

## NOT PROTECTIVELY MARKED

Meeting:	Delivery Steering Group
Date:	19 <sup>th</sup> Jul 2024
Location:	MS Teams
Chair:	R. Bull
Attendees:	R. Bull SZC (Chair) D. Peacop SZC P. Ridley ESC M.Moll SCC
Apologies:	None

### Meeting Notes:

#### 1 SZC PROJECT UPDATE

RB and DP presented on the status of the project including an update on the recent work undertaken on the MCA, TCA and ACA.

PR requested whether a further site visit could be organised in September to allow elected Members to view latest work undertaken and the operation of the site.

MM stated that it would be useful to understand the actual start date of specific work packages that had previously been discharged by ESC/SCC. RB suggested to add a start date column to the DCO Requirements Tracker, which was agreed.

It was agreed to progress further engagement on the SZC delivery programme to ensure that resources were allocated in the right areas to support delivery. This should also include a status update on other major projects and the timing of their works.

#### 2 LOCAL AUTHORITY UPDATE

East Suffolk Council (ESC)

PR reported that ESC had undertaken an initial review of the operation and working practices of the various governance groups and all considered to be functioning well. RB welcomed this and explained that SZC will be producing a quarterly Governance Summary Report to set out key decisions made by the different groups along with an updated financial summary. It was agreed to include this as a standard agenda item going forward.

ESC has successfully recruited the majority of roles required for the project with the remaining posts being advertised.

Suffolk County Council (SCC)

MM advised that SCC has commenced an internal audit process as good practice on the management to date of Deed of Obligation funding. PR asked that the outputs could be shared with ESC.

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MM suggested that it would be helpful to have a regular meeting to discuss the ongoing DCO governance and also maintain the right level of liaison with all parties. It was also important to ensure that all monitoring undertaken for the project was visible and a clear understanding of how it feeds into the appropriate group.

### 3 DSG DECISIONS

There were no escalated issues or required decisions from the DSG at this time.

### 4 AOB

- None.

#### Previous Actions

Date Raised	Ref.	Description	Lead	Date Due
2 <sup>nd</sup> July 2024	1	Agree with SCC Highways Update any required mitigation to the highway or proposed method to manage vehicles between the water source and Church Hill.	SZC	Complete
2 <sup>nd</sup> July 2024	2	SZC to develop and implement a communications strategy to relevant Parishes, Council representatives and local community	SZC	Ongoing 30 <sup>th</sup> July 2024
2 <sup>nd</sup> July 2024	3	SZC to update the DSG on the proposed 2025 water supply strategy in future meetings	SZC	1 <sup>st</sup> November 2024

#### Actions raised during the meeting

Date Raised	Ref.	Description	Lead	Date Due
19th July 2024	1	Site visit to be organised in September to include elected members	SZC	31 <sup>st</sup> August 2024
19th July 2024	2	SZC to add column to DCO Requirements Tracker to show works commencement date	SZC	31 <sup>st</sup> July 2024
19th July 2024	3	SZC to arrange initial meeting to review delivery programme and resourcing for all parties, along with the interface of other projects.	SZC	31 <sup>st</sup> August 2024
19th July 2024	4	SZC to include the proposed DCO Governance Report as a standing agenda item.	SZC	31 <sup>st</sup> August 2024
19th July 2024	4	SZC to organise a specific DCO governance meeting between all parties.	SZC	31 <sup>st</sup> August 2024