

NOT PROTECTIVELY MARKED

DELIVERY STEERING GROUP

Meeting Type:	DoO Governance Group Meeting
Date:	2nd October 2025
Venue:	MS Teams
Meeting Chair:	Richard Bull (SZC)
Attendees:	SZC -Damian Leydon (DL), Richard Bull (RB-proxy quorate member for DL/observer), David Peacop (DP-Observer), Marjorie Barnes (MB-Observer), Jen Mills (JM-Observer) ESC – Jon-Paul Farthing (JPF-proxy quorate member for MF/ESC) SCC – Michael Moll (MM), Andrew Rutter (AR-proxy quorate member for MM/observer) Suffolk Community Foundation – Sarah Mortimer (SM-Observer), Danielle Waller (DW-Observer)
Apologies:	ESC – Martyn Fulcher (MF)
Meeting Record produced by:	SZC - Jen Mills (JM)
Next Meeting Date:	15th January 2026

Summary / Key Discussion

Open Actions raised during previous meetings:

Date Raised	Ref.	Description	Lead	Date Due
3rd July	1	SZC to provide summary reporting from Review Groups for sharing with DSG at meetings.	JM	Next meeting
3rd July	2	SZC to seek further information regarding assessment process for Community Fund bids and invite a representative to present at DSG	JM	Next meeting
3rd July	3	SZC to facilitate attendance of AR and KW to attend regular Thursday morning Highways and Legal meetings.	RB	3 rd August
3rd July	4	SZC to organise a planning accommodation workshop with Local Authorities to share data and forecasts on accommodation supply and demand.	DP	Next meeting
3rd July	5	ESC to share suitable contact with DP to advise on Open Reach projects in the area for communication purposes.	MF	3 rd August

- Action 1 – **closed** – to be provided within agenda item
- Action 2 – **closed** – to be provided within agenda item
- Action 3 – **closed** – AR and KW now have access to the meeting
- Action 4 – **closed** – initial workshop held at ACA, likely to become regular meeting as strategy evolves
- Action 5 – **open** – JPF to investigate and confirm

NOT PROTECTIVELY MARKED

Introduction

RB opened the meeting and attendees provided introductions.

SM and DW were invited to the meeting as contributors providing information regarding the Community Fund Report, after which item they left the meeting.

Apologies received from Martyn Fulcher; JPF is the proxy quorate member for ESC.

SZC Project Update

Drone flyover footage of the project was shared during which DL provided delivery updates.

Community Fund Report – Suffolk Community Foundation Presentation

SM from the Suffolk Community Foundation gave a presentation regarding the process for submission, assessment and allocation of Community Fund bids.

MM noted this was helpful understanding, noted that it would be useful to ensure reporting demonstrates the clear assessment and determination of bids. Questioned whether 'priority area' can change as project develops, MB noted that the fund can be flexible as the project evolves, as well as agile with timing given regular meetings of the panel. Also noted the foundation is looking to target to groups which may need extra support to engage with the fund.

MM noted that there may be future opportunities to share intelligence, to ensure affected areas are picked up. MB confirmed MM was linked with SCC representative on the panel, to ensure there is a connection. DW confirmed gap analysis is a key priority coming forward, to be proactive targeting the fund where it is needed most, and this intelligence can be shared with the DSG.

DL queried whether SZC could offer more support in addition to funds to maximise the impact of this, particularly with smaller groups. MB noted the idea may tie in with employee volunteering, given the project has vast amount of experience and expertise which may provide valuable support. SM noted it may be worth linking up with Community Action Suffolk to investigate this. DW noted a list of support which could be offered would provide some tangible focus for exploring this.

ACTION - SZC to link Community Action Suffolk with SZC volunteering programme

JPF noted it would be interesting to see a benefit analysis of awards noting there is not always a correlation with size of award and size of impact. SM noted they can get that data through the monitoring and can be included in future reporting.

MB noted forthcoming Ipswich bus depot TCPA may need to prompt consideration of the fund area of benefit, as this site is beyond East Suffolk but likely to be an impact. Noted for RB to take this on board – recognised that changes may need to be made as project develops.

Escalated Matters for Resolution

No matters formally raised to DSG for resolution.

Review Group and Deed of Obligation Governance Group Update

NOT PROTECTIVELY MARKED

JM provided a summary of the review groups which had met since the last DSG meeting along with key points to note. DL noted frequency and number of groups could be reviewed in terms of efficiencies, particularly as the project moves forward with delivery. JPF agreed that a review is worthwhile, AR noting of all the groups nothing specific to noise, but also to be mindful of requirements of the DCO. Consideration to be given for any opportunity to amalgamate or constructively schedule groups to improve efficiency in resourcing.

RB noted the DoO is a tripartite agreement- SCC/ESC/SZC could take a collective action to review the effectiveness of the current governance group structure, frequency of meetings and topic coverage. This could be reported back to the next DSG with a view to making more efficient.

ACTION – ESC/SZC/SCC to jointly review effectiveness and efficiencies of existing Governance Group programme along with any gaps and report back to DSG

The need to consider the Transport Review Group Terms of Reference which had been previously circulated was highlighted. The comments previously raised were reviewed in the meeting and members agreed to approve the Terms of Reference.

VOTE – Transport Review Group Terms of Reference approved by DSG.

Energy Project Coordination Update

RB noted good cooperation with Scottish Power Renewables who are currently delivering a SZC scheme in Theberton under the signed Cooperation and Coordination Agreement. The SZC Friday Street scheme is being delivered in lieu of the SPR proposed scheme on their DCO footprint and represents an enhancement to the SPR proposed scheme. A monthly meeting with representation from other projects and the National Grid has been established so there is positive engagement. JPF asked if there was an opportunity for ESC to be part of that given the NSIPs team function. DP will speak to Jez Porter (SZC) and ensure ESC and SCC get visibility of these meetings.

ACTION – SZC will facilitate ESC and SCC being linked into visibility of the energy projects coordination meetings.

Oversight Partnership Update (ESC/SCC)

No meetings held since last DSG meeting – next meeting is 15th October at East Suffolk House.

Key Risks, Issues and Opportunities

None raised.

AoB

Dates for DSG for 2026 meetings confirmed:

15th January
26th March
25th June
1st October

Actions agreed in meeting:

Date Raised	Ref.	Description	Lead	Date Due
2 nd October	1	ESC to share suitable contact with DP to advise on Open Reach projects in the area for communication purposes.	JPF/MF	15 th Jan 2026

NOT PROTECTIVELY MARKED

2 nd October	2	SZC to link Community Action Suffolk with SZC volunteering programme	MB	15 th Jan 2026	
2 nd October	3	ESC/SZC/SCC to jointly review effectiveness and efficiencies of existing Governance Group programme along with any gaps and report back to DSG	ALL	15 th Jan 2026	
2 nd October	4	SZC will facilitate ESC and SCC being linked into visibility of the energy projects coordination meetings.	DP	15 th Jan 2026	

NOTE: Action 2 confirmed complete 15th October