

Meeting: Port Botany Community Consultative Committee – Meeting No. 5

Held: Tuesday 25 November 2014, 5.30pm-7.30pm
Conference Centre – Lakes Business Park, 2B Lord St, Botany

Present:

John Burgess (JB) – Community	Bruce Guy (BG) – DP World
Lynda Newnam (LN) – Community	Gavin Samson – DP World
Ross Salter (RS) – Community Business Representative (Kingsford Timber Mitre 10)	Glen Davenport (GD) – Vopak
Mal Jagdev-Imrich (MJI) – Community	Aldo Costabile (AC) – Elgas Limited
Bronwyn Englaro (BE) – Randwick Council	Cliff Bell (CB) – Caltex
Steve Poulton (SP) – City of Botany Bay	John Ieroklis (JI) – SICTL Stevedores
James Goodwin (JG) – EPA representative	Richard Pollock – Patricks Stevedores,
Larissa Borysko (LB) – EPA representative	Melissa Pollock (MP) – Orora
Rachel Leonard (RL) – Transport NSW	Tony Navaratne (TNA) – Port Authority of NSW
David Grasby (DG) – Sydney Water	Brendan Elliott (BEL)– Port Authority of NSW
Trent Murray (TM) - Office of the Member for Kingsford-Smith	Shane Hobday (SH) – NSW Ports
Roberta Ryan (RR) – Chairperson	Adem Long (AL) – NSW Ports
Sandra Spate (SS) – Minute taker	Alison Wedgwood (AW) – NSW Ports
	Daniela Vujic (DV) – NSW Ports

Apologies: Michael Kavanagh – Community Business Representative, Leigh Heany – Electorate Offices for Member for Kingsford Smith, Neil Truskett – Patrick Stevedores, Jean-Michel Tremsal – Vopak, Andrew Battye – WorkCover, Mark Walker – Qenos, Charles Abela – Community, Ryan Bennett – Port Authority of NSW, Karl McCarthy – SICTL Stevedores

Item	Description	Action/Responsibility
1	Apologies and Introductions The Chair welcomed attendees and introductions were made.	
2	Accept minutes of last meeting Minutes from the August meeting were moved by CB and seconded by JI and accepted by the meeting.	
3	Actions arising from previous minutes	
3.1	Action 3.3. AW to ask Port Authority of NSW for a timeframe on monitoring results from Penrhyn Estuary. AW reported that it was still in draft form when she spoke to Port Authority of NSW (PAoNSW) JB stressed that it is long overdue. He reported LN has also followed it up and the response was that amendments were still being finalised and it would go on the website when done. SH noted it was typically due around May/June.	SH will follow up with PAoNSW the release of the Penrhyn Estuary monitoring results.
3.2	Action 5.0 (from the February meeting). Provide an update on the status of the Randwick Council Port Botany Forum. The action remains open.	
3.3	Action 6.2. SICTL to provide the CCC with percentages of cargo by rail	AL to circulate

	<p>when the data is available. JI reported on this in item 7 of the agenda. SH noted rail for SICTL is still in its infancy. JB asked about the amount of freight moved by rail through port over the last 2 years. SH replied it has remained at around 14% though container numbers have grown by 3.5%.</p>	<p>to the CCC an update on movement of freight by rail through port. This was closed, as JI came in and updated the room</p>
3.5	<p>Action 11.2. Suggestions for consultation around groynes including signage on the beach and in the local media to be taken back to Port Authority of NSW from this meeting. AW provided feedback from the meeting to PAoNSW. Brendan Elliott, PAoNSW Community Consultation Manager will provide an update to the meeting.</p>	
4	Development of Terms of Reference for the PB CCC - (AW)	
4.1	<p>AW reported that she has received no feedback to date on the draft Terms of Reference (ToR) circulated to the CCC. She suggested if members still wish to comment there could be an extension. JB said he found no cause for concern.</p>	<p>AW to circulate the finalised ToR with the finalised minutes of this meeting.</p>
5	New member application – (RR)	
5.1	<p>RR welcomed MJI to the meeting and reported that due to statutory requirements approval for community members is necessary from Randwick and Botany Councils as well as the DP&E. The process is underway and finalisation is expected shortly.</p>	
6	Port Botany Expansion Construction Update	
	<ul style="list-style-type: none"> - Update on construction activities - SICTL and Patrick - Environmental monitoring - SICTL monthly reports 	
6.1	<ul style="list-style-type: none"> - Update on construction activities - SICTL <p>JI read out a report from KMc which reported: Phase 2 construction consisting of 3 additional Auto Stacking Crane block areas will be completed on schedule by the end of December 2014. All work except some minor defect works is expected to be complete before December 19. Low voltage commissioning may be required during the Christmas period but any works will be inaudible and construction traffic negligible. Contract works to erect 6 additional Auto Stacking Cranes has commenced and all six cranes should be commissioned by May 2015. SICTL have approached EPA about obtaining a modification to the Environment Protection Licence (EPL) to allow sorting and removal of the southern sand stockpile. Removal will occur over a couple of months when the EPL and CEMP update approvals are received and will involve less than 20 trucks a day to minimise traffic impacts. As additional environmental controls will be implemented, the CEMP needs to be updated. There have been no safety or environmental incidents on site since last meeting and no complaints due to construction work.</p> <p>The Chair asked for clarification on the variation. JI replied the large sand stockpile from excavation is at the southern end of the wharf section not yet developed. SICTL is now looking to remove this and to sieve and screen material. This has to be supported by EPL conditions which would be added to the existing EPL. It hasn't yet been applied for and control measures will be put into the CEMP. Work would</p>	

	<p>commence when this is approved. JI and RP noted Environmental Monitoring is continuing across both SICTL and Patrick sites.</p>	
	<ul style="list-style-type: none"> - Update on construction activities - Patrick <p>RP reported the knuckle site is largely complete. Autostrads have arrived and will be ready for commissioning after Christmas. The new building and control tower are complete and Patrick is seeking operational certificates. New truck grids are complete. Works at the existing terminal includes new light towers and demolition of the old. The new year will see the site commissioned for automation due in March 2015. The new knuckle site cranes are due April and a staged approach will be taken to construction and commissioning. No comments were received from CCC members to the OEMP but there were comments from the councils and agencies around noise management. Comments have been responded to and the updated document is with the DP&E. One question was about whether noise monitoring results are available. These are presented on the website.</p>	
7	Port Botany Expansion Operational Update - SICTL	
7.1	<p>JI reported that business has been running normally. SICTL has established a new vessel service starting next month of medium sized vessels. The annual independent environmental audit was undertaken in October with the draft report due soon. The final report will go on the website. Noise monitoring is being undertaken with the consultant building a noise model in consultation with the EPA. The new ASCs should be running mid year. Responding to a question from last meeting regarding rail modal share JI reported that rail started working in July with 8.5% of freight and has now ramped up to about 15% in October.</p>	
8	Development activities in the Port <ul style="list-style-type: none"> - NSW Ports/SPC developments - Tenant developments 	
8.1	<p><u>NSW Ports developments</u></p> <p>SH reported that at Enfield Hutchison should be operating the intermodal terminal by January 2015. NSW Ports is in the process of securing tenants for other areas of the Enfield site and agreement is close with some. Maintenance dredging at Brotherson dock will occur at the end of January to mid February involving grading to even depths. Sand in the dock has become redistributed due to propeller action. NSW Ports is working with terminals around timing to dredge when there are vacant berths. JB asked whether EPA consent is required or whether EPA is informed as a matter of courtesy. SH and DV replied that consent isn't required as this is maintenance dredging and therefore can be assessed and determined by NSW Ports under Part 5 of the EP&A Act. DV noted there are no requirements to consult with EPA as the process is simply shifting material around to ensure vessel sizes are accommodated in berth boxes and transiting areas. No material / sediment is being removed from Brotherson Dock.</p>	

	<p>SH replied there are no external impacts. The new terminal areas have depths of 16.4m. At Brotherson Dock depths vary between low 12m and 17m. The target is for around 15m.</p> <p>LN asked whether there is sensitivity to marine mammals even though it is now out of migration season.</p> <p>DV replied that impacts on marine mammals are being considered as part of the assessment process. The Harbourmaster also needs to give approval to carry out the maintenance dredging works.</p>	
8.2	<p><u>DP World</u></p> <p>BG reported on the removal of one crane and moving a crane to accommodate the arrival of a new one in March. This is being done in consultation with NSW Ports.</p> <p>DP World is undertaking a noise study this month to identify noise issues and noise sources rather than trying to implement measures without such a study.</p>	
8.3	<p><u>Patrick</u></p> <p>RP reported demolition of existing cranes for the arrival new cranes.</p>	
8.4	<p>Patrick Port Services</p> <p>AW reported that Patrick Port Services has finished construction of the car park and construction is underway for their new truck driveway entrance.</p>	
8.5	<p><u>Vopak</u></p> <p>GD noted there is nothing to report</p>	
8.6	<p><u>Terminals Pty Ltd</u></p> <p>SH reported Terminals is in the final stages of completion of additional chemical tanks on site which should be commissioned in the next couple months.</p>	
8.7	<p><u>Elgas</u></p> <p>AC reported that the pipeline to Qenos which was approved mid year and built in the second half of this year has been commissioned and is due to start pumping today.</p>	
8.8	<p><u>Caltex</u></p> <p>CB noted nothing to report</p> <p>JB corrected a comment he had made at the last meeting around the timing of being informed of an incident. He reported that after leaving this meeting in August he met with the EPA the following day to find out another oil leak had occurred while at the meeting. Caltex was believed to be the source of the leak and had assisted with containment of the spill by putting its booms out. There have been 2 subsequent reported oil spills since August and Caltex is believed to be responsible and the problems related to demolition work at the Kurnell refinery. JB is concerned that Caltex doesn't have a good environmental accident record and seemingly doesn't see informing the community of such incidents as a priority. However the community does pick up on these accidental events and this does not project a good responsible corporate image for the company.</p> <p>CB is not aware of the incident referred to but will follow this up with Kurnell.</p> <p>JG noted the he was aware of the incidents but these were not handled by the EPA Parramatta Office but by its Wollongong Office.</p>	<p>CB to follow up with Kurnell the incident of a leak on August 26 and two potential subsequent leaks and respond to the CCC.</p>
8.9	<p><u>Orora</u></p> <p>MP reported that internal works are being undertaken but nothing impacting on this group.</p>	
8.10	<p><u>Qenos</u></p> <p>Approval had been granted for demolition of 2 of the 3 existing gas</p>	


	storage tanks and this is underway to be completed by march 2016. There will be flaring for 5 weeks.	
9	Development of a Ports Long Term Master Plan	
9.1	DV reported that NSW Ports is in the process of preparing a 30 year Master Plan which will include Port Botany, Port Kembla, Enfield and Cooks River. It will consider trade forecasts and infrastructure, transport to support this and look at what is sustainable port development to meet requirements. NSW Ports are talking with stakeholders and are keen to get feedback from this group as to what the Master Plan should consider. The aim is to have the Master Plan prepared by mid next year to guide future development. There will be something prepared for the website and AW will provide the link to the group.	
9.2	<p>RS drew attention to the City of Botany Bay Council Vision 2040 and expressed concern regarding metropolitan strategies targeting population growth and land use interface.</p> <p>RR noted the NSW Government Metropolitan Strategy is not yet finalised.</p> <p>DV reported that NSW Ports has met with Botany Council and advised them of the Master Plan. NSW Ports will provide Council with information on how they see themselves fitting into the LGA and will voice concerns regarding lost industrial land and the need to preserve rail and road corridors.</p> <p>SP reported community consultation sessions are occurring in November and December. Council wants input into the direction the community wants it to follow. Each area is required to include infrastructure to support predicted populations in 2031.</p> <p>RS asked whether Botany Council has its own 2031 Strategy. He is concerned with residential development near the Port, particularly a proposal for Rhodes Street of 246 units, up to nine storeys at the old bowling club site which shares a fence with Ports SEPP land.</p> <p>LN noted that navigating all the plans and comments on planning is difficult for ordinary people to understand.</p> <p>DV said the NSW Ports Master Plan will look at trade forecasts and communicate this to stakeholders including councils, State Government and transport agencies for efficient movement of freight. NSW Ports is keen to ensure responsible land use planning and continues to lobby for this. They will also do so as part of the Botany Council vision process.</p>	
9.3	The Chair asked what the opportunity is for input from this group. DV replied there will be a blurb on the website providing information about the Master Plan and seeking input from stakeholders as to what the Master Plan should consider. Such input will be required by early next year in order to finalise the Master Plan by mid next year.	NSW Ports/ Chair to include the Master Plan in the agenda for next meeting.
10	Port Botany Noise Update	
	<ul style="list-style-type: none"> - Update on EPA Noise Working Group – JG - EPA Port Botany Noise Monitoring – JG - Port Botany Expansion Rail Noise (as per CoA 2.28) 	
10.1	<ul style="list-style-type: none"> - Update on EPA Noise Working Group <p>JG reported that some key government agencies have met since the last meeting. Work is towards a long term strategy with decisions to be made about who will contribute and how much. Consultants wouldn't be engaged until the second half of next year if it goes ahead. There are no guarantees but agencies are keen. In the meantime companies have taken actions to address noise sources.</p> <p>LN expressed disapproval at the length of time the process is taking and asked who is being asked for money and how much.</p>	

<p>JG won't disclose details of who is being asked for what and suggested the reality of government is that it takes time to find money for this sort of thing. Two consultants have been chosen from an initial five. Noise modelling is expensive and an upper limit has been taken back to agencies. The strategy is to get government agencies on board. The process is not at the point where agencies have been asked. There is a range of views as to who should pay.</p> <p>LN expressed disappointment that though the working group knows they have to get the money agencies and Councils haven't been asked. She noted the amount Randwick Council is prepared to contribute to light rail and upgrading Heffron Park for South Sydney football.</p> <p>SP replied that Councils are aware of the need for money for the noise strategy but the opportunity to budget for this is at the beginning of the financial year.</p> <p>BE reported that Randwick Council has agreed to contribute to a noise monitoring strategy. Council needs to look at whether it needs to reallocate funds from other areas.</p> <p>LN noted her impression is that there has been no strong request for money. There is anger at how the process has dragged on. Milestones need to be met.</p> <p>JG understands the procedure sounds bureaucratic, but the need is for a long term strategy. Noise won't change overnight. At this stage they have sought advice.</p> <p>DV stated the importance of strategic planning. People are exposed to noise but the aim should be to prevent people being exposed in the first place. This isn't confined to two councils and it is not just about what Ports can do. If new developments are in proximity to the port they need to consider what they can do to mitigate noise impacts. There are examples of other areas in the city using double glazing for example. This matter has been raised by NSW Ports in the past however, neither Botany nor Randwick Councils have considered adopting such measures as part of their planning controls.</p> <p>LN noted she is talking about existing residents.</p> <p>MJI supported LN's comments. It was hot last night and she wanted to open her windows. She couldn't sleep. Long term strategies are all well and good, but residents want to see something happening.</p> <p>SH replied that NSW Ports is encouraging tenants to address noise sources now. DP World is conducting a study to identify the principal sources of noise and the automation of Patrick's is expected to mitigate noise impacts. Forklifts are being converted from beepers but noise issues won't be addressed overnight.</p> <p>TM reported that Matthew Thistlethwaite's office has noted an increase in correspondence regarding port noise. The office has written to major leaseholders at the Port and met with a number of port tenants. He wished to convey the message that his office wants to work with the Port. They have a responsibility to act for constituents. Beeping alarms on machinery seems to be at the centre of complaints. He asked that leaseholders consider their correspondence and meet with the Member for Kingsford-Smith and himself.</p> <p>JB noted that ambient noise is now much greater and he regards the issue of noise broader than just the port. There is plane noise and the changing nature of the area from industrial to residential as well as a change in attitudes and expectations. Some industries here such as the airport and Port will always be noisy and will see a higher level of throughput in times to come. This will be a major issue. He hopes the working group addresses broader issues than just port noise.</p> <p>AW advised that is what the noise strategy is considering – it is not limited to just NSW Ports land. Ports can try and put measures in place</p>	
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	<p>but if the noise source is outside their boundary Ports still receives the complaint. RS noted positively that tenants are undertaking noise monitoring and attempting to identify noise sources. He asked whether DP World can share the results of their study. BG replied that they will highlight the major issues and how they are responding to them. RS sought to clarify that there is a process if a tenant wants to change from a noise based alarm to a visual alarm. AL replied, that NSW Ports some time ago were informed that they (tenants) have to undertake a risk assessment. ACFS went through this process and found lights and quackers were acceptable.. Most companies have independent risk assessors. RS noted that from a community point of view it's useful to know that a process can be undertaken. He asked whether NSW Ports knows who has noise based alarms and who at WorkCover may he contact to try and obtain relevant reports. AL replied no, NSW Ports does not know. AW replied that the informal survey NSW Ports undertook with tenants is on their website and has been updated since last meeting. It contains a list of everyone who admitted they are using beepers and whether they plan to change this. Andrew Battye from WorkCover attended the last CCC meeting and may be the person to contact.</p>	<p>BG to take a request from the CCC back to DP World that members would like to see the report from noise monitoring.</p>
<p>10.2</p>	<p>- EPA Port Botany Noise Monitoring JG reported the reason for recent noise monitoring from 5th to 13th November was issues regarding noise monitoring in July. There are constant complaints that it is noisy but there are difficulties identifying where noise is coming from with a lot of noise sources. Monitoring in November involved an improved process with a noise logger at Wassell Street with continuous audio recording, a trial on NSW Ports' roof of a "barn own" logger to identify where noise is coming from, and EPA staff undertaking attended monitoring on November 7th and 12th. A huge amount of data was collected but is not yet analysed. Preliminary feedback suggests it is difficult to identify where noise is coming from. Average levels of noise as well as background noise were quieter than July and feedback from residents suggests it was quieter during this period. A variety of factors may affect noise e.g. if one ship is in front of another it acts as a noise shield, wind direction and the inversion effect in winter bends noise towards residents. Complaints spike in winter. JG outlined the next steps as sleep disturbance analysis, analysis and interpretation of attended and barn own monitoring data, review of data collection approaches and further monitoring. JB asked if figures collected contrast with the Sydney averages. JG replied that though levels are not necessarily high some sources of noise are more noticeable. The focus is not on numbers but on what is the source. TM suggested when the weather warms up people open windows more. AW reported that four years of complaints data from NSW Ports indicates June typically has the highest levels of complaints. She suggested recent increases in noise complaints may also be a result of a ramping up of public awareness as the public becomes aware of how to complain about issues. JG said the EPA has offered to talk to residents one on one. BE asked whether Ports tenants were aware of the monitoring. SH replied that NSW Ports hadn't alerted tenants of the monitoring. RS thanked JG on behalf of Carlos and himself for being fantastically helpful.</p>	<p>JG to distributed data from EPA Port Botany Noise Monitoring to the CCC.</p>

10.3	<p>- Port Botany Expansion Rail Noise</p> <p>SH reported that as part of Conditions of Consent noise associated with rail lines into the Port Expansion have to be discussed at each meeting. There have been no complaints due to this activity since the last meeting.</p> <p>Jl reported that during data gathering SICTL's consultant measured sounds coming from different parts of rail operations e.g. locomotives moving in, shunting activities, loading and unloading. This data will be publicly available.</p>	
11	<p>Port Traffic and Safety</p> <ul style="list-style-type: none"> - Port Botany Emergency exercises – SH - BLB2 Hazard Audit and Environmental Audit – SH/AW 	
11.1	<ul style="list-style-type: none"> - Port Botany Emergency exercises <p>SH reported that a tabletop exercise of the Port Botany Emergency Plan, was successfully undertaken on 14th October involving Ambulance, Fire and Police at the Mascot local area command facilities. The scenario for the exercise was a traffic accident involving a vehicle carrying dangerous goods and resulted in minor changes to the Plan.</p> <p>JB noted that in October a container vessel broke its mooring and prior to that another vessel broke loose and was blown towards the fuel bunker vessel and there was a gas leak at the gas terminal and a major fuel spill at the Caltex Banksmeadow plant. Fortunately none of these events lead to a major catastrophe due to good luck and the courageous actions of some individuals. It is of major concern that these incidents continue to occur and more concerning that one day luck will run out and a major uncontrollable life threatening incident will occur.</p> <p>So far incidents have usually occurred outside the peak period but he foresees major problems with access and egress during peak periods when emergency services won't be able to get in or people out. There is potential for catastrophic outcomes. Traffic is already gridlocked on most week days at peak hours in and around the port precinct and he has serious concerns that in a real life threatening situation at a peak time the emergency plan may not deliver to expectations.</p> <p>SH replied that Superintendent Karen McCarthy has worked hard to plan for a number of scenarios regarding redirecting traffic at different times of the day and night with Variable Message Signs as far away as the Northern Beaches indicating that roads are closed.</p> <p>SP noted that the Emergency Plan takes into account major intersections and it has been used in an incident involving a ramp collapse at Eastgardens.</p> <p>LN noted the NSW Emergency State Plan refers to educating the public but plans are still not communicated to residents. We still don't have the two way communication referred to in the State Emergency Plan.</p> <p>JB acknowledged the hard work put in by Superintendent Mccarthy in developing the emergency plan but the nature and location of the port and airport precincts and its proximity to residential housing presented a very complex set of challenges and these risks will increase with time as throughput and traffic increases.</p>	
11.2	<ul style="list-style-type: none"> - BLB2 Hazard Audit and Environmental Audit <p>SH advised that Bulk Liquids Berth 2 started operation in December 2013. An independent hazard and environmental audit has been carried out in the last two weeks as part of Conditions of Consent and the reports are expected shortly.</p>	
12	<p>Port Botany Community Assets</p> <ul style="list-style-type: none"> - Foreshore Beach groynes – TNA 	

12.1	<p>TNA reported that geotechnical investigations and contamination testing have been undertaken and consultants engaged to undertake environmental assessments. The Expression of Interest stage for the contract closed at the end of October and a short list is being developed. The aim is to tender in January with construction occurring in the next low season. Port Authority of NSW is in discussion with Sydney Water around a governance agreement for the three groyne option which is preferred by Sydney Water pending resolution of the contribution with PAoNSW.</p> <p>DG reported that extension works to the stormwater lines means Sydney Water won't incur current maintenance costs. If agreement can be reached around governance he hopes Sydney Water approval will be given for the works.</p>	
12.2	<p>BEL reported he is developing a communication strategy for the beach stabilisation project. There is a strong commitment from PAoNSW to keep people informed. He will provide a monthly update to the community for the life of construction. The contractor will need to follow protocols when dealing with the community. Access will be maintained throughout construction, but there will be occasions where the public needs to be separated from construction equipment.</p> <p>BE asked whether access onto the beach will be maintained.</p> <p>BEL replied that beach access in all its forms will be maintained but may be modified e.g. for large earthmoving equipment and pedestrians, or small craft around large barges. There will be safety exclusion zones which will be communicated in advance.</p>	
	<p>JB asked TNA whether there had been changes to draft designs as these were relatively low intrusion.</p> <p>TNA replied there hadn't been significant changes.</p>	
13	Safety and Environmental Incidents/Complaints – AW	
13.1	<p>AW reported a total of 11 complaints since August with 10 related to general port noise, and 1 related to ship noise from Port Botany expansion which was reported to the Department of Planning as per Conditions of Approval. There was a separate complaint relating to trucks travelling Bunnerong Road through Matraville.</p> <p>SH reported that a company on the corner of Beauchamp and Botany Roads has an approved exemption from RMS as it has difficulty getting to its site as trucks cannot turn right into the site from Beauchamp Rd but this is contrary to the community perception that trucks of that size are not permitted on Bunnerong Road south of Wentworth Avenue.</p> <p>LN asked if this was approved by Botany Council.</p> <p>AL replied that the RMS approved the heavy vehicle route. The site is in the Botany Council area but the route is in Randwick Council.</p> <p>LN noted a complaint on her website about this. She remembers when the business was not there a few years ago and then it was. She asked when it was approved by Botany Council. Residents in Randwick Council had no opportunity to voice their concerns as the development was approved by Botany.</p> <p>JB shares LN's view that it is the wrong use for the site.</p>	
13.2	<p>JB noted he has spoken with security people at the boat ramp area who have expressed concerns regarding access and egress to the boat ramp site. Trucks are running the red light. The security people say they have reported the issue up the line but are worried it is a death waiting to happen. JB has expressed concerns at this meeting previously with trucks driving three abreast. There has been talk of red light cameras and CCTV.</p>	<p>SH to raise with PAoNSW the issues around trucks and safety at the access point to the boat ramp</p>

	SH and AW reported they have raised the issue with the Minister for Roads and have provided feedback to the RMS around provision of red light cameras.	from Foreshore Road.
14	General Business/Next meeting :	
14.1	The meeting ended at 7.25pm The chair thanked CCC members for their attendance and for making the committee work. SH thanked everyone on behalf of NSW Ports for their attendance and contribution and wished everyone a Merry Christmas.	
14.2	The next meeting is 24 th February 2015.	
	<p>These minutes have been endorsed by the meeting Chair</p> <p>Signed:  Date: 17/12/14</p>	