

101221362
Revision 01

NOT PROTECTIVELY MARKED

Meeting:	Delivery Steering Group
Date:	21 st Nov 2023
Location:	MS Teams
Chair:	R. Bull
Attendees:	R. Bull SZC (Chair) D. Leydon SZC D. Peacop SZC (Observer) P. Ridley ESC M.Moll SCC I. Nunn SCC (Observer)
Apologies:	None

Meeting Notes:

1 INTRODUCTION

- RB opened the meeting and welcomed all to the first SZC Delivery Steering Group (DSG).

2 TERMS OF REFERENCE/MEETING PURPOSE

- The draft Terms of Reference for the DSG were approved subject to the inclusion, noting that the Oversight Partnership is also required to report into the DSG as detailed within the Deed of Obligation.
- It was agreed that the DSG meeting minutes would be made available on the ESC portal.

3 DCO FIRST COMMENCEMENT UPDATE

- RB updated the DSG on the work being progressed by SZC to meet the DCO pre-Commencement obligations. SZC has provided the formal 30 working day notices to both Authorities' of the intention to commence work under the Authorised Development between 4th January 2024 and 31st March 2024.

4 STATUS OF REVIEW GROUPS AND WORKING GROUPS

- RB updated the DSG on the implementation status of the required governance groups under the Deed of Obligation. Proposed attendees from each respective organisation have been established, draft terms of reference also circulated and dates set into the diary for the initial meetings.
- RB also updated the DSG on recent Transport Working Group meetings for the B1122 and B1125. Both meetings were productive and the high level scope of the schemes have been agreed subject to minor amends in the final stage of detailed design.

5 ESCALATED MATTERS OF RESOLUTION

- None.

6 KEY RISKS, ISSUES AND OPPORTUNITIES

- None.

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7 AOB

- It was agreed that a SZC strategic update should be presented to each DSG meeting along with photographic updated illustrating work being undertaken across the project.
- PR requested that meeting notes and actions from other working groups should be made available to the DSG on advance of each meeting.
- PR suggested that during Q2 2024 a review of existing working meetings diarised should be undertaken to optimise ongoing formal project engagement as the governance groups are phased in and implemented.

Actions raised during the meeting:

Date Raised	Ref.	Description	Lead	Date Due
21 st Nov 2023	1	Update the DSG Terms of Reference to include reference to the Oversight Partnership.	SZC	10-01-24
21 st Nov 2023	2	SZC Strategic Update and photos to be provided to the DSG on an ongoing basis.	SZC	Next Meeting
21 st Nov 2023	3	Review of existing non-governance group meetings to be undertaken in Q2 2024 following the establishment of the formal governance groups.	ALL	30-06-24

Author: Eleanor Wright (Quod)