inconvenience this may have caused. However, In this case the minutes of the meeting are accurately transcribed*."

Following the statement from Qair, the Chairman had sought advice from the Director of Law at WSCC. A copy of the advice received is attached, which the Chairman read to the Group.

LV and The Chairman apologised to the Group for not being aware of the GDPR restriction and implications at the meeting.

KS stated that he had not received a response to an email he had sent on the matter on 14 December. The Chairman and MR apologised for this omission. He also challenged the applicability of GDPR and requested that he takes his own recording. This was refused by the Chairman due to uncertainty of the legal position, but he offered to revert to legal advice for further guidance.

A debate ensued in which KS, KP and ROB expressed their unhappiness with this decision. It was suggested by KP that no recording be made, the implications of which were then discussed. It was noted that in the past minutes were predominantly verbatim, but following KR taking over the minuting role, they had been in a more paraphrased form to the approval of the Group at large. It was agreed that verbatim minutes were not required.

KP expressed dissatisfaction that there had been unanimous agreement that the recording would be distributed, that subsequent emails from her and KP had not been addressed and that a decision had been made post the meeting without the involvement of the residents. MR explained that the basic issue was that there was no mechanism in place to control any extended distribution of the recording once it had been released.

ROB suggested that a verbatim transcript of the presentations made at the last meeting be made available, but this was felt by the Chairman and Qair to be unnecessary as the slides were circulated with the minutes.

It was agreed, through the casting vote of the Chairman, that the minutes of this meeting would be recorded. The Chairman agreed to check whether individual attendees could make their own recordings.

**Action:** AB to ask WSCC legal services is individuals can take their own recordings.

The site visits previously proposed by HZI were discussed. It was still SM's opinion that the best sites to see were an operating plant in Edinburgh and one under construction in Fife – both of which are similar in scale to CHER. He suggested that 4 representatives attend. It was agreed that KP, BJ, KS and DS would attend.

**Action:** SM to arrange visit and coordinate with the representatives concerned.

The minutes of the last meeting were reviewed.

Action arising: the Chairman stated that he had contacted the chairs of the other two liaison meetings on the greater Brookhurstwood site – that of Biffa and Wienerberger. He had been invited to attend the brickworks group and consequently will be attending both meetings, He therefore felt a meeting of the chairs was unnecessary. An invitation by BJ to attend this meeting had been extending to the chairman of the brickworks group.

The Group agreed that subject to the above, the minutes were an accurate representation of proceedings. The Minutes were signed by the Chair as accepted and handed to KR for retention. There were no other matters arising from the Minutes.

**5. Issues regarding the current approved operations**

KR confirmed that there had been no public complaints or enforcement orders received.

Vehicle movements – these had been circulated prior to the meeting. There were no comments arising. KR noted that the only difference over the last couple of months from that previously were the movements on Saturdays, all of which were within the allowable limit.

Vehicle spillage report and roadside litter – there had been no spillage report. The Chairman noted that he thought the North Horsham by-pass was remarkably clean. ROB reported that at the Biffa meeting it was reported that it had recently been picked. It was noted that the stretch of road adjacent to the North Horsham developments could not be picked.

Planning Conditions – JN stated that nothing had been reported to WSCC regarding the current operation of the site.

KS noted that there was no formal system for public complaints should there be any. KR reminded the Group that there is a formal complaints procedure under the new constitution that will come in on implementation of the CHER planning permission, but the public could register complaints anyway on the existing Britaniacrest website.

6. **Progress on the "CHER" development including up to date position re Environmental Permit**

LV reported that there were two outstanding pre-commencement planning conditions – Drainage (Condition 28) and the Construction Environmental Management Plan. (Condition 7)) This was confirmed by JN, who stated that applications to discharge the conditions had been through consultation and the WSCC response was imminent.

KR reported that the Environmental Permit had been issued and he did not expect any further communication from the Environment Agency other than Britaniacrest would have to submit a quarterly return to the EA on waste tonnages processed. Following a question from KP, he confirmed that there was no requirement to change the name of the holder of the permit unless Qair decided otherwise. SM noted that the permit is usually in the name of the operator and will be transferred as and when required.

**Post-Meeting Note**: Qair have reported that preliminary commencement works on the site are to be initiated during February.

7. **Public Drop in session for residents, contact details and dedicated website for keeping people informed of what is happening on site**

MR confirmed that the public drop-in session was being planned at St Marks Church. A communications company had been engaged to help with the event. The church had been provisionally booked for 25th February, but it was felt that this was too early. The proposed hours were 10.00am to 3.00pm, but the church was not available until 12.00 mid-day. LK suggested that the session be extended beyond 3.00pm.

SM confirmed that HZI will attend with an appropriate team and MR stated that the EA will be invited. It would be in an exhibition format. KP suggested that a presentation be considered, but it was noted that it needs to be properly chaired.

MR stated that the event would be advertised in local newspapers and on social media. DS suggested it be advertised on the North Horsham Parish Council website. LK asked for both Rusper and Warnham Parish Councils to be included in any advertising for the event.

The Chairman noted that he would be on holiday on 25th February, and if postponed, the event may need to be before the end of March due to the "purdah" period prior to the local authority elections in May. MR agreed to re-consider the date.

**Action:** MR to inform the CLG of the revised date for the public drop-in event.

**Post meeting note:** the drop-in event is confirmed as 22nd April 2023. The Chief Executive of Horsham District Council has confirmed that the drop-in session can take place during the election process provided no flyers or literature from any political party or candidate is distributed at or near the event.

The Chairman suggested that when construction commences, a flyer should be issued to inform the public of progress and give them the website address in the event of queries. A newsletter was also discussed.

MR confirmed that the Project CHER website would be available on 17th February 2023, which will contain contact details.

A discussion ensued on new members. The Chairman agreed that new members will be welcome – particularly from the new housing development - but reminded the Group that the new constitution does state rules for membership that will need to be adhered to.

**8. Questions sent to Qair Group and answers**

MR stated that the website will contain FAQs and if there are questions that are not answered by these, there will be a form that can be submitted asking further questions.

KS reminded the Group that there are already a number of questions from residents and Qair was to say how these are to be submitted. MR suggested they are submitted through the website. KS stated there were close to 100 questions, so after discussion, it was agreed that the questions would be emailed to MR. It was suggested that “North Horsham Pages” and “All About Horsham” publications could be used to convey news on the plant’s development.

ROB raised a question on odour. SM stated that the CHER plant would be under negative pressure and odours will be sucked into the furnace and destroyed. During shutdown carbon filters will be used, if required, to absorb any odours. LV stated that the source of odour will soon become self-evident, as from summer 2023 the Britaniacrest site will be closed to waste reception for 3 years.

SM stated that site clearance would start early summer, but major excavation would not be until late summer. The Chairman suggested that a visit in April or May would be ideal.

**9. September 2020 Terms of Reference**

The Group representation under the new constitution was noted.

**10. Any other business**

There was no other business.

**11. Date of next Meeting**

29th March 2023 (TBA)

There being no other business, the meeting closed at 7.55 pm.