

101385962

Revision 01

PLANNING GROUP

NOT PROTECTIVELY MARKED

Meeting:	17 th October 2024, 14:00-16:00
Location:	MS Teams
Chair:	Niki Pieri (NP) - SZC
Attendees:	SZC – Richard Bull (RB), Daniel Piercy (DP) – (Observer), Olivia Hart (OH) – (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)
Apologies:	Steve Mannings (SM) SZC –(Observer), Bethany Rance (BR) ESC – (Observer), Isaac Nunn (IN) SCC – (Observer)

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	Next Meeting
19/09/2024	2	Governance Group Protocol will remain an evolving document and the update to be circulated ahead of the next meeting	SZC	Closed
19/09/2024	3	SZC to collect data for a record of key decisions and approvals and review the best way to circulate	SZC	Next Meeting
22/08/2024	4	SZC to carefully review all Terms of Reference, and that membership is in accordance with the DoO. Need to properly present who is observer/who has right to vote etc. and need to cross check DoO and how it's presented in minutes (i.e. observers vs. right to vote).	SZC	Next Meeting
22/08/2024	5	In the Governance Group protocol, include a section on escalation, a section on calendar meetings (where dates are still to be determined at the top of the relevant months), a section stating that minutes are to include a table on agreed payments (minutes template to include a standard table), and a section stating that agendas are agreed by chairs	SZC	Closed

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22/08/2024	6	SM to share in writing with the group the Environment Trust operational plan, including confirmation of staffing and host organisation arrangements	SZC	Before the next meeting
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- Action 1: ongoing. Status of ToRs was shared with relevant chairs in early October. Ensure agenda item for upcoming groups to include approval of relevant ToRs
- Action 2: use Planning Group as formal approval for ongoing management of Governance Group Protocol document which will evolve over time
- Action 6: ongoing.

ACTION - Planning Group to include a standard agenda item covering any proposed updates for the Governance Group protocol document

- Action 3: ongoing, yet to decide best way to record this

ACTION - Planning Group to come up with a list of key decision/approval outputs they're expecting from working groups in line with the DoO and agree what can move forward and be publicised on the portal. Each group to consider whether there is any sensitive information in documents and make decision for/against publishing

- Action 4: should be recorded in protocol. Chairs need to confirm who representatives are from each organisation, and once membership is updated, circulate list to all groups

ACTION – A list of the Governance Group's memberships to be circulated to chairs, outlining who the quorate representatives are from each organisation

- Action 5: complete

SZC PLANNING TRACKER

TCPA's

- **Water Sourcing Facility TCPA** – SZC to advise status of application.
- **TCPA Wild Aldhurst Enhancement Works** – NP to take forward again following review. ESC to progress with determination.
- **TCPA Saxmundham Road Level Crossing** – granted
- **TCPA Construction Electrical Supply (132kV)** – finalising BNG report for submission to ESC.
- **TCPA Natterjack Toad** – Ecology Working Group has been presented with proposals for review and comment. Waiting for this feedback before finalisation of documentation. Aiming to submit to ESC November 2024.

DCO REQUIREMENTS

- **Req 04 MDS** – Submission to be made in November as method statements need to be agreed by Ecology Working Group before TEMMP document can be updated.
- **Req 05 Surface and Foul Water Drainage Details for MDS – Earthworks Tranche 2 (Partial discharge)** – ESC finalising report for discharge.
- **Req 05 Surface and Foul Water Drainage Details for MDS – Earthworks Tranche 3 (Partial discharge)** – Jason Skilton is happy with proposals from a functional perspective, but ESC want visual impact to be addressed. Have only received Natural England's comments so far (no comment).

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- **Req 05 Main Development Site (MDS) Earthworks Tranche 4 & 5** – Q4 2024. Tranche 4 should be submitted in November 2024.
- **Req 05 Southern Park and Ride (SPR) at Wickham** – submission to be made once Technical Approval for scheme given by SCC Highways.
- **Req 05 Northern Park and Ride (NPR) at Wickham** – submission to be made once Technical Approval for scheme given by SCC Highways.
- **Req 06 Construction Emergency Plan** – MM discussed with the SCC Emergency Planning Unit and concluded that a more detailed discussion is needed to clarify the practical implications of the emergency procedures, as the current plan is very high-level. During the review, it was noted that the discharge requires a review every six months. The DSG will determine whether any changes are substantial, and if so, the plan must be resubmitted for discharge. It would be beneficial to organise a workshop in the medium-term future to bring together the implementation team and SZB to work through the plan
- **Req 10(1) Public Rights of Way Implementation Plan for BW19 PRoW diversion** – initial draft completed, incorporating comments from SCC PRoW Officer. Waiting for Technical Approval before submission is made.
- **Req 10(1) Public Rights of Way Implementation Plan for Rail PRoW diversion** – unrelated to Technical Approval, but is dependent on phasing of archaeological works. Working through this before making submission is made.
- **Req 19 Sports Facilities** – ESC still not agreed consent for facilities. Once permission is issued SZC can submit discharge of Requirement.
- **Req 19 MDS Marine infrastructure** – Once methodology has been agreed internally will do workshop to update on proposals.
- **Req 20 and 21** – ESC finalising the reports for discharge of SSSI crossing requirements.
- **Req 23 MDS Highway Works** – dependant on technical approval. SZC suggest withdrawal of this submission at this stage.
- **Req 25 and 26** – aiming to make submissions for Halesworth, Pakenham and Benhall in November/December 2024.
- **Req 33, 35 & 36** – All reliant on Technical Approval for the AD schemes. Estimated to be submitted end of 2024/start of 2025.
- **Req 39 Rail Infrastructure** – has been shared as draft with ESC.

ADVERT CONSENT APPLICATIONS

- Temporary site entrances proposals to include landscaping, fencing and signage. Landscaping and fencing can be done under DCO powers, but the signage boards require Advertisement Consent application to me made to ESC for determination.

BESPOKE MITIGATION PLAN (BMP)

- BMP for early accesses for both MDS and AD sites - addressing some comments but aiming to discharge next week.

Rail Works

NH raises the Requirement 05 discharge, noting that Network Rail, along with ESC, must provide technical approval for drainage elements before SZC can submit the discharge. NH suggests examining whether there is a stage in the GRIP process that provides sufficient certainty to determine final discharge, i.e. if an agreement is acceptable in principle. There is a need to understand the GRIP process in detail.

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ACTION – SZC to organise meeting with Steve Keighley and Network Rail to confirm GRIP process in regard to Requirement 05 discharge

DCO GOVERNANCE GROUP UPDATE

- Status of meeting minutes are being tracked on a weekly basis

AOB

- NH highlights the Tourism section in Schedule 15 of the DoO, which contains specific wording on the allocation of funds, including the required expenditure for promotional marketing and monitoring. ESC must spend the exact amounts specified in each funding pot (not less than), and any deviation could result in a breach of the DoO. N seeks guidance on how to address these types of issues, questioning the mechanism to handle very minor changes to the DoO wording. Additionally, NH seeks to understand the extent of flexibility allowed by legal.

ACTION - SZC to seek a legal view to determine how to manage the precise funding requirements stated in the DoO. This includes addressing potential variations in funding amounts, understanding the flexibility available to councils, and identifying the necessary adjustments.

- NH queried the need to employ officers with the exact job title identified within the DoO, for example a Marketing Manager, or could this role be delivered under a different role title. In addition to this, where no description of the role is provided in the DoO, could ESC employ someone to assist with fund delivery rather than solely appointing a dedicated marketing manager. As long as the post has marketing in its function, could that be a component part of the post but not the sole post.
- It was agreed that the job title did not necessarily need to match providing the role delivered the function as part of the duties.
- NH mentioned Buckleswood Compound, noting that water is flowing from the site onto the highway. Since the submission of requirement 5 has not yet been trigger and therefore details have not been submitted, NH seeks clarification on the existing drainage systems on site and the measures being taken to prevent water from flowing onto the road. NP to investigate matter

ACTION – NP to investigate what drainage is occurring at Buckleswood Compound site

- MM seeks to confirm whether staff payments will be made in September or January. SZC to pull annual payment forward and provide payments every September
- KW asks if the same principle will be used for AIL payments, SZC to see what they can do about this

ACTION – SZC to determine whether AIL payments can be made annually in September rather than January

Actions raised during the meeting:

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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	Next meeting
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	Next meeting
17/10/2024	5	SZC to seek a legal view to determine how to manage the precise funding requirements stated in the DoO. This includes addressing potential variations in funding amounts, understanding the flexibility available to councils, and identifying the necessary adjustments.	SZC	Next meeting
17/10/2024	6	NP to investigate what drainage is occurring at Buckleswood Compound site	SZC	Complete
17/10/2024	7	SZC to determine whether AIL payments can be made annually in September rather than January	SZC	Next meeting

Author: Caitlin Murphy (SZC)