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**NOTES OF THE MEETING OF THE WOOD RECYCLERS ASSOCIATION  
WEDNESDAY 15<sup>th</sup> March 2017, THE HILTON HOTEL, COVENTRY**

|                              |                 |                         |                    |
|------------------------------|-----------------|-------------------------|--------------------|
| <b>Board members present</b> | Andy Hill       | SUEZ                    | Chairman           |
|                              | Clem Spencer    | Wood Yew Waste          | Deputy Chairman    |
|                              | Geoff Hadfield  | Hadfield Wood Recyclers |                    |
|                              | David Laing     | DJ Laing Recycling      |                    |
|                              | Richard Coulson | RWE                     |                    |
|                              | Paul Caldwell   | IQR                     |                    |
|                              | Julia Turner    | WRA                     | Executive Director |

|                            |                 |                    |
|----------------------------|-----------------|--------------------|
| <b>Advisers to the WRA</b> | Vicki Hughes    | Technical          |
|                            | Gayle Whittaker | WRA Communications |

|                   |                 |                                     |
|-------------------|-----------------|-------------------------------------|
| <b>Presenters</b> | Howard Leberman | The Environment Agency              |
|                   | Dr Colin Church | CIWM                                |
|                   | Anna Havard     | CIWM                                |
|                   | Kim Mynard      | CIWM                                |
|                   | Claudia Amos    | Anthesis                            |
|                   | Lauma Kazusa    | Pöry Management Consulting (UK) Ltd |

|                  |             |           |
|------------------|-------------|-----------|
| <b>Apologies</b> | Mark Hayton | Timberpak |
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And 57 members and guests representing 40 companies and organisations.

**Welcome and Introduction**

Andy Hill welcomed everyone particularly our new members and guests (see slides).

**Update from the Board Meeting**

He also gave an update from the Board Meeting which had taken place the day before, giving an overview of the main things covered:

- Board Elections – there were no new board members proposed so Andy, Clem, Mark and Richard had been re-elected with Andy retaining the Chair role for the next four years. Andy thanked the members for their ‘vote’ of confidence in the Board with the WRA now presenting a single voice to key stakeholders on behalf of the waste wood industry. He also asked members to get involved in working groups on key issues such as the Fire Prevention Plan Template and the new Code of Practice.

- New Business Formation – a new company limited by guarantee has been formed to reflect the ‘Mutual Trading’ status of the Association. All Board Members would be made Guarantors.
- A longer period of accounts was agreed for the existing company to allow a smooth transition to the new business
- Priority areas to work on are:
  - Finalising the 2017-2020 Business plan
  - Developing a new Code of Practice
  - Engaging with key stakeholders

## **AGM Update**

Julia Turner then gave an update on the finances and shared the budget versus actual figures for the year ending 31<sup>st</sup> December as well as the cash flow forecast for 2017. She explained that the differences in budget versus actual were mainly down to fees for the new business formation and the initial summary report produced by Hawkins in relation to FPP. Also, it had been agreed that the allocation for annual PR fees would be increased from June 2016.

## **WRA Activity and Communications Update**

Julia talked through her activity over the last quarter and said that it had been a busy three months. She has:

- Carried out a strategic review of the WRA Business Plan from 2017 to 2020 (copy circulated to the Board and to be discussed under a later agenda item)
- Met with the EA and members to work on the development of a Waste Wood FPP Template
- Worked alongside members and wider wood industry contacts to feed into work currently being undertaken by the EA on Waste Wood Classification
- Met with AH to develop an outline brief for the development of a new WRA Code of Practice
- Provided input into Defra’s review of Waste Exemptions and Waste Crime and the EA’s Strategic Review of Charges
- Visited more Members’ sites
- Continued to update the membership database and undertaken other membership management activities
- Fed into Waste Wood Market Information being produced by Anthesis and Pöyry
- Responded to the WISH Guidance consultation on behalf of the WRA
- Had meetings/telephone conversations with key stakeholders, including:
  - the Environment Agency (Nicky Cunningham, Howard Leberman, Neil Davies, Nic Parr, Chris Hazleton, Jonathan O’Neill and Kerrie Roche)
  - WRAP (Marcus Gover, Peter Maddox, Debbie Palfrey and Patrick Mahon)
  - WISH (Chris Jones and Geoff Smallwood)
  - TAG meeting representatives (ESA, RA, REA, CIWM, ADBA)
  - DEFRA (Chris Preston, Alistair Paul, David Read)
  - ORG – Jeremy Jacobs
  - Let’s Recycle – Steve Eminton
  - Resource Association Board Meeting
  - CIWM (Colin Church, Pat Jennings, Tina Benfield, Anna Havard and Kim Mynard)
  - HSE (Tim Johnson and Peter Hodgson from Sure Team)

Julia then talked through the Draft of the Strategic Business Plan Review for 2017-2020 together with the stakeholder mapping matrix and 2017 activity plan. (see attached slides).

The Board have been asked to provide feedback and, once updated and approved an abridged version will be sent to all Members.

Statistics - Julia asked Recycling Members to respond ASAP with their waste wood statistics for 2016. So far, she had only received 8 out of 52 responses. She needs to get a full picture for the WRA to be able to act as a voice of authority on UK waste wood recycling.

Gayle Whittaker updated Members on communications activity as follows:

- Media coverage has included:
  - Trade bodies join forces
  - EA Agrees to work with WRA on template
  - End of year round up in CIWM Journal
  - WRA joins with BAV
  - WRA responds to DEFRA survey
  - Work begins on waste wood template
  - Wood market update in RWW
- Forthcoming media activity will focus on:
  - Board members re-elected
  - Review of today
  - FPP template update
  - New website launched
  - Wood Market Comment Piece
  - On-going work of the WRA
- The Wood Recycling Magazine will now be produced three times a year with the next issue being worked on now for publication by the end of April. A 10% discount on advertising rates has been agreed for WRA members together with new more member focused features
- DGM Media have been appointed to develop a new website for the WRA which will act as a resource for our members and stakeholders, be more interactive and provide advertising opportunities to generate income for the Association. The new website will go live in June.
- Key messages and a Communications plan are being developed based on the Business Plan Review.
- Future Meetings – Gayle will continue to seek sites to hold future meetings and service members will continue be offered exhibition space as part of an enhanced package of opportunities to reach processing members

### **Technical Update**

Vicki Hughes 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. She reported that they together with representatives from South West Wood Products/Jenkinsons, Stobarts, UK Wood Recycling, Veolia and Portland Port had had a good meeting with Howard Leberman and representatives from the EA's central FPP assessment panel to commence the process of developing a waste wood FPP Template. Both parties had agreed to share best practice and information and a further discussion specifically on port-side activity and water storage had also taken place. Next steps were for a smaller group to meet to prepare the first draft of the template so that this could be completed within a three-month timescale.

Additional fire storage analysis may be commissioned to feed into a storage model for different types of wood waste (unprocessed, pre-chip and chipped wood). There were still issues of FPPs not being approved quickly enough.

Vicki also explained that the WRA have been asked to lead industry input into work by the EA on waste wood classification. The Technical Committee together with Plevins, Veolia and Jack Moody and wider wood industry representatives have fed into this work and the production of an internal guide for EA officers. The EA are concerned that waste wood is not being correctly classified as hazardous/non-hazardous at the front end and are questioning whether sufficient checks are in place for input material.

They are continuing to do audits and the WRA position is that wood treatments that are hazardous are reducing, grade D hazardous wood is already excluded by wood recyclers, the Technical Committee will continue to work with the EA to realise a practical and risk-based solution, but small diminutive amounts of hazardous waste wood will be present in most streams. More scientific work may also be required to support this.

The Technical Committee has also asked the EA to talk to Ofgem and BEIS about providing clarity on input material for small scale biomass facilities as boiler manufacturers are producing marketing materials with confusing and conflicting guidance. The WRA position has always been and will continue to be that for non-WID compliant boilers only grade A material is suitable. For WID Compliant boilers, grade B and C material can be used or grade D if they are specially licensed to take in hazardous waste.

Vicki asked all members to feed into the work of the Technical Committee.

Howard Leberman from the Environment Agency then briefed members on further relevant work that was either being led by the EA or Defra in relation to waste wood. This included the EA Strategic Review of Charges, which will mean a change from the existing OPRA system to four bands of charging based on performance. This should mean that cost will come down for exemplary sites. This work is being sense checked with industry before it goes out for formal consultation in late Summer. He also mentioned that a member of his team was seconded in to the Defra team working on Waste Exemptions and Waste Crime. He explained that it is likely that T6 limits will reduce to 500 tonnes per annum. These proposed changes will also go out for consultation.

Howard has also been working with the WRA to develop a waste-wood specific FPP template. He confirmed that the central assessment team would be disbanded at the end of March and Area Managers will now have the ultimate decision on approving FPPs going forward.

Howard sees the WRA's planned new Code of Practice as being very closely linked to the work the EA are doing on waste wood classification to ascertain whether the industry is adequately assessing mirror entry materials. He wants to work with the WRA to ensure that the processes included in the Code of Practice will withstand scrutiny and the EA are looking to co-badge the resultant guidance. More fact finding is currently being undertaken but Howard assured Members that the last thing the EA want to do is to cause all waste wood to go to landfill.

On the issue of confusing messages about biomass boilers, Howard said that the EA were coming across the same problem and were now working closely with BEIS to try to resolve this. However, at the moment, they estimate that there are around 75k units out there that are unregulated.

Finally, Howard talked about the issue of IBA and establishing whether there is a lot of hazardous waste in the system or not.

Members and guests asked Howard some questions about dockside storage exemptions and treated waste wood and pointed out that there was no commercially viable method of testing for non-visible treatments on waste wood at the front end, but that testing existed at the output stage. Howard confirmed that he had taken all of this on board and that this information would be used to feed into all of the work going on our sector.

### **Update on CIWM FPP Training Course**

Anna Havard talked through the FPP Training course that CIWM are currently developing and said that the aims were to:

- Ensure site operators understand key legislation related to fire prevention
- Explore options on how to comply with regulator requirements for Fire Prevention Plans
- Discuss common causes of fire and how these can be prevented
- Clarify the links between fire risk assessments and fire prevention plans, and how these relate to WISH guidance
- Reinforce the need for operators to create plans that can be implemented and understood on-site

It will be a two-day course, with the first day delivered by the Fire Protection Association and the second day delivered by CIWM. The first courses will be delivered from late May/early June. There will be a webinar in April with further information. (see slides for further details)

### **Waste Wood Market Overview**

Claudia Amos from Anthesis gave an overview of their recently published study on the UK waste wood market and Lauma Kazusa from Pöyry provided an update on the European market (For further information, see the slides. **Please note that these slides are for WRA members only and Anthesis and Pöyry do not give permission for these slides to be shared more widely**)

### **The Implications of Brexit for the Waste Industry**

Dr Colin Church, the Chief Executive of the CIWM gave a presentation on the likely impact of BREXIT on the waste industry. (See attached slides) He talked about the biggest impact being on exports due to exchange rate differences and the UK policy background, mentioning the Infrastructure plan, the Industrial Strategy, the 25-year Environment Plan, the Government Carbon Plan and the Circular Economy Package with its ambitious targets. He said that the best way of understanding all of these policy drivers was to belong to a trade association. He also gave advice to the WRA and said that the Association should look at and respond to policy consultations, feed waste wood specific information in and respond to plans on implementation of policy post BREXIT. (See slides for further information)

### **Dates of 2017 Meetings**

**Thursday June 22nd for Summer Members' Meeting – in Bournemouth, including site visit to Eco Sustainable Solutions**

**Tuesday September 12th for Autumn Members' meeting – Hilton Metropole Hotel, NEC**

**Wednesday December 6th for Winter Members Meeting – Venue TBC**

**Actions:**

- **Members who would like to get involved in areas of work highlighted today to contact Julia**
- **Recycling Members to send waste wood statistics for 2016 to Julia ASAP**
- **Julia to circulate abridged version of the 2017-2020 WRA Business Plan to Members once approved by the Board**
- **Members to let Anna at CIWM know if they want to attend webinar in April on the FPP Training course**
- **Any Members who have sites suitable to host future meetings, please contact Gayle**