

101231832
Revision 01

ACCOMMODATION WORKING GROUP MEETING MINUTES – 4/12/23

NOT PROTECTIVELY MARKED

Meeting:	Accommodation Working Group (AWG)
Date:	4 th December 2023, 11:30-12:30
Location:	MS Teams
Chair:	Rebecca Calder (SZC)
Attendees:	Teresa Howarth (ESC), Fern Lincoln (ESC), Naomi Goold (ESC), Heather Fisk (ESC) Rebecca Calder (SZC), David Barrett (SZC), Mike Humphrey (Quod for SZC) Isaac Nunn (SCC), Eleanor Wright (Quod – Secretariat).
Apologies:	None

MEETING NOTES:

1 INTRODUCTION AND ROLES

Dave Barrett - Service Manager – People, Sizewell C (noted that James Soloman (Accommodation Manager) would be joining his team and taking the role of Accommodation Co-ordinator going forward)

Rebecca Calder – Community Environment Manager, Sizewell C (Chair for this meeting – East Suffolk Council (ESC) to take Chair role in future)

Mike Humphrey – Director, Quod – Socio-economic consultant for Sizewell C

Fern Lincoln – Strategic Lead for Housing Needs, ESC

Heather Fisk – Head of Housing, ESC

Teresa Howarth – Licencing and Housing Officer, ESC

Isaac Nunn – Senior Planner Suffolk County Council (SCC) - Planning Lead for Sizewell C

Bethany Rance – Senior Planner, Energy Projects (stand in for Naomi Goold), ESC

Eleanor Wright – Consultant, Quod (secretariat)

- Group approved recording of meeting for purposes of creation of meeting note.
- HF confirmed that ESC will be chair of Accommodation Working Group meetings going forward.

ACTION: to be decided by AWG who will be voting members and observers within the group – next meeting.

2 TERMS OF REFERENCE

- RC shared Terms of Reference (ToR) with the meeting following circulation last week, group confirmed they have no comments at this stage.
- HF proposed we accept ToRs now, as drafted, and then review at a later date. Group agreed.

ACTION: AWG to submit approved ToR to Social Working Group for approval.

3 DCO FIRST COMMENCEMENT UPDATE

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- RC confirmed commencement is anticipated for early January 2024 and Deed of Obligation money will be transferred from that point. Noted that it is a 9 - 12 year construction project, therefore not everything has to be sorted out on day one. RC clarified anticipated first commencement works will just relate to elements of the land east of Eastlands Industrial Estate works that cannot be undertaken as pre-commencement works e.g. kerbs and lighting columns, and there will then be at least a few months ramp up to full construction on other sites whilst other early works continue (e.g. archaeological clearance).
- RC discussed items that are needed on or before commencement. For accommodation, these comprise the accommodation coordinator and accommodation management system (AMS) (a system which allows accommodation providers to advertise a range of accommodation types and workers to search for accommodation). The AMS will be free to use which should act as an incentive for private providers to use it. It will also mean they can flex their prices so they are SZC-specific e.g. lower prices for longer rentals. SZC is currently in the final stages of getting the AMS delivered and RC confirmed this will sit on Sizewell C website.
- RC noted that signposting / a Q&A for providers and workers is included on the AMS, as required by the Deed of Obligation e.g. links to government guidance. RC asked if the AWG have any specific requests relating to signposting e.g. from ESC or SCC websites. HR requested text to see what is to be put on system, ESC to review and ensure consistency.
- RC confirmed that funding for the roles set out in the Deed of Obligation will start to come through from commencement.

ACTION: SZC to share AMS text to group attendees for review.

4 KEY ISSUES FOR DISCUSSION

- Discussion on launch of AMS e.g. a 'one-stop shop event'. RC set out that SZC would like to do something to push this out to providers and encourage sign-up. RC confirmed the Chamber of Commerce would do this for us but it will also be important to advertise more widely e.g. through the SZC website, or through comms such as SZC newsletters. RC flagged idea of doing an in-person launch event (with councils present).
- RC asked ESC/ SCC whether / how they would like to be involved – agreed that should push AMS out from SZC side and then when ESC are more developed in terms of thinking on the housing fund and officer roles in place that a follow-up event could be arranged. TH suggested it will be good to test water initially and find out what people would like to know etc – beneficial to use the launch event as a fact-finding exercise.
- RC suggested a webinar with the Chamber of Commerce, starting with the property owners who have expressed interest, and ESC listen into that. Include Q&A at the end. ESC agreed with approach and suggested this should be held early in the new year. DB confirmed SZC already have a list of interested property owners (60 already, some with more than 1 property).

ACTION: SZC to liaise with Chamber of Commerce to compile final provider list and co-ordinate webinar event Q1 2024.

- RC noted that SZC is considering moving the location of the Caravan Park from land east of Eastlands Industrial Estate to elsewhere with the most likely location at the moment being Pontins in Pakefield. Noted that discussions have already been held on this with Philip Ridley at ESC but that no decisions have yet been made. Aim is to make a decision on SZC preferred location and bring this to the AWG in the next quarter.

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- FL queried number of beds expected to be provided by Pontins. DB confirmed the current expected number is 513 (mostly for single occupancy for SZC workers).
- RC noted that a further site also near Pakefield, in same ownership as Carlton Meres Holiday Park, is also being considered.
- Discussion on demand for touring caravans. DB confirmed that demand is expected in earthworks phase – as the project moves into main civils, a move away from caravans is expected so there will be a need to offer a mix of accommodation types over the construction phase of the project.
- FL queried if this was an issue at Hinkley – DB explained that it becomes easier once project accommodation (i.e. campus) becomes available but that pressure can then increase again as the project moves towards the peak.
- Noted that in a pre-meet between SZC and ESC last week, concerns over supply of rental accommodation were discussed, and ability of Housing Fund to deliver the number of additional spaces previously estimated.
- IN raised a question on the Deed of Obligation mechanism with regard to changing the location of project accommodation i.e. caravan park. RC noted that the Deed of Obligation provides for this to be down with the agreement of the AWG and it will be for the AWG to decide whether what the project is proposing is a reasonable, suitable, timely alternative, in terms of both change of location and whether the payment set out in Schedule 3, section 4.2 of the Deed of Obligation should apply.

5 **STANDING AGENDA ITEMS (TO BE NOTED FOR THIS MEETING ONLY – DISCUSSED IN FUTURE MEETINGS)**

- RC confirmed Workforce Survey will take place 6 months after commencement (+ 2 months to report) – SZC to report to the AWG
- SZC will update AWG on project accommodation on an ongoing basis e.g. caravan park and campus, delivery / alternative arrangements / occupancy (once built) – SZC to report
- Approve and Review Private Housing Supply Plan (6 months of Commencement) – ESC to propose / AWG to review and approve and propose updates if required.
- Tourist Accommodation Plan (6 months of Commencement) – ESC to propose / AWG to review and approve and propose updates if required.
- Housing Contingency Fund - residential care homes (SCC) element to be considered should a residential care home close / housing and homelessness services resilience measures (ESC) to be considered annually based on date provided on workforce numbers and location and housing market stress). AWG will consider, agree upon and approve measures to be funded.
- Housing Fund - ESC to report on spend / bed spaces delivered / bedspaces planned to be delivered (including Tourism Accommodation element of the fund).
- RC discussed that SZC will provide recommendations to ESC on how to apply the Housing Fund.
- AWG will report to the Social Review Group in terms of effectiveness of monies spent in accordance with the Housing Fund, Private Housing Supply Plan, Tourist Accommodation Plan and Housing and Homelessness Services Resilience Measures.

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- RC confirmed anything that cannot be agreed in AWG will go to Social Review Group (and Delivery Steering Group if need be).
- HF suggested next meeting is held in early Feb 2024 (once meeting with Chamber of Commerce has taken place and feedback can help with strategy initiatives). ESC to take over chairing AWG; SZC will continue to provide secretariat support for meetings.

6 AOB

- MH noted that following commencement, there is a need to quickly produce the private housing supply plan and it would be useful to have a technical deep dive session in January as a refresh on this (i.e. illustrative split of funding, changing housing context and how best to split the housing fund pot to meet council and project objectives).
- Agreed that it would be helpful for SZC to circulate documentation exchanged as part of Deed of Obligation negotiations and SZC / ESC to discuss each line item. Not an official AWG meeting – update to be provided at next AWG meeting.
- Technical deep dive meeting arranged for 8th January 2024, 2-3.30pm

ACTION: SZC to circulate documentation exchanged as part of Deed of Obligation negotiations. (Post-meeting note – action complete)

ACTION: SZC to circulate meeting invitation for 8th January 2024. (Post-meeting note – action complete)

- MH recommended meeting / Q&A session with housing officers in Somerset after 8th Jan meeting – use as session to understand lessons learnt from Hinkley Point C. SZC to coordinate with HPC to see whether this would be possible.

ACTION: SZC to liaise with HPC to see whether a meeting with Somerset officers would be possible.

Actions raised during the meeting:

Date Raised	Ref.	Description	Lead	Date Due
4 th Dec	1	To be decided by AWG who will be voting members and observers within the group.	AWG	Next AWG mtg Q124
4 th Dec	2	AWG to be provided to Social Review Group for approval.	SZC	26 January 24
4 th Dec	3	Share AMS text to group attendees for review.	SZC	Q124
4 th Dec	4	Set up webinar event to promote AMS Q1 2024.	SZC with Chamber of Commerce	Q124
4 th Dec	5	Circulate documentation on negotiations in relation to DoO.	SZC	Completed ahead of

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				8/1/24 meeting
4 th Dec	6	Circulate meeting invite for 8th Jan.	SZC	Complete
4 th Dec	7	Signpost to public information on delivery of bedspaces via Housing Fund at HPC and work with HPC to facilitate meeting between ESC and Somerset Housing Officers.	SZC	Q124

Author: Eleanor Wright (Quod)