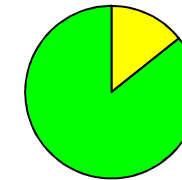


# Meeting Action Log



|                        |  |                      |               |              |
|------------------------|--|----------------------|---------------|--------------|
| <b>Area/Project:</b>   | <b>Nigg WwTW Liaison Group</b>   | <b>Colour</b>        | <b>Status</b> | <b>Count</b> |
| <b>Meetings:</b>       | Meeting #3   |                      | Due           | 0            |
|                        |  |                      | Open          | 1            |
|                        |  |                      | Done          | 6            |
| <b>Attendees:</b>      | Chair - Maureen Watt MSP<br>TCC - David Fryer, Betty Lyon, Ian Wright, Ally Spence, Simon Mclean<br>Resident - Tracy Gethins, Ian Baird<br>ACC - Cllr Allard, Cllr MacKenzie<br>ACC - Hazel Stevenson, Emma Haynes<br>SEPA - James Smith<br>AES - Iain Washer, Ben Raistrick<br>Kelda - Ewan Cameron, Graham Ellis, Graham Murray, Steve Frankl,<br>Scottish Water - Craig Carr<br>Consultant - Prof Jackson | <b>Date Minuted:</b> | 7-Jul-17      |              |
| <b>Date of Meeting</b> | 12/06/2017   |                      |               |              |



Performance against actions

| Ref                                  | Issue            | Action  | Resp. | Due       | Status | Comment  |
|--------------------------------------|------------------|---|-------|-----------|--------|--|
| <b>Actions From Previous Meeting</b> |                  |   |       |           |        |  |
| 1                                    | Complaints       | Referencing the rotting food odours witnessed on Sunday 12th March, DF received an email from SEPA indicating that complaints should be routed to ACC. Copy of email was passed to DC for feedback and clarification with SEPA Contact Centre.  | DC    | 12-Jun-17 | Done   | ACC/SEPA have no intention of changing the existing complaint process. This was a discussion point at an operational meeting on 8th March and it was agreed that the process works well. NO CHANGE   |
| 3                                    | Other sources    | There was varied discussion regarding management of fish house boxes/ice and maintenance of road gullies. On both matters, HS will report back at the next meeting.<br><br>Noted that a Friday afternoon at South Esplanade is an active period with fish preparation shutting down for the weekend.  | HS    | 12-Jun-17 | Done   | ACC to set out limitation of powers available. Likely that change with fish houses will only come about by influencing individual premises (no longer a city wide Association - dissolved in 2014). Working party set up in collaboration with SEPA. |
| 4                                    | Odour Management | Community concern ongoing regarding WwTW and how odour performance is measured. Suggested that a report be tabled on how the Odour Management Plan is performing. It was suggested that a demonstration of actions identified and implemented (continual improvement) could be reported.  | CC/IW | 12-Jun-17 | Done   | This will be added to the Agenda of the monthly Operational Odour Liaison meeting. "Improvement Commitment Tracker" added to Agenda and reviewed monthly.  |
| 5                                    | Kelda/AES Update | Prof J picked up on the TORO Report recommendation relating to the tanker import facility. BR highlighted a number of improvements that have been implemented and are looking at options to replace the existing discharge arrangement. There are no current plans to incorporate this discharge point into a building. Update at next meeting. | BR    | 12-Jun-17 | Done   | Ongoing discussions with other operators to improve based on current technology and practices. See below,  |
| 6                                    | Community Issues | SEPA inquiry - DC confirmed, via the investigating officer, that a report is being prepared. No output at present. Update at next meeting.  | DC    | 12-Jun-17 | Done   | See below  |

| Ref                              | Issue              | Action   | Resp. | Due       | Status | Comment   |
|----------------------------------|--------------------|--|-------|-----------|--------|---|
| 7                                | Next Meeting       | 12th June 2017, Scottish Water will issue invitations in advance with the offer of a site visit. No more than 20 visitors in order to limit tour groups to 10 in number and ensure that safety wear can be provided.                               | RMacG | 22-May-17 | Done   |   |
| <b>Actions From This Meeting</b> |                    |  |       |           |        |   |
| 1                                | Complaints         | It was confirmed that there has been no change to the odour complaint process. SEPA still central point of contact for all odours.   | Note  | -         | -      | 0800 80 70 60   |
| 2                                | Notifications      | The process for notifying stakeholders of planned works or incidents was discussed. It was acknowledged that improvements can be made and that the distribution of notifications should be widened if possible.                                    | Note  | -         | -      | Post meeting note - Tracy Gethins added to email distribution list - can add notifications/updates to Torry Community Group Facebook page.            |
| 3                                | SEPA               | TCC still seeking an update on SEPA investigation. James reiterated that SEPA cannot comment on an ongoing investigation.  | Note  | -         | -      | TCC will write to Cabinet Secretary regarding the CREW report and SEPA investigation. Prof Jackson may also raise the issue at a forthcoming meeting. |
| 4                                | Operational Update | Ben presented an outline of odour management practices, continued investment in the site and a visitor induction ahead of the plant tour. At the next meeting, an update will be provided on the trial sludge import screen.                       | BR    | 11-Sep-17 | Open   |   |
| 5                                | Operational Update | Ben confirmed that work had just commenced on one of the 5 Lamella (settlement) tanks and that this was part of an overall £2m investment to redesign and refurbish the treatment stage.   | Note  | -         | -      |   |
| 6                                | Prof Jackson       | It was confirmed that the April 2015 Report recommendations had been completed with residual issue carried through into the TORO Project and Report. Of the TOR recommendations, only the sludge import area remains an open action (see 4 above). | Note  | -         | -      |   |
| 7                                | Prof Jackson       | It was confirmed that all treated, pasteurised, sludge cake is reused in agriculture as a fertiliser and soil conditioner.   | Note  | -         | -      |   |
| 8                                | Kelda sale         | There was a discussion aground the potential sale of the Kelda Group projects but Scottish Water confirmed no change to contract conditions, obligations or level of service through this change.  | Note  | -         | -      |   |
| 9                                | Site Tour          | Tour commenced around 1730hrs.   | -     | -         |        |   |
|                                  | Next Meeting       | 11th September 2017, 4pm, SEPA Office  |       |           |        |   |
|                                  |                    | END - insert new lines <b>above</b> here   |       |           |        |   |