

## Sizewell C

### Planning Performance Agreement 1<sup>st</sup> Project Board Meeting

**Date: 11 November 2010**

#### Attendees

**SCC:** Lucy Robinson, John Pitchford

**SCDC:** Stephen Baker, Philip Ridley, Bob Chamberlain,  
Paul Wood (Joint SCC/SCDC Project Office)

**EDFE:** Richard Mayson, Tim Norwood, Angela Pearce, Nick Lloyd Davies, Roy Collins,

#### Meeting Minutes

##### **Item 1 – Signature of PPA and Communications**

- EDFE, SCC and SCDC all confirmed that they were content with the final agreed version of the Planning Performance Agreement (PPA). Signed, sealed and dated copies of the agreement were circulated at the end of the meeting.
- EDFE indicated that a short press release was planned to mark conclusion of the agreement – a draft of which had been circulated to SCC and SCDC communications officers. SCC and SCDC proposed the inclusion of a number of quotes from Council members in the press release and this was agreed in principle. (**Action: EDFE, SCC and SCDC to progress details and issue press notice**)
- It was agreed that a pdf version of the final PPA text would be placed on the relevant part of the SCDC website – the Sizewell C section of this website to be expanded over time as more material is generated by the project.

##### **Item 2 - Update from EDFE on Sizewell Project timetable and key issues**

- EDFE provided a short up-date on the Sizewell project. Work is continuing on the construction and operational plot plan for the project – with a full review of ongoing studies planned for early next year.

- The extent of the remaining issues raised by this work – along with the relationship with the timing of EDFE’s submission of the full application for the Hinkley project – would be the main considerations shaping the precise timing of Stage 1 consultation for Sizewell – which was planned for later in 2011. Stage 1 for Sizewell was unlikely to be before EDFE had submitted its full application for Hinkley. As soon as EDFE was in a position to provide greater clarity on the consultation programme for Sizewell, we would do so.
- EDFE noted that a recent meeting with SCC and SCDC officers had set out the current position on the plot plan and the work which was still ongoing. SCC and SCDC indicated that this had been helpful – and pointed to matters of station design/visual impact and the final size, design and landscaping of the Northern Access Road as issues where they were keen to understand the basis of EDFE’s proposals further.
- There was a general discussion of the approach EDFE would take to local issues raised by the project and the extent of existing guidance on how this should be handled for nationally significant infrastructure projects. It was agreed that a meeting should be arranged between EDFE and SCDC officers to discuss the relevant local development framework and core strategy such that EDFE can consider these in the context of – for example – its proposals for associated development. (**Action: EDFE to arrange with SCDC**)

### **Item 3 – PPA Operational Issues**

The meeting considered a paper on the operation of the PPA and the Project Board.

It was agreed that:

- The Project Board would act as the senior level forum for discussing key issues with the project – as well as the formal mechanism for approving and monitoring the delivery of workpackages. It was important that Board meetings discussed major project issues and not just administrative and financial issues arising from the PPA.
- The Project Board would meet every two months initially. Meetings would rotate between EDFE, SCC and SCDC with the meeting chair being provided by the host organisation.
- The Project Board would be supported by a Core Project Team (CPT) which would be composed of the lead working level individuals from EDFE, SCC and SCDC. The Core Project Team would meet at least monthly and would oversee workpackage development and delivery and review progress on the project as a whole.

- The Project Board would receive a report at each meeting on progress on each workpackage. Major issues and risks or areas of concern would be escalated to the Project Board for discussion.
- Typically the Project Board would approve costs for workpackages on a 6 month forward basis. Where renewal of a workpackage was likely to be required this should be brought to the Project Board in good time before the expiry of the relevant funding limit.
- SCC and SCDC would individually invoice EDFE for approved PPA costs on a monthly in arrears basis.
- Agreed Project Board minutes would be published on the Sizewell C part of the SCDC website (see also item 1).
- In discussion it was agreed that it would be useful to draw up a paper on the protocol and procedures to be applied in respect of requests for publication of other materials generated by the project – taking account of relevant FoI and EIR regulations. **(Action: SCDC and SCC to prepare a first draft of such a protocol. This to be considered at the next Project Board meeting).**

#### **Item 4 – Sizewell C PPA - Expenditure to date**

- SCDC reported on the position on expenditure to date under the PPA. EDFE had agreed to meet an initial £30,000 of pre-signature costs – relating to the costs of negotiating and agreeing the PPA and to Council officer time on the project since 1 August 2010. SCDC reported that costs incurred to date amounted to approx £12.8k for SCDC officers and £10.2k for SCC officers. A detailed breakdown had been provided to EDFE.
- EDFE confirmed that the costs incurred were consistent with previous estimates and agreement and that it was happy to be invoiced for these costs.

#### **Item 5 – Workpackages for Board approval**

##### **a) Project Office costs**

- A workpackage was presented for approval on the establishment of a Project Office to support and manage PPA related activity within the Suffolk Councils. The Project Office would be a shared resource between SCC and SCDC and would be physically located within SCDC offices in Woodbridge. The office would be initially composed of 1 FTE Project Manager (Paul Wood) and one 0.5 FTE support officer (to be recruited).

- Costs for the Project Office (including all relevant on-costs and administrative costs) were estimated at c.£240.8k over 2 years from January 2011 to January 2013.
- EDFE indicated that it was comfortable with the proposed arrangements and content to approve these costs under the PPA.
- *Post meeting note – EDFE has requested clarification of the treatment of £5k of redundancy costs associated with this workpackage. Depending upon the outcome of this issue a minor modification of the workpackage may be required.*

#### **b) Programme Oversight and Development costs**

- A workpackage was presented for approval of 6 months of estimated costs associated with the time of senior Council officers in preparation for and attendance at Project Board meetings and for the time of the lead officers in SCC and SCDC spent on the project over the next 6 months. Total costs under this workpackage were estimated at c.£47k for the next 6 months.
- EDFE indicated that it was content to approve these costs under the PPA.

#### **Item 6 – Priority areas for workpackage development**

There was a discussion of the case for early workpackage development and activity under the PPA in a range of areas:

##### Main Site Environmental and Plot Plan Issues

- EDFE indicated that, further to the recent overview meeting on the emerging plot plan, a range of follow up meetings were envisaged with SCC and SCDC officers to discuss specific issues around the main site plot plan and proposed developments.
- It was agreed that these should form part of a workpackage and that as a first step EDFE would draft a scope of activity and envisaged meetings for the next 6 months. **Action EDFE**

##### Associated Development

EDFE indicated a range of areas where it would be useful to have interactions with the Suffolk Councils over the coming months – these to include:

- Sharing baseline information relevant to EDFE's likely associated development proposals (eg on workforce numbers, existing accommodation provision etc). A kick off meeting was proposed. **Action: (EDFE to arrange)**
- Sharing latest EDFE thinking on associated development
- Initial discussion of legacy options and potential around EDFE associated development proposals.

Workpackage proposals would be worked up with a view to putting these to the next Project Board meeting for approval (**Action: EDFE and Suffolk Councils**)

### Transport

- EDFE indicated that a tender process to appoint transport consultants for the Sizewell C project was underway. These consultants would lead on preparation of the transport relevant material for Stage 1 consultation and in due course the full transport assessment and travel plans required for the full application.
- Transport consultants should be in place from January 2011 and from then on EDFE would like to have ongoing engagement with the Suffolk Councils (and SCC as highway authority in particular). Areas of early focus would likely include agreement of the approach adopted for modelling the development and agreeing the baseline data and traffic forecasts that would be applied in examining the impacts of the development. Dialogue in advance of stage 1 consultation would progressively then move on to EDFE's anticipated overall transport strategy for the development, discussion of key issues and any emerging conclusions from preliminary transport modelling.
- It was agreed that an early workpackage in this area was desirable and should be presented to the next Project Board meeting. As a first step EDFE would share information on the anticipated pre-Stage 1 scope of transport work and prepare an initial draft of the scope of a transport workpackage. This would also assist SCC consideration of resourcing for the transport work (**Action: EDFE and SCC**)

### Other workpackages

- There was a brief discussion of other workpackages which would be required. It was agreed that workpackages in the areas of socio-economics, land and water issues and community engagement (eg SOCC) were likely to be required next year but in the short term priority should be focussed on developing workpackages in the areas set out above - with a view to bringing these for approval to the next Project Board meeting (likely to be in January).

### **Item 7 – Any Other Business**

- No issues were raised under AOB by any party.

### **Item 8 – Date of Next meeting**

- It was agreed that the next meeting of the Project Board should be in January at SCC offices in Ipswich.
- Dates for future Board meetings would also be put in the diary. (**Action: EDFE, SCC and SCDC**)