

101346851

Revision 01

## SZC PLANNING GROUP

### NOT PROTECTIVELY MARKED

Meeting:	Planning Group
Date:	22 <sup>nd</sup> August 2024
Location:	MS Teams
Chair:	Niki Pieri (SZC)
Attendees:	SCC – Issac Nunn, Kate Watson, Andy Rutter, Michael Moll SZC – Niki Pieri, Steven Mannings, Daniel Piercy, Olivia Hart ESC – Philip Ridley, Emma Devereux, Naomi Goold, Bethany Rance
Apologies:	Richard Bull

#### Meeting Notes:

##### INTRODUCTION AND REVIEW OF PREVIOUS ACTIONS

Date Raised	Ref.	Description	Lead	Date Due
4 <sup>th</sup> July	1	ToR to be confirmed at next meeting	All	Next meeting
4 <sup>th</sup> July	2	Update schedule of meetings and issue governance pack.	RB / NP	Next Meeting
4 <sup>th</sup> July	3	Incorporate reporting template that shows allocation of spend against specific groups.	RB / NP	Next Meeting
4 <sup>th</sup> July	4	SZC to share legal challenge response to pre-app letter for information to ESC and SCC.	RB	Next Meeting

- Action 1:
  - Terms of reference to be agreed by groups. MM requested for 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).

##### Action - SZC to carefully review all Terms of Reference, and that membership is in accordance with the DoO

- Action 2
  - Members to send comments on Governance Group Protocol once they have reviewed it
  - section on escalation to be added including forecasted dates in calendar for meetings
  - KW queries whether minutes, once checked and approved for distribution, can act as evidence for payment. She requested that a table on funding agreed should be included in the minute template, and reflected in the protocol.
  - Agendas should be shared or agreed by chairs, which should be included in protocol

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**Action – In the 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**

- Action 3
  - Still working on internally
- Action 4
  - NP to check

#### SZC PLANNING TRACKER

- **Water Sourcing Facility TCPA** – still on hold.
- **TCPA Wild Aldhurst Enhancement Works** – looking internally at potential amendments to the Bridleway. Design work is required, will keep ESC/SCC updated.
- **Saxmundham Road Level Crossing TCPA** – some points need to be clarified in relation to bat surveys, and some queries from SCC regarding drainage, still to be agreed
- **Construction Electrical Supply (132kV)** – some outstanding points regarding BNG which need addressing and some suggested tweaks to archaeology conditions.
- **Natterjack Toad Application** – working on proposals to submit application by end of September
- **Bus Refuelling/Maintenance – Ransomes, Ipswich, TCPA** – Phase 1 proposals has been approved by Ipswich BC.

#### DCO REQUIREMENTS

- **Req 03** – Awaiting determination from SCC for Pakenham Fen Meadow and SSSI Crossing Southern Abutment applications. Awaiting confirmation from East Suffolk that they have no comments
- **Req 04** – submission to be made September/October 2024.
- **Req 05** – Phase 2 submission with ESC for determination. ESC awaiting final comments from stakeholders prior to determination. NP states that the next submission (concerning earthworks and MDS works) is targeted for the end of September, and an additional submission is planned for Q4 2024. NP will clarify the timing and discuss the possibility of merging two submissions or keeping them separate, as LLFA prefers smaller, more manageable submissions for faster processing. A dedicated submission for the Northern Park and Ride is set for late September, while the Southern Park and Ride submission is set for year-end.
- **Req 09** – with East Suffolk for determination
- **Req 10** – drafts relating to BR19 and GRR have been prepared and shared with Annette Robinson, however, discharge is contingent on receiving technical approval for the BR19 diversion. Need to consider strategy to prevent 6-week delay following technical approval
- **Req 18** – NG confirmed that TCPA for sports pitches is approaching finalization, with some matters involving Sports England being addressed. Submission of this Requirement to follow consent by ESC. NP changes date to Q4 2024.
- **Req 19** – planned to be submitted end of 2024

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- **Req 20 and 21** - submitted on 21/08/2024.
- **Req 23** – this is currently with SCC, and in same stage of awaiting technical approval. MM states that it has been agreed that in principle it is pointless to submit discharges before having technical approval.
- **Req 25 and 26** – SM states this is likely to extend into beginning of Q4 2024, although still striving for Q3 2024
- **Req 30** – NP to update NG next week on status of campus
- **Req 33** – submissions will depend on technical approval
- **Req 35** – unlikely to be in Q3 2024 (can amend based on technical approval date for AD1 schemes)
- **Req 36** – submission relating to Yoxford landscape is set for end of this quarter. NG seeks clarity on maintenance responsibilities for planting (highway authorities or SZC) and suggests progressing this with county. AR says this is an ongoing discussion, and also raises concern around timings of Yoxford Roundabout Landscape works, and whether additional changes result in landscape impacts. NP says she thinks landscape was agreed but will check
- **Req 39** – scheduled for end of quarter. Necessary amendments will be confirmed and made in consultation with Rebecca Calder.
- NP states that Green Space Plan has been added to tracker and is with East Suffolk for determination
- NG queries about discharges in relation to rail, assuming there are none. With Rail Noise Mitigation plan coming in, she presumes there will be no changes to what was proposed in the DCO. NP responds that SZC won't need to make changes if they are in accordance with drawings, but will double check.
- MM makes generic comment about adding column with expected implementation date and actual date to tracker (start on site date). This addition aims to facilitate advance notice when tasks will be implemented. NP to explore the best approach to integrate this feature

#### Action – Integrate expected implementation date and actual date to tracker (start on site date)

- NP states the need to update the tracker with the submission to NG and IN about the alteration in the DoO commitment regarding the provision of Wild Aldhurst car parking. NG queries about the feasibility of a modified parking solution. SM expressed doubts, citing space constraints due to the new entrance and visitor centre occupying the potential parking area. SZC to provide further justification.

#### DCO GOVERNANCE GROUPS UPDATES

- Meeting Schedule
  - Column to be added for meetings needing to be scheduled in each month
  - SM highlights the importance of scheduling meetings in advance. MM suggests incorporating section into the protocol that mandates setting meetings at least four weeks prior. The group consensus was that meetings should ideally be scheduled six months in advance to ensure adequate preparation.

#### Action – Incorporate section into Governance Group Protocol stating that meetings must be scheduled at least 4 weeks in advance

- Meeting Records and Status

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- Community Safety Working Group meeting minutes from 04/07 – KW requests that before their distribution, the minutes must accurately document the details of payment evidence (i.e. agreement under specific fund (schedule and paragraph)), to provide sufficient evidence from an audit perspective

#### **Action – Ensure Community Safety Working Group meeting minutes from 04/07 clearly document payment evidence**

- NG requests adding an 'agreement log' to meeting minutes template (for funds, agreed plans etc)
- Group agree with having key decisions log for each governance group in tracker spreadsheet

#### **RECOMMENDATIONS TO DSG**

- MM queries whether protocol for governance groups is Planning Group or DSG decision, and whether from a formality perspective it should from DSG

#### **TIMING OF REQUIREMENTS DISCHARGE AND HIGHWAY DETAILED DESIGN**

- RB has organized a meeting with the senior team for the first week of September to discuss implementation and scheduling. Process with regards to how DCO Requirements to be submitted and timing following technical approval to be discussed at this meeting.
- MM states the importance of having a timescale for expected technical approval, but that this assumes the submitted documents are acceptable. He states that it must be recognized that technical approval may not be granted if designs still need amending.

#### **AOB**

- SM provided a brief update, on behalf of the other trustees, on progress with establishment of East Suffolk Trust (EaST). It was confirmed that the application will be submitted to the Charities Commission in Set/Oct following update of the Suffolk Environment Charity Deed signed by the local authorities and Sizewell C dated 8 October 2021. The charity will be launched in Spring/summer 2025 upon registration.

#### **Action - SM to request HSF to circulate updated Trust deed document with Suffolk County Council**

#### **Action - SM to consult with SZC HR and share the operational plan over the next 12 months with the councils**

#### **Action - SM to ensure council involvement in trustee meetings**

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### Actions raised during the meeting:

Date Raised	Ref.	Description	Lead	Date Due
22/08/2024	1	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	2	In the 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	Next Meeting
22/08/2024	3	Integrate expected implementation date and actual date to tracker (start on site date)	SZC	Next meeting
22/08/2024	4	Incorporate section into Governance Group Protocol stating that meetings must be scheduled at least 4 weeks in advance	SZC	Next Meeting
22/08/2024	5	Ensure Community Safety Working Group meeting minutes from 04/07 clearly document payment evidence	SZC	Next Meeting
22/08/2024	6	SM to request HSF to circulate updated Trust deed document with Suffolk County Council	SZC	Next Meeting
22/08/2024	7	SM to consult with SZC HR and share the operational plan over the next 12 months with the councils	SZC	Next Meeting
22/08/2024	8	SM to ensure council involvement in trustee meetings	SZC	Next Meeting
22/08/2024	9	Create an agreement log for each governance group	SZC	Next Meeting

**Author: Caitlin Murphy (SZC)**