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**NOTES OF THE MEETING OF THE WOOD RECYCLERS ASSOCIATION  
WEDNESDAY 7<sup>TH</sup> DECEMBER 2016, THE HILTON HOTEL, COVENTRY**

<b>Board members present</b>	Andy Hill Clem Spencer Mark Hayton Geoff Hadfield David Laing Richard Coulson Paul Caldwell Julia Turner	SUEZ Wood Yew Waste Timberpak Hadfield Wood Recyclers DJ Laing Recycling RWE IQR WRA	Chairman Deputy Chairman      Executive Director
<b>Advisers to the WRA</b>	Vicki Hughes	Technical	
<b>Presenters</b>	Marie Fallon Paul Caldwell Tim Rogers	The Environment Agency WRA Service Member Representative Waste Insure	
<b>Apologies</b>	Gayle Whittaker	WRA Communications	

And 51 members and guests representing 40 companies and organisations

**Thank you and welcome**

Andy Hill (AH) welcomed everyone particularly Marie Fallon, Director of Regulated Industry from the Environment Agency, thanking her for taking time out her busy schedule to come to talk to our Members.

He also gave an overview of our Association and the UK wood recycling market and its contribution to the UK economy. He then briefly spoke about wood recycling activity across Europe.

Andy introduced Marie, who explained that she looks after everything relating to environmental regulation of industry and therefore has a very broad role. She also said that Nicky Cunningham was the person in her team with overall responsibility for waste. Marie presented an overview of how the Environment Agency and the WRA could work together in the future on both fire prevention, but also on 'driving for the highest standards in health and safety and environmental issues'. (See attached slides)

Marie also said that she thought that the main concerns from industry on fire prevention were:

- Stack size/separation distances
- Inconsistency in approach across the UK
- Sector-specific requirements

She recognised that things were not working perfectly at the moment and therefore proposed that two dedicated officers should work with the wood recycling industry to develop a wood template for FPP. In addition, Marie talked about how our industry and the EA share objectives of working toward the highest standards in health & safety and the environment and that we should be working together to achieve this, particularly on things like the 'Strategic Review of Charges' and cracking down on waste crime. Marie has since come back to confirm that the two officers allocated to working with us on the Wood Template are Kerrie Roche and Jonathan O'Neill who work for Mike Smith, Fire Prevention Plan Assessment Team Manager at the EA. Howard Leberman will also work with us on this and other wood related environmental legislation as it has been confirmed that Howard is the sector lead for wood at the EA. There was also a request for companies who are having issues with achieving a bespoke FPP to let Julia Turner know confidentially and if appropriate to be involved in acting as live 'case studies' to take forward the template.

**ACTION: Any business who is having issues with achieving a bespoke FPP and who would like to act as a live case study to contact Julia Turner ASAP.**

#### **Notes of the meeting held on 13<sup>th</sup> September 2016**

These were accepted as a true and fair record of the last meeting.

#### **Matters arising**

None that aren't covered on the agenda.

#### **Update on WRA Activities**

AH reported back on the Board discussions from the day before and said that the main things covered were:

- Agreement to develop a new industry code of practice framework in conjunction with our key stakeholders
- Key stakeholders – these would be allocated to Board Members for on-going relationship management
- The standing items of accounts/financial position, technical committee feedback on FPP and waste wood classification (to be covered later in the meeting)
- Julia Turner gave an update on the Executive Director priorities

JT then gave an overview of her main areas of activity since joining in October. She confirmed that she had mainly been focusing on co-ordinating the work relating to FPP and classification of hazardous wood waste, as well as meeting/talking with key stakeholders such as Marie Fallon and Howard Leberman from the EA, other trade associations (including CIWM and the German wood recyclers association, BAV) and Peter Maddox and Debbie Palfrey from WRAP. However, she had started to visit member sites too and, although she had not had chance to fully review the existing WRA business plan, she explained that alongside working with the EA to develop more bespoke and flexible fire prevention plans, she saw the priority for 2017 as being on the development of a code of practice that would be accepted by the Environment Agency as showcasing best practice on the road to self-regulation. She would present a review of the WRA Business Plan at the March Members' meeting.

## **Communications Update**

JT gave an update on behalf of Gayle Whittaker highlighting a continued high level of media coverage, working with Let's Recycle to deliver the Fire Conference, co-ordinating the production of the new newsletter about to be sent out to members and the collaborative PR approach with other trade bodies. She also explained that for 2017, Gayle would be focusing on updating the website, continuing to raise awareness of the WRA through general trade and specialist media and looking at how we can add more value to members.

## **Technical Update**

RC provided an update on behalf of the WRA Technical Committee on the latest developments on FPP and the EA's planned future guidance to their officers on wood waste classification. On FPP, he explained that a judicial review had been seriously considered but it had been decided that it would be better to work with the EA to develop a solution. The Board had commissioned an independent technical report to highlight the current issues with the FPP Version 3 and to make recommendations for further scientific research required. He also talked about plans to feed back to the EA names of sites who were currently in stalemate so that they could be worked with as live examples of implementing the promised 'flexibility' of FPP.

RC then went on to explain the EA's intention to produce an internal document for their officers identifying how wood waste should be handled and classified on site. This is as a result of concerns about identification of hazardous wood waste. He stressed the need to make colleagues aware that the EA officers are visiting sites to look at this and we need to ensure that we give them comfort on the current procedures in place.

See slides for further information on this.

**ACTIONS: Please let JT have details of sites where 'inflexibility' in the implementation of FPP is being experienced. Brief colleagues and review procedures on hazardous wood waste.**

## **Future Meetings – Opportunity for Service Members**

PC talked about the existing offer for service members to present at WRA Members' Meetings and talked through a new proposal which he felt would give service members more opportunity to talk to attendees of meetings. He outlined plans to have a designated service member exhibition area with pop up stands which would be used for a longer coffee break. All those present agreed that this new format would be a good idea so PC said he would work this proposal up further with GW and get back to service members with more detail.

## **Presentation from Waste Insure**

Tim Rogers from Waste Insure gave an overview of the insurance market for wood recyclers talking through how the industry had changed a lot over the last year and that several insurers had left the market. He mentioned that an industry code of practice could really help to improve confidence. (see slides attached).

## **Discussion on location/timing of future meetings**

JT asked members if they had any preference for where future meetings should be held. There was a consensus that up to two meetings a year should be held at members' sites and members who wanted to host meetings were asked to let JT know ASAP. There was

also general feedback that at least one meeting a year should take place in the North (possibly in Scotland) and at least one in the South with others to be held centrally.

### **Dates of 2017 Meetings**

**Wednesday 15<sup>th</sup> March – venue to be agreed**

**Wednesday 7<sup>th</sup> June – venue to be agreed**

**Tuesday 12<sup>th</sup> September – Hilton Metropole Hotel at the NEC**

**Wednesday 6<sup>th</sup> – Venue to be agreed**

**The March meeting will be the Association AGM. Four Board Member places will be up for election and the following Board Members could stand for re-election, including the Chair (Andy Hill, Clem Spencer, Richard Coulson and Mark Hayton). Any members wishing to be considered as a Board Member should contact Julia Turner asap. Please note that Andy Hill is happy to continue as the Chair of the WRA and the Board have confirmed that they will support this providing he is re-elected. For the Chair to be re-elected, he must be voted in by at least 75% of voting Members.**