

<b>PROSIECT GWYRDD MEMBERS STEERING GROUP MEETING</b>	
<b>MONDAY 1ST JUNE 2009 AT 10.30AM</b>	
<b>Penallta House, Tredomen</b>	
<b>Present:</b>	<b>Initials</b>
<p><b>Elected Members:</b></p> <p>Cllr Colin Mann, Caerphilly County Borough Council (Chair)            Cllr Miss Lyn Ackerman, Caerphilly County Borough Council            Cllr Margaret Jones, Cardiff County Council            Cllr David Fouweather, Newport City Council            Cllr Peter Fox, Monmouthshire County Council            Cllr Eric Saxon, Monmouthshire County Council            Cllr Geoff Cox, The Vale of Glamorgan Council</p>	<p>CM LA MJ DF PF ES GC</p>
<p><b>Officers:</b></p> <p>Stephen Davison, Newport City Council (Lead Technical Officer)            Dave Harris, Monmouthshire County Council            Clifford Parish, The Vale of Glamorgan Council</p> <p>Tara King, Project Manager</p>	<p>SD DH CP</p> <p>TK</p>
<p><b>Apologies:</b></p> <p>Cllr Mark Stephens, Cardiff County Council            Cllr David Atwell, Newport City Council            Cllr Gordon Kemp, The Vale of Glamorgan Council</p> <p>Mark Williams, Caerphilly County Borough Council            Steven Phillips, Cardiff County Council</p>	

No	Item	Action
<b>1.</b>	<b>Minutes of Previous Meeting</b>	
17/09	The minutes of the meeting held on 16th March 2009 were agreed.	Noted
<b>2.</b>	<b>Matters Arising</b>	
18/09	<p><b>Minute 13/09</b></p> <p>It was noted that as requested an update on the progress of the project had been given to Chief Executives and Members prior to the meeting of the Connecting South East Wales Board on 9th April 2009.</p>	Noted
<b>3.</b>	<b>Common Report Update - TK</b>	
20/09	<p>TK confirmed that the second common report had been considered by Newport City Council on 26th May (as previously agreed as the relevant authority in the first instance) and would be considered by both Monmouthshire County Council and the Vale of Glamorgan Council on 3rd June. Cardiff County Council would consider the report towards the end of the month and Caerphilly County Borough Council in July. Although the general content of the reports would be similar, the financial information contained therein would be relevant to each individual authority.</p> <p>It was again reiterated that that the procurement is technology neutral and that the reference technology of the OBC will not necessarily prescribe the final outcome.</p>	Noted
<b>4.</b>	<b>Second Common Report Question and Answer Session -TK</b>	
21/09	<p>Although the content of the report had been discussed in detail at the previous meeting, TK reminded Members of the indicative outline timetable, key principles of the outline specification, the affordability envelope and the governance and procurement process which is detailed therein.</p> <p>TK responded to a number of questions which were raised during the presentation and the course of the ensuing debate with particular reference to the timeframe for the consultation process, the procurement process, governance arrangements and, within reporting timescales, how this would be achieved.</p>	Noted

	With regards to the latter, this would be further discussed at the next meeting.	Agreed
	Reference was also made to the provision of information on the progress of the project and it was confirmed that it was intended that the website would be updated on a regular basis.	Noted
<b>5.</b>	<b>Next Steps - TK/SP</b>	
21/09	<p><b>Evaluation Programme</b> The evaluation would be back by the end of July and the OJEU notice placed in October.</p> <p><b>Joint Committee Terms of Reference -</b> Details of the joint committee terms of reference would be presented to the next meeting.</p> <p><b>Site Visits</b> Arrangements are in hand for the site visits to be held during August - dates which will be notified in due course.</p>	<p>Noted</p> <p>Action TK</p> <p>Action VT</p>
<b>6.</b>	<b>Any Other Business</b>	
22/09	Clifford Parish reported that as Chairman of the CIWM Cymru Welsh Centre he would be acting as conference Chairman at the Energy from Waste Seminar to be held in Cardiff on 9th July 2009 - details of the event would be circulated.	Noted
<b>8.</b>	<b>Date of Next Meeting</b>	
23/09	The next meeting would be held on Wednesday 22nd July at 4.30pm in Committee Room 2, County Hall, Cardiff	Noted