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Revision 01

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ACCOMMODATION WORKING GROUP

Meeting Type:	DoO Governance Group Meeting
Date:	21 st July 2025
Venue:	MS Teams
Meeting Chair:	Rebecca Calder (SZC)
Attendees:	SZC – Rebecca Calder (RC), Roan Morling (RM), Jen Mills (JM) – Observer ESC: Ellis Rix (ER), Alexis Corless (AC) - Observer, , Joss Mullett (JM) – Observer, Tom Cox (TC) – Observer, Martyn Fulcher (MF) – Observer, Bethany Rance (BR) – Observer, Teresa Howarth (TH) - Observer SCC: Kate Watson (KW), Andy Rutter (AR) – Observer
Apologies:	Fern Lincoln (ESC), Mike Humphrey (SZC)
Meeting Record produced by:	Caitlin Murphy (SZC)
Next Meeting Date:	20 th October 2025

Summary / Key Discussion				
Meeting Notes:				
Actions from previous meeting:				
Date Raised	Ref.	Description	Lead	Date Due
20/01/2025	1	JS and NP will collaborate with PR, FL, TH, and AC to align on accommodation strategies and share SZC's position in terms of early bedspaces and accommodation numbers. NP will share a tracker detailing the meetings SZC has held regarding various accommodation sites	SZC	Closed
20/01/2025	2	JS to collaborate with FL, TH and AC to gather appropriate data from AMS reporting tools and address any challenges	Working Group	Closed
20/01/2025	3	MH to investigate whether workforce survey can be mandated during onboarding process	SZC	Closed
20/01/2025	4	SZC to attended future ESC accommodation events to support addressing questions from attendees	SZC	Closed
20/01/2025	5	JS to keep ESC informed on how SZC is integrating transport and accommodation strategies	SZC	Closed

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20/01/2025	6	ESC to monitor accommodation enquiries to track attrition rates and refine planning efforts, including documenting reasons for those that do not progress	ESC	Closed
20/01/2025	7	SZC to analyse the spatial distribution of projected workers, ensuring that this information aligns with workforce demand from surveys and accommodation supply from AMS data	SZC	28/04/2025
20/01/2025	8	SZC to confirm that Housing and Homelessness Services Resilience Measures funding can be used for additional staffing to support homelessness prevention with confirmation via the normal funding approval route	SZC	Closed

- Action 1: closed. Covered in meeting.
- Action 2: closed. There is ongoing work with ESC and new reporting is in development.
- Action 3: closed.
- Action 4: closed. SZC are available as needed.
- Action 5: closed. Covered in meeting.
- Action 6: closed. Noted this sits more with planning than the Housing team.
- Action 7: ongoing.
- Action 8: closed.

SZC Update

Project Update

- Announcement of £14.2bn additional funding from UK government.
- Significant progress is being made as activities roll out across the Off Site Infrastructure sites (OSIs aka associated development sites / ADs). Ongoing archaeological work is taking place, and construction has started or is starting soon on most sites.

SZC Reporting

- Issues
 - Community concerns about rising rents and HMOs in Leiston.
 - Reports of workers sleeping in cars – SZC asked that any such complaints be relayed from ESC/SCC to SZC for investigation. The project can check whether this is a SZC worker and, if so, either support them and reinforce the need for appropriate behaviour using the Worker Code of Conduct if applicable. *[Post-meeting note: these reports were investigated and they were not SZC workers at all].*
 - The MP has asked for details of AWG grant expenditure data that will be provided by ESC in this meeting – agreed that this could be sent over.

Accommodation Management System (AMS)

- A total of 818 properties are available, providing 5,369 bedspaces across various categories.
- SZC non-home-based (NHB) workers are able to register with AMS, not Visitors.
- To qualify as a seeker, workers must complete the SZC induction.
- The group discussed the timing for when workers can seek properties on the AMS and noted that it would be better if workers could search for accommodation before induction. SZC to consider changes to AMS so workers can become seekers once they are assigned to the project.

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Action – SZC to consider changes to AMS so workers can become seekers once they are assigned to the project.

- ESC noted the static nature of the AMS – does not provide real time booking functionality. RC noted that this is because it is intended for workers seeking long term accommodation and therefore workers will typically need to sign tenancy contracts etc. Real time booking functionality is not necessary or appropriate for this type of accommodation.
- Suggestion that registration on the AMS before formal Induction may provide more robust data.
- RM will engage with ER and TH to formulate questions for a survey of the AMS system, aimed at gathering evidence on how many providers have received bookings and their feedback on the system.

Action – RM, ER, and TH to consider survey questions for AMS system providers to gather their feedback.

Project Accommodation

- Utilisation of project accommodation: bedspaces are available at Pontins, with the bar and café now open. 25 bedspaces currently being used. Refurbished rooms will be available in August and are being heavily promoted. Renovations are underway, aiming to complete the first batch of renovated rooms by next week.
- The TCPA submission for Pontins Caravan Park is imminent. If planning consent is granted, it will take 9-12 months to become operational.
- Construction of the Accommodation Campus has started. This will include 16 accommodation blocks with 2,400 single-occupancy rooms, and a large amenity building for social spaces, eateries, and landscaped outdoor areas.

Other sites

- 2 other sites SZC is considering to provide choice of accommodation for workers were discussed - both would require further planning consent.

Other Relevant Information

- A 3-year workforce lookahead was shared with the ESEWG.
- The (May 2025) Implementation Plan has been shared with ESC and SCC. RC to share with group.

Action – RC to share Implementation Plan with AWG.

Accommodation Strategy

- RC provided a recap on the DCO Accommodation Strategy which formed the basis for the scope and quantum of the Housing Fund:
 - c. 7,900 peak workforce:
 - c. 2,000 workers living in the local area (home-based (HB) workers) –living within a 90-minute commute
 - remainder (around 5,900) would come from further afield (non-home-based (NHB) workers) and would require temporary accommodation within a 60-minute commute from the main development site
 - + 600 associated development workers – all recruited from the local area
- At peak, NHB workers likely to take the following types of accommodation:
 - Up to 3,000 workers in accommodation campus and caravan park
 - c. 800 workers in tourist accommodation in a range of types (e.g. serviced, self-catering, caravans) depending on price, location, and availability
 - c. 1,200 workers - in the private rented sector (PRS)

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- c. 880 to buy - owner-occupied sector
- Upper estimate – does not include latent (spare rooms / currently unregistered etc.)
- **Gravity Model:**
 - For NHB workers, the model had two elements: weighting based on the amount of accommodation in the area and one based on the distance from the site.
 - Model assumes that:
 - workers are more likely to live in areas where there is more accommodation available; and
 - more likely to choose locations with shorter travel-to-work times
 - Aimed to identify areas of potential pressure on services and accommodation to direct mitigation:
 - identified potential localised effects at the peak of construction, particularly in areas to the east of the A12, on availability of accommodation in the PRS and tourist sectors.
 - Tourist accommodation - at peak, possible localised effects on capacity, particularly in Leiston and Aldeburgh.
 - PRS - peak demand may exceed the frictional vacancy within Leiston, Aldeburgh, Saxmundham, and Yoxford, requiring mitigation via the Housing Fund – most significant effects in Leiston and Aldeburgh; Rendlesham and Snape - demand between 50% and 100% of the frictional vacancy in the peak year – within the capacity required for the sector to operate and is considered a low risk.
 - Leiston is where estimated vulnerability is greatest (based on housing register and socio-economic data) - particularly important to ensure that the lower 30th percentile of the PRS remains accessible to local people as a way into the housing market in Leiston.

Workforce Survey

- **Definitions of workers in the Deed of Obligation** comprise:

“SDS Construction Workforce” means persons:

(a) employed or otherwise engaged (whether or not by SZC Co) to work on the Project at the SZC Development Site, excluding the Accommodation Campus Site, as their main place of work;

(b) who have been at the SZC Development Site, excluding the Accommodation Campus Site, on at least 5 separate days in a 30-day period during the Construction Period; and

(c) who have been at the SZC Development Site, excluding the Accommodation Campus Site, for at least 37.5 hours in a 30-day period during the Construction Period;

“Non-SDS Workforce” means persons employed or otherwise engaged (whether or not by SZC Co) to work on the Project at one or more of the Sites other than the SZC Development Site, but including the Accommodation Campus Site, as their main place of work;

“HB Workers” means members of the Sizewell C Construction Workforce who in response to a workforce survey carried out pursuant to Schedule 3, paragraph 7.2.2 indicate that they:

(a) lived within Norfolk, Suffolk, Essex, South Cambridgeshire or East Cambridgeshire immediately prior to obtaining work on the Project; and

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(b) continue to live within Norfolk, Suffolk, Essex, South Cambridgeshire or East Cambridgeshire on starting work on the Project.

"NHB Workers" means members of the Sizewell C Construction Workforce who:

(a) have moved accommodation temporarily to take up employment on the Project; and

(b) are not HB Workers.

- Survey Overview
 - The survey launched in March.
 - Approximately 1,200 people on site – noted that not all will meet the 5-day rule (as set out in the Deed of Obligation) – once the full access control system is in place, 5-day rule numbers will be presented and the results extrapolated for the workforce as a whole.
 - Sample size: the response rate of the survey was 45%.
- Summary of Responses
 - 61% of respondents were SDS workers; the remaining were non-SDS.
 - Workforce split: 60% HB, 40% NHB.
 - SDS split: 60% HB, 40% NHB.
 - Non-SDS split: 59% HB, 41% NHB.
- Accommodation type and location by ward data was provided for NHB workers. Number of dependent and breakdown by early years / primary / secondary age was also provided. KW asked that the Workforce Survey fully reflected all the requirements in the Deed of Obligation [Sch.3-7.2.2], so that the data showed breakdowns of sampled workforce to estimate the numbers and locations of workforces' family members by school age cohorts (children).
- [NB – not explicitly stated in the meeting, but Sch.7-2.14.1B requires estimated HB and NHB workforce proportions data to be collected and collated by district.

Action: SZC to share Workforce Survey results presented with AWG plus data on HB workers and location of dependants.

- The group discussed the LEEIE payment in the Deed of Obligation once NHB workers exceed 850 and whether this number may be reached by the next survey, while also noting the high number of bedspaces currently available via the AMS / at Pontins.
- RC noted that SZC is currently overreporting numbers since the five-day rule cannot be measured until the site access control system is fully implemented. RC noted the need to see whether more accurate data on total workers meeting the five-day rule can be provided for the next survey. Following that the access control system should be fully implemented so this will resolve the issue.

Action – SZC to provide a more accurate estimate of total workers meeting the five-day rule for next workforce survey ahead of the full site access control system being in place.

- TH expressed concern about making payments based on potentially inaccurate NHB worker data. RC offered to present the rationale for not making this payment at the AWG meeting, where the group could agree or disagree. The group will further investigate this matter and schedule another meeting before the next workforce survey to discuss findings.

Action – RC to present the rationale to the AWG for their agreement on why SZC should not be required to make DoO payment – informal meeting to be arranged for September.

- AC suggested that, given the volume of information from the workforce survey and discussions, the group reconvene after reviewing the data.

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Action – Group to review Workforce Survey data offline and regroup in September (as per meeting above) to offer feedback.

- KW asked for the survey questions in advance of the next workforce survey for SCC to ensure adequate notice and awareness of the questions. RC noted that the aim will be to keep questions as consistent as possible and that the DoO sets the scope for what must be reported.

Action – SZC to share questions on the next Workforce Survey with SCC / ESC in in reasonable time to allow for responses.

ESC Update

Private Housing Market Supply Plan

- The group approved the revised wording regarding the development office's role.

Grants and Deed of Obligation Reporting (ESC)

- ER detailed the allocation of funds from the Private Housing Supply Plan (PHSP) and Housing Fund.
- Initiatives funded include rent and deposit schemes, Sizewell accommodation grants, and renovation grants for landlords.
- ER highlighted the expenditures and bedspaces delivered, indicating readiness to deliver more bedspaces, as well as planned bedspaces and current applications which are being considered, with a significant increase in interest noted.
- The grant process is being reviewed for efficiency, and virtual assessments for grants are being implemented.
- Collaboration with the planning team is ongoing to support grant initiatives.
- ER will circulate the grant conditions and outline the monitoring process to ensure properties are made available to SZC workers, including identifying any reasons for unavailability.

Action – ER to circulate grant conditions and outline the monitoring process to ensure properties are made available to SZC workers, including identifying any reasons for unavailability.

Current Issues

- An increase in applications for large HMOs to accommodate workers has been observed.
- Concerns about small, unlicensed HMOs have been raised by Leiston Town Council due to the loss of family homes, necessitating effective monitoring.
- Definitive evidence of homelessness related to SZC worker tenancy changes is still pending; an SZC accommodation survey is needed.
- There is growing interest in creating HMO accommodations for SZC workers, with new landlords emerging who need support and training.
- Additional HMO licensing and enforcement provisions are required.
- Proposed Solutions
 - Funding from housing and homelessness resilience measures is proposed to hire a senior housing enforcement officer for a temporary role.
 - This officer would help identify and address HMOs in the community, with the role's continuation dependent on evidence collected.
 - AWG does not need to formally agree this spend but that agreed this sounded like a sensible use of the fund.

Tourism Accommodation Plan

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- Work is ongoing to develop questions, with internal meetings determining next steps. Further updates will follow.

Summary of Matters Agreed

- Private Housing Market Supply Plan - the group approved the revised wording regarding the development office's role.
- Informal agreement that funding from Housing and Homelessness Resilience Measures be used to hire a senior housing enforcement officer for a temporary role is sensible.

AOB – next AWG meeting 20/10/25.

Actions agreed in meeting:

Date Raised	Ref.	Description	Lead	Date Due
21/07/2025	1	SZC to consider changes to AMS so workers can become seekers once they are assigned to the project.	RM	Next meeting.
21/07/2025	2	RM, ER, and TH to consider survey questions for AMS system providers to gather their feedback.	ER, RM, AC	Next meeting.
21/07/2025	3	RC to share Implementation Plan with AWG.	RC	Sent with meeting note.
21/07/2025	4	SZC to share Workforce Survey results presented with AWG plus data on HB workers and location of dependants.	RC	Sent with meeting note.
21/07/2025	6	SZC to provide a more accurate estimate of total workers meeting the five-day rule for next workforce survey ahead of the full site access control system being in place.	SZC	Next workforce survey.
21/07/2025	7	RC to present the rationale to the AWG for their agreement on why SZC should not be required to make LEEIE payment – informal meeting to be arranged for September.	RC	Informal meeting to be arranged for Sept.
21/07/2025	8	Group to review Workforce Survey data offline and regroup in September (as per meeting above) to offer feedback.	AWG	Sept meeting.
21/07/2025	9	SZC to share relevant questions on the next Workforce Survey with SCC / ESC in advance, & in reasonable time to allow for response	SZC	Ahead of next survey starting (expected to be

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				shared Sept).
21/07/2025	10	ER to circulate grant conditions and outline the monitoring process to ensure properties are made available to SZC workers, including identifying any reasons for unavailability.	ER	Next meeting.