

NOT PROTECTIVELY MARKED

DELIVERY STEERING GROUP

Meeting Type:	DoO Governance Group Meeting
Date:	15 th January 2026
Venue:	MS Teams
Meeting Chair:	Richard Bull (SZC)
Attendees:	SZC: Richard Bull (RB), Jen Mills (JM), Jessamy Pearce (JP), Marjorie Barnes (MB), SCC: Andy Rutter (AR), Michael Moll (MM), ESC: Martyn Fulcher (MF), Jon-Paul Farthing (JPF)
Apologies:	
Meeting Record produced by:	Jessamy Pearce (SZC)
Next Meeting Date:	26 th March 2026

Summary / Key Discussion

Actions from previous meeting:

Date Raised	Ref.	Description	Lead	Status
02.10.25	1	ESC to share suitable contact with DP to advise on Open Reach projects in the area for communication purposes.	JPF/MF	Ongoing
02.10.25	2	SZC to link Community Action Suffolk with SZC volunteering programme.	MB	Completed.
02.10.25	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	Ongoing
02.10.25	4	SZC will facilitate ESC and SCC being linked into visibility of the energy projects coordination meetings.	DP	Ongoing

- Action 1 – **open** - Local Authorities to investigate further, DP to email AR and MM with details so they have written request.
- Action 2 – **closed** – circulated with previous minutes,

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- Action 3 – **open** - SCC/SZC/ESC colleagues met end of November to collaboratively discuss best approach. JM finalising draft governance group compliance documents in the next couple of weeks and will then circulate for comments. The Ways of Working document and Governance Group Protocol are also to be reviewed/updated.
- Action 4 – Ongoing - DP to arrange meeting with Scottish Power.

Escalated Matters for Resolution

No matters raised for escalation to DSG.

Proposed changes to Terms of Reference to review

None proposed.

Review Group Updates:

Review group updates were shared with the group.

Planning Group

The Implementation Plan was recently shared with the Planning Group. Discussion was held in relation to ensuring the document; complies with the wording of the DoO, serves a useful purpose, and any requested changes to format are not too onerous in terms of resource, AR and RB will pick up a review of compliance with wording of the DoO and what works for all parties.

The DSG members confirmed they are happy with how this group is operating.

Transport Review Group

Recent key topics discussed include Planning Technical Notes amendments, permanent monitoring sites, preferred approach to reporting and discussions in Rights of Way Working Group re agreement on temporary beach closure and diversion proposals shared.

JM had a recent discussion with SZC transport coordinator re status of minutes – they understood minutes were to be approved at next formal group. SCC suggested the minutes should be generated and approved as per minutes of other governance groups, with ESC and SZC agreeing.

It was noted that the DSG advises the TRG to provide minutes in line with other working groups.

Action – JM to liaise with transport coordinator and report back on required timeframe and offer any support needed.

Structure of TRG meeting was discussed. TRG are very long meetings usually starting at 2pm, it was suggested these should be started in the morning, so nothing gets missed with a break in the middle. Another possibility would be to split into two meetings, one more strategic and one more detailed.

Action - SZC to discuss format and minuting of the with the SCC Chair Graham Mateer.

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Social Review Group

Key topics discussed recently include approval of Community Safety Working Group Terms of Reference and the approval of a funding application from the Early Years and Schools Fund. The Community Safety Working Group has approved funding for a project from Public Services Resilience Fund and awaiting further information in relation to another.

Economic Review Group

The ERG is currently chaired by RB but likely to be a change in chair this year.

Recently discussed key topics includes Annual Skills Implementation Plan was approved – providing guidance for the next year ensuring there is investment in skills and preferred approaches to reporting.

MB asked for more visibility on where funding has been approved. JM noted update in relation to webpage further in meeting, Payments have been to ESC and third parties but it is relatively early to have it reported back where this has been spent so far. Current SZC work on reporting to show where these funds have been committed and where they are planning to be spent. ESC and SCC have provided annual reports showing funds they have received from Sizewell. JM is working on a more accessible presentation of this.

Environment Review Group

Key topics recently discussed included the launch of the Natural Environment Improvement Fund in October 2025. This is managed by the Natural Environment Awards Panel, the first post-launch meeting is scheduled for February 2026. The Annual Report for the Marine Technical Forum has been produced and will be provided with the Environment Review Group.

Deed of Obligation Governance Groups and General Updates

- All groups have now approved their Terms of Reference documents. If varied, they must be signed off by the higher level group. JPF raising some were missed from portal, JM confirmed JP has now provided all ToR docs to ESC to be uploaded to portal.
- Ways of Working document updated and circulated since previous meeting. Governance Group Protocol Document to be circulated to the Planning Group for review shortly.
- A significant number of Deed of Obligation payments are due in January, which have either been completed or due for completion imminently. The annual payment to Suffolk Community Foundation for the community fund has been completed.
- Governance Group Monitoring and Reporting project is on-going.
- SZC noted that a webpage is under creation to improve public reporting on DoO funds and spending, so more accessible to the public. JM is in contact with web team, waiting for a meeting to discuss further. The intention is to provide information on the funds and tables showing funding up to date. MM suggested to arrange meeting with Kate Watson on timelines/information required. JM confirmed they meet along with ESC colleagues every two months, to ensure they are collaborating on funding. The intention is there should be no additional burden for Councils in updating the information, once set up and approved.
- Water Management Working Group update that they have reduced frequency of meetings to twice annually.
- MM raised for information that there is intended to be a new group led by Chris Young (SZC) which would look at cross cutting people issues and provide an informal space to raise issues and share mutually beneficial information. The first meeting is proposed in February to discuss skills, community safety and education and possibly housing. The intention is to hold the first meeting and see how it develops, some meetings may focus on certain issues and not need all areas.

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Energy Project Coordination Update

- DP mentioned Causeway One system being used to integrate traffic management information and also present at forums.
- MB noted SZC are due to issue a press release re ways of working and communications, this will be undertaken in consultation with ESC and SCC.
- MF noted that the Main Development Site Forum held on the 14th of January seemed well received.

SZC Project Update

- Current key focus of the Project is to establish rail link and capability operational as soon as possible. Continued work on the temporary sea defence and the jetty to start in a few weeks. Temporary Bailey Bridge crossing open at SSSI. Trying to ensure off site road diversions and roundabouts finished as soon as possible.
- MF noted traffic news was well received at the Forum and everyone is keen for work to be completed. ESC to support message that we are all keen to progress swiftly.

AOB

- SCC noted the A12 Major Road Network scheme is progressing through planning consent. Aim is to be on site from January 2027 and no objections received from the group.

Actions agreed in meeting:

Date Raised	Ref.	Description	Lead	Date Due
02.10.25	1	ESC to share suitable contact with DP to advise on Open Reach projects in the area for communication purposes. SCC to investigate further (AR/MM). DP to email AR and MM with details so they have written request.	JPF/MF	Next meeting
02.10.25	2	ESC/SZC/SCC to jointly review effectiveness and efficiencies of existing Governance Group programme along with any gaps and report back to DSG. Ongoing – JM finalising draft governance group compliance documents in the next couple of weeks and will then circulate for comments. The Ways of Working document and Governance Group Protocol are also to be reviewed/updated.	JM/ALL	Next meeting
02.10.25	3	SZC will facilitate ESC and SCC being linked into visibility of the energy projects coordination meetings. DP to arrange meeting with Scottish Power.	DP	Next meeting

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15.01.26	4	JM to liaise with transport coordinator regarding minutes for TRG and report back on required timeframe and offer any support needed.	JM	Next meeting
15.01.26	5	RB and JM to discuss the structure and processes of the TRG meetings with the SCC Chair Graham Mateer.	RB/JM	Next meeting

Key decisions made during the meeting:

Date	Ref.	Decision
15.01.26	D_DSG_05	The DSG advises the TRG that it should aim to produce and process minutes in line with other governance groups, as set out in the Governance Groups Protocol Document