

101415725

Revision 01

PLANNING GROUP

NOT PROTECTIVELY MARKED

Meeting:	12 th December 2024, 14:00-16:00
Location:	MS Teams, ACA Office
Chair:	Niki Pieri (SZC)
Attendees:	SZC – Niki Pieri (NP), Olivia Hart (OH), Daniel Piercy (DP) – Observer ESC – Philip Ridley (PR), Naomi Hayes (NH) - Observer, Emma Devereux (ED) – Observer SCC – Andrew Rutter (AR), Michael Moll (MM) - Observer, Kate Watson (KW) - Observer, Isaac Nunn (IN) - Observer
Apologies:	Richard Bull (SZC), Steve Mannings (SZC), Bethany Rance (ESC)

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Meeting Notes:

INTRODUCTION AND REVIEW OF PREVIOUS ACTIONS

Actions raised during the previous meeting:

Date Raised	Ref.	Description	Lead	Date Due
19/09/2024	1	SZC to engage with relevant chairs and ensure they have agenda item on next meeting to formally record the acceptance of their Terms of Reference where outstanding.	SZC	09/01/2025
19/09/2024	2	SM to share in writing with the group the Environment Trust operational plan, including confirmation of staffing and host organisation arrangements.	SZC	09/01/2025
17/10/2024	3	A list of the Governance Group's memberships to be circulated to chairs, outlining who the quorate representatives are from each organisation	Governance Groups	09/01/2025
17/10/2024	4	SZC to organise meeting with Steve Keighley and Network Rail to confirm GRIP process in regard to Requirement 5 discharge	SZC	16/01/2025
14/11/2024	5	SZC to ensure Governance Groups have approved Terms of Reference before the end of 2024. If certain groups do not have a meeting scheduled before the end of year, approval will have to be granted outside of meetings.	SZC	09/01/2025
14/11/2024	6	Proposed Governance Group 2025 meeting schedule to be finalised and circulated to Planning Group ahead of the next meeting (including the Community Forum, Community Fund Panel, and Oversight Partnership dates).	SZC	closed
14/11/2024	7	Planning Group to present a recommendation to the Delivery Steering Group to amend wording in Schedule 15 of the DoO regarding ESC's required expenditures of the Tourism Fund, to allow for some flexibility in spending amounts.	Planning Group	09/01/2025
14/11/2024	8	RB to follow up with the READ team on the progress of implementing informative display boards outlining works on site.	SZC	closed
14/11/2024	9	SZC to send ESC a letter outlining the delivery of the five additional parking spaces at Wild Aldhurst.	SZC	09/01/2025

- **Action 1 & 5:** Outstanding ToRs are actively being signed-off by groups. SZC to check whether Working Group ToRs have been approved by Review Groups, and circulate status of ToRs with group

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Action – SZC to circulate status of ToRs with group

- Add date approved by working group and date approved by review group. Will recirculate updated version of this table next week
- **Action 2:** SM to provide a written update, which will be circulated with group
- **Action 3:** comments have been received from councils on membership, and document will be recirculated with chairs once all feedback has been received. The secretariat will be highlighted in list, and the Community Fund Panel and Oversight Partnership will be included in list.

Action – Governance Group Membership list to be recirculated with chairs once all feedback has been received

- **Action 4:** meeting to take place on 16th of January
- **Action 6:** closed
- **Action 7:** to be escalated at next DSG meeting

Action - SZC to consider how matters which have been escalated to the DSG are logged and tracked

- **Action 8:** to be transferred to comms group to oversee this. NP to take this action across to Marjorie Barnes and make sure this is covered in Community Forum meetings

Action – NP to liaise with Marjorie Barnes, and ensure that information regarding the implementation of information boards displaying works on site will be covered in Community Forum meetings

- **Action 9:** ongoing

SZC PLANNING TRACKER

TCPAs

- **TCPA Natterjack Toad:** submitted a couple weeks ago, and has been formally validated

DCO Requirements

- **Req 04 - Terrestrial Ecology Monitoring and Management Plan (TEMMP) revisions:** aiming to be formally submitted Q1 2025.
- **Req 05 - Surface and Foul Water Drainage Details for MDS – Earthworks Tranche 3 (Partial discharge):** awaiting comments from SCC on reconsultation. Aiming to get determined before Christmas.
- **Req 05 - Surface and Foul Water Drainage Details for MDS – Earthworks Tranche 4 (Partial discharge):** comments from stakeholder coming through for review.
- **Req 05 - Surface and Foul Water Drainage Details for MDS – Earthworks Tranche 5 (Partial discharge):** formal submission intended for mid-December.
- **Req 05 – Surface and Foul Water Drainage Details for NPR (Work NO9(a) non-SCC highway works):** submission due for Q1 2025. Intending to bring Northern Park and Ride forward and decouple Highways Technical Approval.
- **Req 05 – Surface and Foul Water Drainage Details for SPR (Work NO10(a) non-SCC highway works):** submission due for Q1 2025.
- **Req 05 – Surface and Foul Water Drainage Details for BW 19:** subject to AD6 Technical Approval. Submission due for Q1 2025
- **Req 10(1) – Public Rights of Way Implementation Plan for Rail PRoW diversion:** has been submitted, and is awaiting review.

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- **Req 10(1) – Public Rights of Way Implementation Plan for BW19 PRoW diversion:** subject to Technical Approval of works before submission.
- **Req 13 – CMS Revisions:** a version with tracked changes will be created to share with the group, allowing them to establish a process to approve changes informally as part of this group, instead of through formal submissions.
- **Req 18 – Sports Facilities: Reserved matters:** ESC still in process of determining TCPA. Once agreed submission can be made - aiming for Q1 2025.
- **Req 19 – MDS: Marine infrastructure – Supply of revised details:** a stakeholder engagement meeting will be organised in January to present the changes being made to southern extent of Sea Defence. This will inform timeline for formal submission.
- **Req 23 – MDS Highways Works:** linked to AD6 Technical Approval. Aiming for Q1 2025.
- **Req 25 & 26– Fen Meadow and Wet Woodland:** requires additional design works which are currently ongoing. Aiming to be submitted in January 2025
- **Req 30(1) – Accommodation Campus:** planning to submit as partial discharge for amenity block element of Campus in January 2025. Draft to be shared prior to Christmas for early review.
- **Req 31 – Rail Infrastructure plans – GRR alternative details for bunds (gap):** regarding gaps in bunds. SZC is checking to see if there's a change that will need to be agreed and submitted
- **Req 32 – AD Site Clearance drawings – SLR alternative details (if required):** additional vegetation clearance needed, so a submission might need to be made in Q1
- **Req 32 – AD Site Clearance drawings – TVB alternative details (if required):** additional vegetation clearance needed, so a submission might need to be made in Q1
- **Req 32 – A12 Abnormal Load Layby:** awaiting determination
- **Req 33(1) – Northern Park and Ride (NPR) at Darsham:** submission has been made, and is now with ESC
- **Req 35(1) – Highway works – Highway layout details inc. drainage:** waiting on signing of legal agreement before SCC can issue this
- **Req 36(1) – Highway landscape works – Details of landscape works for Yoxford Roundabout:** in final stages with ESC, aiming to be discharged soon
- **Req 39 Rail Infrastructure:** aiming to be submitted formally in December 2024.

Recommendations to the DSG

- Important to ensure that any matters escalated to the DSG are clearly tracked

Actions raised during the meeting:

Date Raised	Ref.	Description	Lead	Date Due
12/12/2024	1	SZC to circulate status of ToRs with group	SZC	09/01/2025

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12/12/2024	2	Governance Group Membership list to be recirculated with chairs once all feedback has been received	SZC	09/01/2025
12/12/2024	3	SZC to consider how matters which have been escalated to the DSG are logged and tracked	SZC	09/01/2025
12/12/2024	4	NP to liaise with Marjorie Barnes, and ensure that information regarding the implementation of information boards displaying works on site will be covered in Community Forum meetings	SZC	09/01/2025

Author: Caitlin Murphy (SZC)