

# Norfolk Vanguard Offshore Wind Farm

# Consultation Report

## Appendix 9.1 Terms of Reference

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*Photo: Kentish Flats Offshore Wind Farm*



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## Norfolk Vanguard Offshore Wind Farm

# Evidence Plan

## Terms of Reference

Document Reference – PB4476.001.004

Author – Royal HaskoningDHV

Date – February 2017

Applicant – Vattenfall Wind Power Ltd



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30/07/2016	08	Draft (08) for Steering Group updated with onshore ecology in Stream 2 as requested by stakeholders and updated following Wildlife Trust review	GK	RH	RH
27/10/2016	09	Updated with MMO and NCC comments	GK	RH	AD
11/01/2017	10	Updated following VWPL review and ongoing discussions with stakeholders	GK	AD	AD
13/01/17	11	Issue to Onshore Expert Topic Group members	GK	KW	KW
13/02/17	12	Updated with Historic England comments. Issue to Offshore ETG members	GK	KW	KW

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1.1	Evidence Plan Structure

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## 1 INTRODUCTION

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### 1.1 Aims

1. The Evidence Plan Process (EPP) is a non-statutory, voluntary process, and there are no legal obligations associated with it. This evidence plan (hereafter ‘the Plan’) is a mechanism to help agree the information Vattenfall Wind Power Ltd (VWPL, hereafter ‘the Applicant’) needs to supply to the Planning Inspectorate as part of a Development Consent Order (DCO) application for Norfolk Vanguard (hereafter ‘the Project’) to ensure compliance with the Environmental Impact Assessment (EIA) and Habitats Regulations Assessment (HRA).
2. The Plan aims to assist all parties in the process during the evolution of the proposed DCO application, by:
  - Giving greater certainty to all parties on the amount and range of evidence to be presented within the application;
  - Providing structure and efficiency to discussion and sequential identification of key environmental and consenting issues;
  - Enabling time and resource requirements to be planned and optimised for all parties;
  - Helping address and agree issues earlier on in the pre-application stage where possible so robust, streamlined decisions can be taken, and additional data can be collected as required; and
  - Providing a platform to debate advice on one topic between multiple agencies.
3. The Plan should also:
  - Ensure advice of the Topic Groups is compliant with planning requirements and regulations; and
  - Focus the evidence requirements so they are proportionate to the Project’s potential impacts and costs to the Applicant are minimised.
4. The Plan does not replace or duplicate existing requirements. The Plan will be formulated to fit with the Planning Act 2008 DCO application process, including the formal pre-application consultation processes.
5. While the Plan is intended to provide a positive tool in the consenting process, the involvement of statutory consultees in agreeing any methodologies is done so on a “without prejudice basis”, and will not fetter their ability to make independent comments at the formal consultation stages to the proposed development. It is

recognised that input to the Evidence Plan would be at an officer-level (or other role level as applicable) and may not influence the final comments made at the formal consultation stages by elected members or board members.

6. Although the Evidence Plan process is not part of the formal consultation, it will provide the audit trail for documents produced by the Applicant, which will be formally consulted upon. It is hoped that the minutes from meetings will help to form the basis for the Statements of Common Ground (SOCG), any Statements of Uncommon Ground and relevant sections of the Consultation Report, which will be submitted as part of the DCO application.
7. This document provides the Terms of Reference (ToR) for the process.

## 1.2 The Structure of the Evidence Plan Process

8. For the purposes of this Project, the Evidence Plan Process has been expanded to include topics beyond the HRA. In recognition that whilst there is some overlap, there are also distinct areas of interest and therefore it is proposed that there are two parallel streams of the process, namely:
  - Evidence Plan Offshore – covering offshore topics of relevance to nature conservation which form part of the HRA and EIA; and
  - Evidence Plan Onshore – covering topics of particular concern to onshore regulators and stakeholders. This stream also includes offshore and onshore archaeology.
9. EIA topic areas for which there are established consultation processes will stand outside the Evidence Plan Process, namely:
  - Shipping and Navigation;
  - Aviation and Radar; and
  - Commercial Fisheries.
10. Where appropriate, key outcomes of these topic areas can be shared within relevant topic groups.
11. The Evidence Plan Process will be documented to highlight any areas of consensus in order to be able to focus effort on those areas where there is uncertainty, or concern. A template of an Evidence Plan Log (which captures any areas of consensus and concern from the meeting minutes) is provided in Appendix 1. It is important to note that within each Topic Group there is no requirement for every organisation to reach conclusions, or consensus.

## 2 THE STEERING GROUP

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12. Development of the Evidence Plan and monitoring of its subsequent progress will be undertaken by a Steering Group. Any technical issues raised at the steering group will be noted for discussion at the Topic Group meetings.

### 2.1 Steering Group Members

13. The following bodies will be invited to sit on the Steering Group:
- The Planning Inspectorate – VWPL has invited the Planning Inspectorate, an independent and impartial organisation, to chair the group and maintain oversight of the progress of the Plan;
  - VWPL and their lead EIA consultants - will lead the drafting of the Plan and any annexed technical documents and maintain thereafter;
  - The following Local Authority(s) - will be invited to feed in to the finalisation of the Terms of Reference, agree to the final Terms of Reference and input to the aims of the Steering Group (as described in Section 1.1) in line with the roles of the Steering Group (as described in Section 2.1.1).
    - Norfolk County Council;
    - Broadland District Council;
    - Breckland District Council; and
    - North Norfolk District Council
  - The Marine Management Organisation (MMO) - will feed in to the finalisation of the Terms of Reference, agree to the final Terms of Reference and input to the aims of the Steering Group (as described in Section 1.1) in relation to offshore aspects of the Plan in line with the roles of the Steering Group (as described in Section 2.1.1); and
  - Natural England - will feed in to the finalisation of the Terms of Reference, agree to the final Terms of Reference and input to the aims of the Steering Group (as described in Section 1.1) as the lead Statutory Nature Conservation Body (SNCB) for discussing and agreeing the Plan for HRA and EIA issues related to nature conservation.
14. Other groups may express an interest to join the Steering Group which would be considered by the founding members.

### 2.1.1 The Role of the Steering Group

15. The role of the Steering Group will be:

- To oversee and discuss progress of the evidence plan process for the Project;
- To oversee a resolution process for any issues that emerge during the Plan process for the Project from the Expert Topic Groups (see Section 3). For areas where consensus may not be possible, areas of concern will be identified and reported in the Evidence Plan Logs (see Appendix 1) and Statements of Uncommon Ground;
- To ensure that progress is maintained and the schedule met; and
- To facilitate consistency in approach between the Expert Topic Groups (see Section 3).

### 2.1.2 Meeting frequency

16. The Steering Group will meet at the start of the process to agree the Terms of Reference for the entire evidence plan. Following agreement of this document, meeting frequency will be agreed by the Steering Group.
17. Appendix 2 outlines the likely logistics of meetings in relation to scheduling meetings around key project timescales, possible locations and approximate durations.

### 3 EXPERT TOPIC GROUPS

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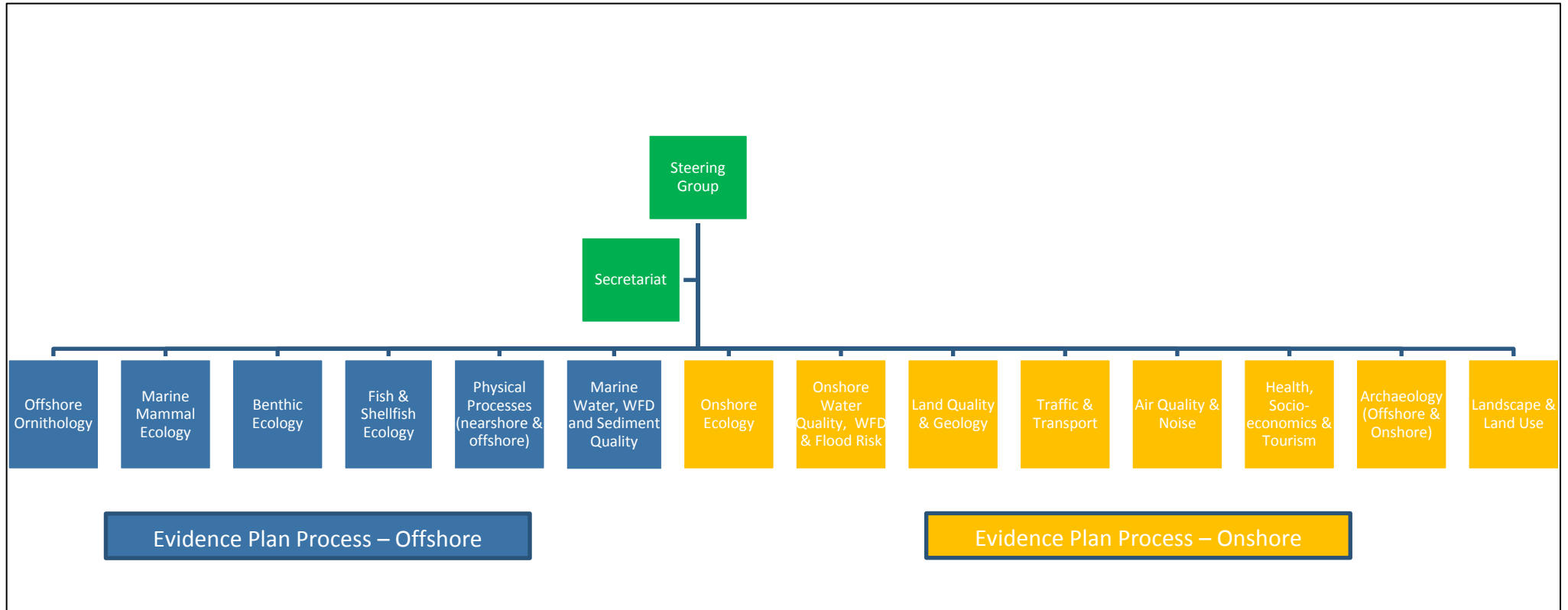
18. To discuss the detail of the Plan topics it will be necessary to convene separate groups of experts from relevant bodies. Key contacts within each body will be identified following kick-off of the steering group and circulation of topic group invitations.
19. These groups will have the following functions:
  - Agree the relevance, appropriateness and sufficiency of data for a specific assessment (including both site specific and contextual) and determine whether to continue or halt specific survey work and / or analysis);
  - Agree the methods for data analysis;
  - Agree worst case parameters for the assessment(s);
  - Agree methods for assessment(s) (including where possible interpretation of impact and levels of significance and potential mitigation or management measures); and
  - Agree whether and when to change the evidence requirements and collect additional evidence, including how these should be collected and analysed, updating the plan and timetable as necessary.
20. The process will be iterative and each group will work through the above functions and agree as much as they can during the pre-application period, with any outstanding areas of disagreement clearly documented by the secretariat and taken through to examination. VWPL's lead EIA consultants will provide the secretariat role.

#### 3.1.1 Meeting frequency

21. The Topic Groups will meet at the start of the process once the Terms of Reference have been agreed with the Steering Group. Following agreement of this document, meeting frequency will be agreed by the individual Topic Groups.
22. The topic groups will meet at a frequency determined by the needs of any technical issues which emerge as the Evidence Plan Process progresses. An estimated number of meetings and the associated logistics are presented in Appendix 2.
23. Figure 1.1 outlines the individual Topic Groups in relation to the Offshore and Onshore streams. In order to allow meetings to be resourced efficiently by all members, Topic Groups may be combined where appropriate and some attendees may choose to join remotely by teleconferencing or video conferencing (see Appendix 2).

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Figure 1.1 Evidence Plan Process Structure<sup>1</sup>.



<sup>1</sup> Topic groups can be combined where appropriate in order to make efficient use of resources and time for stakeholders

## 3.2 Scope of the Expert Topic Groups

### 3.2.1 The Offshore Plan

24. The Offshore Plan will cover those offshore nature conservation topics which form part of the HRA and EIA i.e. those which affect:
- Ecological features of relevance to The Infrastructure and Planning (Environmental Impact Assessment) Regulations 2009 (as amended); and
  - Features designated under the following:
    - Council Directive 2009/147/EC on the conservation of wild birds (the ‘Birds Directive’)
    - Council Directive 92/43/EEC on the Conservation of natural habitats and of wild fauna and flora (the ‘Habitats Directive’) as implemented by the Conservation of Habitats and Species Regulations 2010 (the ‘Habitats Regulations’)
    - Offshore Marine Conservation (Natural Habitats & c.) Regulations 2007 (as amended)
    - Marine and Coastal Access Act 2009; and
    - Wildlife and Countryside Act 1981 (as amended).
25. Therefore the Plan will cover potential effects upon *inter alia*:
- Offshore ornithological interests – Special Protection Areas (SPAs) and potential SPAs (pSPAs) if appropriate, as well as rare and vulnerable birds (as listed on Annex I of the Birds Directive), and for regularly occurring migratory species;
  - Special Areas of Conservation (SACs), Sites of Community Importance (SCI), possible SAC (pSAC) and candidate SACs (cSACs) as appropriate (as listed on Annex I of the Habitats Directive);
  - Protected species (as listed on Annex II of the Habitats Directive);
  - Supporting species and habitats in those cases where there are potential impacts upon designated features through indirect effects (e.g. prey species); and
  - Dependent upon the time and resource limitations, nature conservation features designated under other mechanisms not already accounted for under the previous categories (e.g. Biodiversity Framework, OSPAR, MCZ, etc).



26. Information collected in order to complete the Plan will feed into both the EIA and HRA for the following topics:
- Physical Processes (nearshore and offshore);
  - Offshore Ornithology;
  - Water and Sediment Quality
  - Benthic and Intertidal Ecology;
  - Marine Mammal Ecology; and
  - Fish and Shellfish Ecology.
27. The applicant acknowledges that the primary focus of the Evidence Plan Process is usually those topics which are included in the HRA report to be submitted by the Applicant as part of the DCO application documentation. Key principles to be agreed for HRA in the Offshore stream of this Evidence Plan Process (e.g. the high-level principles for undertaking cumulative assessment) will be applicable to both EIA and HRA even if the detail is dependent upon the specific topic. As discussed previously, the applicant also intends to incorporate wider EIA topics in the Evidence Plan Process.
28. It is intended that the following stakeholders will attend the Offshore Topic Groups. Attendees of the topic groups can be adjusted to suit as required:
- Physical Processes (nearshore and offshore);
    - Natural England;
    - MMO;
    - Cefas (as directed by the MMO);
    - Environment Agency;
    - North Norfolk District Council
  - Offshore Ornithology;
    - Natural England;
    - RSPB;
  - Marine Water, Water Framework Directive (WFD) and Sediment Quality;
    - Natural England;
    - MMO;
    - Cefas (as directed by the MMO);
    - Environment Agency;

- Benthic Ecology;
    - Natural England;
    - MMO;
    - Cefas (as directed by the MMO);
    - Eastern Inshore Fisheries and Conservation Authority (EIFCA);
    - The Wildlife Trust;
  - Marine Mammal Ecology;
    - Natural England;
    - MMO;
    - Whale and Dolphin Conservation (WDC);
    - The Wildlife Trust;
  - Fish and Shellfish Ecology;
    - Natural England;
    - MMO;
    - Cefas (as directed by the MMO);
    - EIFCA
29. The Applicant is aware that EIA and HRA should, where relevant, address transboundary impacts which affect other Member States and European Economic Area (EEA) states.
30. Transboundary issues will be discussed outside of the Evidence Plan Process, however any relevant information would be discussed within the Topic Groups and provided as an update to the Steering Group.

### 3.2.2 The Onshore Plan

31. As previously discussed, the Onshore Plan will cover topics of particular concern to onshore regulators and stakeholders as well as offshore and onshore archaeology i.e. those which affect:
- Onshore ecological features of relevance to The Infrastructure and Planning (Environmental Impact Assessment) Regulations 2009 (as amended); and
  - Features designated under the following:
    - Council Directive 2009/147/EC on the conservation of wild birds (the 'Birds Directive'); and
    - Council Directive 92/43/EEC on the Conservation of natural habitats and of wild fauna and flora (the 'Habitats Directive') as implemented by the

Conservation of Habitats and Species Regulations 2010 (the 'Habitats Regulations').

- Wildlife and Countryside Act 1981 (as amended).
- The Convention on Wetlands of International Importance especially as Waterfowl Habitat (Ramsar Convention).

32. The Plan will incorporate the requirements of:

- Overarching National Policy Statement (NPS) for Energy (EN-1) (July 2011);
- NPS for Renewable Energy Infrastructure (EN-3) (July 2011);
- National Planning Policy Framework (NPPF) Section 12;
- Marine Policy Statement; and
- East Inshore and East Offshore Marine Plans.

33. The following topics will be covered by the plan:

- Onshore ecology (including onshore ornithology);
- Onshore Water Quality, WFD and Flood Risk;
- Land Quality and Geology;
- Traffic and Transport;
- Air Quality;
- Noise;
- Health Impact Assessment;
- Socio-Economics;
- Archaeology;
- Landscape; and
- Land Use.

34. It is recognised that there may be some overlap between these topics (e.g. the Traffic and Transport assessment provides data for both Air Quality and Noise assessments) and so efforts will be made to combine appropriate Topic Group meetings to allow various experts to contribute to overlapping issues and to allow efficient resourcing.

35. It is intended that the following stakeholders will attend the Onshore Topic Groups. Attendees of the topic groups can be adjusted to suit as required:

- Onshore Ecology;
  - Environment Agency
  - Natural England;
  - Norfolk Wildlife Trust;
  - Norfolk County Council – Terrestrial Ecologist;
  - Breckland District Council– Terrestrial Ecologist;
  - North Norfolk District Council– Terrestrial Ecologist;
  - Specialist Interest Groups if applicable (to be identified through the ongoing Evidence Plan process);
- Water Quality, Water Framework Directive (WFD) and Flood Risk;
  - Environment Agency;
  - Norfolk County Council - Lead Local Flood Authority;
  - Relevant Internal Drainage Boards;
  - Anglian Water;
- Land Quality and Geology;
  - Environment Agency;
  - Norfolk County Council - Minerals and Waste;
- Traffic and Transport;
  - Highways England;
  - Broadland District Council - Environmental Health Officer;
  - Breckland District Council - Environmental Health Officer;
  - North Norfolk District Council - Environmental Health Officer;
  - Norfolk County Council - Highway Authority;
- Air Quality and Noise;
  - Broadland District Council - Environmental Health Officer;
  - Breckland District Council - Environmental Health Officer;
  - North Norfolk District Council - Environmental Health Officer;
  - Local working groups if applicable (to be identified through the ongoing Evidence Plan process);
- Health, Socio-Economics and Tourism;
  - Broadland District Council - Environmental Health Officer
  - Breckland District Council - Environmental Health Officer;
  - North Norfolk District Council - Environmental Health
  - Norfolk County Council - Public Health;

- Norfolk County Council – Economic Development;
- Archaeology (covering Offshore and Onshore);
  - Norfolk County Council - Archaeologist;
  - Historic England ;
- Landscape and Land Use.
  - Norfolk County Council – Landscape;
  - Broadland District Council– Landscape;
  - Breckland District Council– Landscape;
  - North Norfolk District Council– Landscape;
  - Norfolk County Council – National Trails Officer;
  - Environment Agency; and
  - Natural England.

## 4 WORKING ARRANGEMENTS

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36. This section provides an overview of the likely requirements for Evidence Plan meetings in association with key project milestones. Further details on the likely logistics of the Evidence Plan Process are provided in Appendix 2.

### 4.1.1 Project Timeline

37. The key dates for the Project (at time of writing) are:

- Formal Scoping - October 2016;
- Preliminary Environmental Information & HRA Screening – Q4 2017; and
- Submission of the DCO Application including the ES & HRA Report – Q2 2018.

### 4.1.2 Evidence Plan Timetable

38. The key dates within the Plan (at time of writing) are outlined in Appendix 2 based on the following principles:

- Initial meeting to discuss the Steering Group and ToR – March 2016;
- Agree Evidence Plan ToR – at Steering Group Meeting – September 2016;
- Initial expert topic discussions – Q1 2017;
  - These initial meetings will introduce the Project to group members, discuss scoping response and agree the approach to EIA including survey requirements and survey scopes;
- Ongoing detailed expert topic discussions - up to PEIR as required (Q2 – Q4 2017);
  - These should be held in line with milestones such as availability of survey reporting, initial assessment or modelling results;
  - The number of meetings required for specific topics will be dependent on the topic – for example, ornithology is likely to require more discussion than benthic and fish ecology;
- Additional expert topic meetings as required;
- Will be held as needed (to be determined by each group), previous experience has shown that further meetings will not be required for some topics;
- Expert topic discussions around submission of the PEI (Q4 2017/Q1 2018);

- Provide an opportunity to comment on draft assessments, get clarifications and discuss comprehensive feedback on the Section 42 comments;
  - Aim to work through any issues with the aim of resolving these within the final assessment;
- Expert topic discussions pre-submission of the DCO application (Q1/Q2 2018);
  - Discussions on the updated assessments following PEI responses;
  - Final meetings and completion of the Logs (see Appendix 1) for incorporation into the Consultation Report for submission with the DCO application and the SOCG; and
- Submission of DCO – Q2 2018.

## 5 ROLES AND RESPONSIBILITIES

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### 5.1 The Planning Inspectorate

39. VWPL as the developer of Norfolk Vanguard is keen to promote and support an evidence plan approach to the agreement and development of evidence to support the required DCO application. An independent and impartial chair is considered to be an important factor in driving a thorough yet time bound process.
40. VWPL has asked the Planning Inspectorate to chair the Steering Group. The role of the Chair is expected to be based around the following:
- Attend all Steering Group meetings, provided that sufficient notice of dates is given;
  - Review all information provided in advance of the meeting;
  - Open and close the meeting on time;
  - Manage the agenda set out for each Steering Group meeting;
  - Lead the meeting according to the agenda;
  - Maintain good order at the meeting;
  - Ensure fairness and equality at the meeting;
  - Ensure clarity and common understanding on issues discussed amongst all attendees;
  - Summarise points of agreement/disagreement and actions arising against each agenda item as required as the meeting progresses;
  - Where necessary prompt attendees on outstanding issues and actions to ensure progress in the process is maintained;
  - Review the prepared meeting minutes to ensure they are correct and fairly represent the events of the meeting.
41. The Planning Inspectorate in their role as Chair is also expected to:
- Publish a meeting note on the National Infrastructure Planning webpage containing only the following information: attendees, location of meeting, high-level agenda items (not summaries of comments made), and a summary of any section 51 advice provided. The meeting note will be agreed with VWPL before publication.



- Provision of Section 51 advice on certain matters. If advice is requested, it would be provided at the time of the meeting and summarised in the note. If the complexity of the question requires further consideration, The Planning Inspectorate would provide section 51 advice within a reasonable timeframe following the meeting. If participants prefer to receive section 51 advice outside of the meeting it could be published separately. PINS would also respect any request not to receive section 51 advice.

42. The Chair will not:

- Be responsible for organising the meetings or setting the agenda (those roles falling to VWPL in consultation with the stakeholders);
- Be responsible for producing information in advance of the meeting (that role falling to VWPL. VWPL to ensure the information is provided to The Planning Inspectorate at least two weeks prior to the meeting);
- Be responsible for note taking or production of minutes;
- Normally participate in the separate expert topic group meetings;
- Act as arbitrator or decision maker on any issues arising from or discussed at the Steering Group meetings.

## 5.2 Applicant

43. VWPL, with assistance from their lead EIA, will provide the secretariat for the evidence plan process, organising both the Steering Group and the Expert Topic Group meetings. The other responsibilities will be to:

- Draft and maintain the Plan on an on-going basis until delivery is agreed by Steering Group to be complete recognising that it is an evolving document and will be updated;
- Collect, analyse, review and share evidence with other Plan participants at regular intervals. Update the other Plan participants on modifications to the Project;
- Ensure that all reports, documents etc. are provided in a timely manner to allow review/comment within agreed time periods;
- Meet with the other Plan participants to discuss progress and, if necessary, agree any changes to evidence requirements;
- Work with the other Plan participants to resolve as many issues as possible at the pre-application stage and set out the issues agreed, or not agreed, in the

Statement(s) of Common Ground, using the Plan as a mechanism to do this (as recorded in the Evidence Plan Log, see Appendix 1); and

- Finalise the evidence plan and use it to inform the DCO application (including the EIA and HRA report).

### 5.3 Local Authorities

44. In addition to a role on the Steering Group, the local authorities will provide officer-level inputs into the Topic Groups where this is feasible to do so and where pre-application charges are agreed with the applicant relating to the local authority's input into assessing and reviewing evidence. The Local Authorities (subject to appropriate charges and timescales being agreed), will use best endeavours to:

- Assess and review evidence provided by the Applicant at agreed stages;
- On request (and if available), provide any relevant public domain information (e.g. monitoring reports; grey literature) which they hold to inform the assessment;
- Ensure consistency of approach to advice between this Project and other NSIPs;
- Provide advice, as the representative(s) on the steering group (or any expert sub-groups), to the applicant on evidence requirements and, where applicable, propose changes along with a clear rationale for these changes. Unless otherwise agreed, evidence requirements will only change following:
  - The assessment of evidence provided by the applicant, identifying new areas of concern.
  - Relevant evidence, information or research coming to light that would have an impact on what information is required.
  - A material change to the NSIP proposal that is likely to change the potential impacts and therefore the evidence requirements to address these.
- Work with the Applicant to resolve as many issues as possible during pre-application, to agreed timescales, including through the Statement(s) of Common Ground. Consultation and timescales/deadlines should be agreed within Expert Topic Groups or the Steering Group.

45. The Local Authorities will provide input (where possible) to Evidence Plan Onshore Topic Groups.

### 5.4 MMO

46. In addition to a role on the steering group, the MMO would be involved in those expert topic groups covering offshore topics. They will:

- Assess and evaluate evidence provided by the Applicant at agreed regular reviews, giving feedback on progress;
  - Propose changes to the evidence requirements which remain proportionate and are based on findings of the evidence assessed;
  - On request, provide any relevant public domain information (e.g. monitoring reports, grey literature) which they hold;
  - Provide written confirmation within 5 working days regarding any agreed position within the Plan process such that it is an agreed corporate position and not the advice of the officer only; and
  - Work with the Applicant to resolve as many issues as possible during pre-application, concluded through the Statement(s) of Common Ground.
47. The MMO will have representation (either directly or through an agreed proxy) on all relevant Offshore Topic Groups.

## 5.5 Natural England

48. In addition to a role on the steering group, Natural England would be involved in those expert topic groups covering nature conservation and landscape topics. They will:
- Engage with the Applicant at the start of pre-application to discuss the Project's possible environmental impacts with a focus on potential likely impacts on a European site(s) and their conservation objectives, and EIA topics;
  - Assess and review evidence provided by the Applicant at agreed regular reviews, giving written feedback on progress to timescales agreed within the Expert Topic Groups;
  - On request, provide any relevant public domain information (e.g. conservation objectives, monitoring reports, site condition assessment data; grey literature) which they hold to inform the assessment;
  - Review evidence requirements and propose changes, when applicable, which are realistic and proportionate. Clear rationale for any evidence changes will be required;
  - Ensure consistency of approach to advice between this Project and other NSIPs;
  - Provide advice to the applicant on evidence requirements. Unless otherwise agreed, evidence requirements will only change following:

- The assessment of evidence provided by the applicant identifying new areas of concern.
  - Relevant evidence, information or research coming to light that would have an impact on what information is required.
  - A material change to the NSIP proposal that is likely to change the potential impacts and therefore the evidence requirements to address these.
- Work with the Applicant to resolve as many issues as possible during pre-application, to agreed timescales, including through the Statement(s) of Common Ground. Consultation and timescales/deadlines should be agreed within Expert Topic Groups or the Steering Group.
49. Natural England will have representation on all Offshore Expert Topic Groups and relevant Onshore Expert Topic Groups.

## 5.6 Role of Offshore Authorities

### 5.6.1 Cefas

- Cefas will provide advice as requested by MMO; and
- Cefas will be represented by the MMO on relevant Offshore Expert Topic Groups or will attend Offshore Expert Topic Group meetings as directed by the MMO.

### 5.6.2 Inshore Fisheries and Conservation Authorities (IFCAs)

- The Eastern IFCA (EIFCA) will be represented on the relevant Offshore Expert Topic Groups (Benthic and Fish and Shellfish Ecology).
- The EIFCA will be advised as to the wider schedule of the Plan process and the deadlines for feedback to the applicant under the Plan process. However where appropriate, feedback outside the Plan timeframes will be incorporated into the EIA.

### 5.6.3 Non-Governmental Organisations (NGOs)

50. In accordance with best practice, relevant NGOs will be consulted during the Plan.
- NGOs will be advised as to the wider schedule of the Plan process and the deadlines for feedback to the applicant under the Plan process. However where appropriate, feedback outside the Plan timeframes will be incorporated into the EIA.
  - If an NGO cannot participate directly in the process, VWPL will provide updates on relevant topics if the NGO wishes to receive such information.

51. The Applicant is not obliged to consult NGOs but understands the benefits of early engagement with them on key issues.
52. NGOs that have expressed an interest in being involved in the Offshore Stream of the Evidence Plan Process are the RSPB, The Wildlife Trust and Whale and Dolphin Conservation.

## 5.7 Role of Onshore Authorities

### 5.7.1 Environment Agency

53. The Environment Agency will provide input into relevant Onshore and Offshore Expert Topic Groups.
54. The Environment Agency would have the same responsibilities as those of Natural England detailed above, but would not sit on the Steering Group.

### 5.7.2 Historic England

55. Historic England would provide input on Archaeology and be represented on the Offshore and Onshore Archaeology Expert Topic Group.
56. Historic England would have the same responsibilities as those of Natural England detailed above, but would not sit on the Steering Group.

### 5.7.3 Other Authorities

57. Dependent upon the project design and location, and agreed delegation of responsibilities, Internal Drainage Boards Highways England and Anglian Water will be included in the Evidence Plan Process.

### 5.7.4 Non-Governmental Organisations (NGOs)

58. As with the Offshore Stream, relevant onshore NGOs will be consulted during the Plan.
  - NGOs will be advised as to the wider schedule of the Plan process and the deadlines for feedback to the applicant under the Plan process. However where appropriate, feedback outside the Plan timeframes will be incorporated into the EIA.
  - If an NGO cannot participate directly in the process, VWPL will provide updates on relevant topics if the NGO wishes to receive such information.
59. The Applicant is not obliged to consult NGOs but understands the benefits of early engagement with them on key issues.

60. Norfolk Wildlife Trust has expressed an interest in being involved in the Evidence Plan Process Onshore Topic Groups.

## 6 THE PROCESS

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### 6.1 General Principles

61. The following general principles will apply:
- Any documents prepared for a meeting should be available within agreed deadlines and not less than 2 weeks prior to the meeting, where possible;
  - Documents, guidance and/or advice given should be comprehensive, clear and unambiguous;
  - Agreed deadlines for comment should be met, unless adequate notice is given;
  - In order to optimise meeting efficiency, adequate preparation is expected of all involved;
  - In order to understand the process requirements and effort, all participants should log their time spent on the Plan process; and
  - A clear communication route should be established with the Applicant's Project Manager and key contacts from other Plan participants coordinating their respective sides of the process.

### 6.2 Project Data and Confidentiality

62. The Planning Inspectorate will publish a high level note of steering group meetings on their website. The detailed minutes of the steering group meeting and the records of the ETG meetings - risk registers, minutes and logs - will not be published, however, these may be subject to Freedom of Information (FoI) under the FoI Act 2000 and Environmental information Regulations (EIR) 2004 as information held by public bodies.
63. Project information may be subject to FOI, however where certain documents are deemed to be unsuitable for FoI (e.g. in draft or are commercially sensitive) they will be labelled "work in progress" or "commercially sensitive" as appropriate and in accordance with The Information Commissioner's Office guidance for organisations on how to apply the FoI Act and EIR. Each FoI request under the regulations will then be reviewed by the relevant body and considered on its specific merits. The Applicant will work in cooperation with involved parties regarding any FOI requests.
64. It is recognised that statements by participants do not necessarily reflect statutory advice on the application or a final position.
65. Any information of a confidential nature will be treated accordingly by all parties, subject to legal duties of disclosure.

### 6.3 Principles of the Assessment Approach

66. Each topic covered by the Plan will require the agreement of detailed method statements to underpin the analysis of the data available. However this Plan aims to set out high level generic positions applicable across all topics, such as ensuring data used is appropriate for the EIA and defining cut-off periods in order to finalise the assessments (as detailed below).

#### 6.3.1 Characterisation data

67. The Applicant is required to provide 'information as may reasonably be required for the purposes of the assessment'. Data must be sufficient to enable an assessment of likely effect to be undertaken, this should include not only site specific data, but also any other information used in order to characterise an area/population.
68. If more data for a particular topic are requested, beyond that agreed within the Evidence Plan, consideration must be given to the overall benefit to the assessment (*i.e. would extra data significantly change an assessment?*).

It should be noted that highly detailed/precise data may be necessary to develop a baseline for compliance monitoring post-consent, but this is quite separate from the data requirements for HRA (or EIA) assessment *i.e.* to characterise the environment.

#### 6.3.2 Data analysis and impact assessment

69. As part of the Plan detailed discussions will be required to agree *inter alia* the following:
- Definition of terminology and approach (magnitude, sensitivity, uncertainty);
  - Study areas (spatial and temporal);
  - Reference populations;
  - Methodologies, analysis techniques and statistical analysis tools to be used; and
  - Apportionment of impact from receptors to designated sites.
70. In addition, effort will be made during the pre-application process to agree:
- Approach to screening (in/out) of sites for HRA; and
  - Sites with potential for likely significant effect (LSE) and likewise sites with no potential LSE.



71. Method statements will be produced and agreed for each topic/element of a topic, in this way each assessment will have a clear audit trail and these steps can be referred back to for the Statement(s) of Common Ground.

### **6.3.3 In-combination and cumulative impact assessment (CIA) principles**

72. Clear and transparent requirements for CIA will be provided by regulators and their advisers to the Applicant to ensure consistency of approach between the projects and other NSIPs.
73. The Applicant will ensure that assessments include clear audit trails so that the basis for judgements on impacts is transparent to regulators and their advisers.
74. The development of the list of plans/projects for the cumulative assessment will be led by the Applicant and be iterative, up to a proposed assessment cut off point (see below).
75. Spatial boundaries should take account of both the relevant spatial scales for individual receptors (foraging distances, migratory routes) and the spatial extent of environmental changes introduced by developments. Temporal boundaries should take account of the project life cycle and the receptor life cycles and recovery times.
76. For an assessment to be meaningful it has to be based on evidence. Where there is insufficient evidence this will necessarily preclude a meaningful quantitative assessment as it is not appropriate for the Applicant to make assumptions about the detail of future projects in such circumstances. Justification of the exclusion of any projects will be provided by the Applicant to clearly document the approach and seek agreement. Inclusion of projects should be agreed where possible within Expert Topic Groups and based on relevant guidance (e.g. the Planning Inspectorate Advice Note 17 on Cumulative Effects Assessment).

### **6.3.4 Transboundary**

77. Transboundary impacts/plans or projects should be approached in the same way as any other cumulative impact and the steps above should be undertaken to ensure a transparent, auditable and proportionate assessment.
78. The Applicant will approach transboundary stakeholders in accordance with best practice and current guidance.

### **6.3.5 Assessment 'cut-off' point**

79. In order to finalise an assessment, it will be necessary to have a cut-off period after which no more projects will be included. A reasonable cut-off point would be once the minutes are finalised for the PEIR Evidence Plan meetings (immediately before or

after PEIR, see Appendix 2). Section 6.7 describes circumstances which may result in changes beyond the cut-off point.

80. It is acknowledged that the Examining Authority may still request additional information during the examination in relation to effects arising from a new development as outlined in the Planning Inspectorate Advice Note 17.

### 6.3.6 Review of previous decisions within the Plan Process

81. In order to move forward, the Plan process will only revisit previous decisions when:
- There are significant changes to the Project Design (e.g. project boundary, significant change in infrastructure required (foundation size, WTG height, introduction of new technology or technique);
  - Fundamental errors are detected in data or a previous stage of analysis;
  - Additional evidence (e.g. from the interim results of evidence collected) such as additional archaeological features, protected species and / or important habitats found to be present on the site;
  - Considerable new evidence (e.g. of an effect/behaviour etc.) is produced about which there is general consensus;
  - The change suggested would alter the conclusions; or
  - Any change can be agreed in a timescale that does not significantly affect the proposed project submission date.

### 6.4 Approach to mitigation

82. During the Evidence Plan Process, discussion of the potential impacts will also incorporate potential mitigation measures where appropriate. It is anticipated that the commitments to mitigation will then be reflected in the DCO or DML consent conditions. It is important that the mitigation measures are feasible from an engineering perspective, suitably proven, proportionate, and sufficiently flexible to allow for the best scientific understanding and most appropriate mitigation technology to be incorporated at the relevant project stage.

### 6.5 Approach to monitoring

83. As with mitigation, requirements for monitoring are likely to be discussed during the Evidence Plan Process. It is important that the definition of future monitoring is sufficiently flexible to allow for the best scientific understanding and most appropriate methods to be incorporated at the relevant project stage.

## 6.6 Minutes and Capturing Stakeholder Comments

84. As previously discussed, a list of key decisions and agreements/disagreements will be maintained for each organisation in the Evidence Plan Process. This log of agreements will enable an iterative approach to be taken to generating the Statement(s) of Common Ground. In this way, during the DCO examination period it will be possible to trace the decision making process back through a clear and agreed audit trail without the requirement for any unnecessary reiteration of the discussions held.

## APPENDIX 1 – EXAMPLE LOG

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85. Provided as separate document

## **APPENDIX 2 – EVIDENCE PLAN PROCESS INDICATIVE LOGISTICS PLAN**

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86. Provided as separate document

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**Norfolk Vanguard Offshore Wind Farm**

# **Evidence Plan**

**Appendix 1 –Example Log**

**Document Reference: PB4476-001-004a**

Author: Royal HaskoningDHV

Date: January 2017

Applicant: Vattenfall Wind Power Ltd



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## 1 INTRODUCTION

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1. This document provides examples of the Logs that will be used during the Evidence Plan Process for the Norfolk Vanguard Offshore Wind Farm.
2. Each meeting will have minutes which include a Log to document the issues that the Applicant is seeking agreement on, along with the position of each member of the Group. Section 2 provides an example of a Meeting Log.
3. In addition to the meeting Logs, a separate Log for each organisation will be produced with the aim of these feeding into the Statements of Common Ground (SOCG) at the end of the Evidence Plan Process. An example of the Log for each organisation is provided in Section 3.

## 2 EXAMPLE MEETING LOG

ID	Issue on which VWPL seek agreement	Organisation 1 Position	Organisation 2 Position	Organisation 3 Position	Organisation 4 Position
1	xxx	xxx	xxx	xxx	xxx
2	xxx	xxx	xxx	xxx	xxx
3	xxx	xxx	xxx	xxx	xxx
4	xxx	xxx	xxx	xxx	xxx
5	xxx	xxx	xxx	xxx	xxx
6	xxx	xxx	xxx	xxx	xxx

### 3 EXAMPLE ORGANISATION LOG

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#### 3.1 Background

4. This document has been prepared for *\*Organisation name\** to highlight from the minutes of meetings the areas of agreement and disagreement reached with Vattenfall Wind Power Ltd (VWPL) during the Evidence Plan process up to the point of the submission of the Development Consent Order (DCO) application for Norfolk Vanguard.
5. This document has been structured to reflect topics of interest to *\*Organisation name\** on the DCO application.
6. The structure of the document is as follows:
  - a. Consultation; and
  - b. Topic specific matters agreed, not agreed and actions to resolve in relation to; *\*list relevant topics\**.
7. The structure of agreements is presented in a tabular form.
8. Throughout this document, points of agreement, disagreement and actions to resolve between VWPL and *\*Organisation name\** are clearly indicated. Points that are not agreed will be the subject of ongoing discussion wherever possible to resolve, or refine, the extent of disagreement between the parties. It is understood that there may be some instances where items are not able to be signed off prior to more formal ratification processes; in these cases the comment 'to be reviewed following x' will be added.

#### 3.2 The Development

9. The application is for development consent to construct and operate Norfolk Vanguard, which comprises wind turbine generators and associated infrastructure, with an installed capacity of up to 1,800 MW (the Project). The Project comprises two redline boundary areas known as Norfolk Vanguard East and Norfolk Vanguard West, located in the Southern North Sea approximately 48 km from the Norfolk coast at its nearest point. The Norfolk Vanguard East and West sites occupy an area of approximately 297km<sup>2</sup> and 295km<sup>2</sup>, respectively.
10. The DCO, if made, would be known as the Norfolk Vanguard Order.

#### 3.3 Application elements under *\*Organisation name\** remit

11. TBC

### 3.4 Consultation with \*Organisation name\*

12. Outline of meetings and correspondence.

#### 3.4.1 Topic 1

13. This topic was discussed at Evidence Plan meetings on *insert dates*.

Table 3.1: \*Topic 1\*

ID	Issue on which VWPL seek agreement	VWPL Comment	Organisation Comment
<b>Data Collection and Description of Baseline Environment</b>			
1	xxx	xxx	Agreed
<b>Impact Assessment Methodology</b>			
2	xxx	xxx	Agreed
<b>EIA</b>			
3a	xxx	xxx	Agreed
3b	xxx	xxx	To be reviewed on receipt of final application
<b>Cumulative Assessment:</b>			
4a	xxx	xxx	To be reviewed on receipt of final application
4b	xxx	xxx	Agreed
<b>HRA Screening</b>			
5a	xxx	xxx	Agreed
<b>HRA Assessment.</b>			
6a	xxx	xxx	To be reviewed on receipt of final application

#### 3.4.2 Topic 2

14. This topic was discussed at Evidence Plan meetings on *insert dates*.

Table 3.2: \*Topic 2\*

ID	Issue on which VWPL seek agreement	VWPL Comment	Organisation Comment
<b>Data Collection and Description of Baseline Environment</b>			
1	xxx	xxx	Agreed
<b>Impact Assessment Methodology</b>			
2	xxx	xxx	Agreed

ID	Issue on which VWPL seek agreement	VWPL Comment	Organisation Comment
<b>EIA</b>			
3a	xxx	xxx	Disagreed
3b	xxx	xxx	Agreed
<b>Cumulative Assessment:</b>			
4a	xxx	xxx	Agreed
4b	xxx	xxx	To be reviewed on receipt of final application
<b>HRA Screening</b>			
5a	xxx	xxx	Agreed
<b>HRA Assessment.</b>			
6a	xxx	xxx	Agreed

### 3.5 Agreement

15. This is to certify that *\*insert organisation name\** are content with this document as a record of the topic aspects covered through the Evidence Plan process up to the submission of the DCO application for the proposed Norfolk Vanguard project.

Name	Date	Signature
XXXX On behalf of *Organisation*		
XXX On behalf of VWPL		

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**Norfolk Vanguard Offshore Wind Farm**

# **Evidence Plan Process**

**Appendix 2 - Indicative Logistics Plan**

Document Reference: PB4476-001-004b

Author: Royal HaskoningDHV  
Date: February 2017  
Client: Vattenfall Wind Power Ltd



Date	Issue No.	Remarks / Reason for Issue	Author	Checked	Approved
15/04/16	01	First draft	GK	RH	AD
10/05/2016	02	Updated draft following review	GK	RH	AD
23/05/2016	03	Draft for Steering Group	GK	RH	AD
07/07/16	04	Draft for Steering Group updated with terrestrial ecology in stream 2 as requested by stakeholders	GK	RH	RH
07/09/16	05	Draft for Steering Group updated with revised Topic Group Meeting schedule	GK	RH	AD
13/01/17	06	Issue for EPP Topic Group Review	GK	KW	KW
13/02/17	07	Issue for onshore stakeholders	RH	GK	KW



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## 1 EVIDENCE PLAN PROCESS – INDICATIVE LOGISTICS PLAN

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### 1.1 Introduction

1. This Appendix has been produced to provide guidance as to the expected resourcing requirements for the Evidence Plan Process for Norfolk Vanguard ('the Project').
2. The document therefore provides a timeline showing how the process will work in relation to the Project milestones, with indicative dates and the likely agendas or outcomes for meetings held at each stage of the process. This is based upon experience of projects of a similar scale and type and is therefore intended to provide a realistic guide.

### 1.2 Steering Group and Expert Topic Groups

3. As discussed in the Terms of Reference (ToR), the process will be based around three main groupings: The Steering Group (providing oversight and corporate buy-in); Offshore Expert Topic Groups (ETGs) covering topics of relevance to offshore nature conservation; and Onshore ETGs covering topics of relevance to largely onshore regulators and stakeholders.
4. The sections below elaborate on points relevant to the two specialist Streams.

#### 1.2.1 The Offshore Evidence Plan

5. The following topics will be covered by the Offshore ETGs:
  - Marine Physical Processes (nearshore and offshore);
  - Ornithology (onshore and offshore);
  - Marine Water Quality, Water Framework Directive (WFD) and Sediment Quality;
  - Benthic Ecology;
  - Marine Mammal Ecology; and
  - Fish and Shellfish Ecology.
6. In order to provide efficient topic group meetings, ETGs will be combined where there is relevant overlap in terms of survey requirements or the impact assessment.
7. Where topics are likely to be complex in terms of the approach to assessment it is proposed that these topics are dealt with in isolation. It is intended therefore that there would be three overall groups under the Offshore ETGs:
  - Marine mammals;

- Ornithology; and
  - Physical Processes (nearshore and offshore), Marine Water Quality, Water Framework Directive (WFD) and Sediment Quality, Benthic Ecology, and Fish and Shellfish Ecology.
8. It is acknowledged that some topic groups which are not combined into one meeting (as the issues are not directly linked), may still require similar resourcing as another topic group meeting and therefore these will be scheduled for the same day where possible. Where appropriate, video conferencing and teleconferencing will be facilitated to enable members to join remotely.
9. It is acknowledged that in terms of requirements for meetings, some ETGs (e.g. Ornithology) may need to meet more often depending on the complexity of the assessment and need for regular updates. The need for additional or fewer meetings will be agreed with each ETG. Table 1.1 provides an indicative schedule of meetings around key project milestones.

### 1.2.2 The Onshore Evidence Plan

10. The following topics will be covered by the Onshore ETGs:
- Terrestrial Ecology.
  - Onshore Water Quality, WFD and Flood Risk;
  - Land Quality and Geology;
  - Traffic and Transport;
  - Air Quality and Noise;
  - Health and Socio-Economics;
  - Archaeology (onshore and offshore);
  - Landscape and Visual; and
  - Land Use.
11. As with the Offshore ETGs, it has been proposed to combine topics for the Onshore ETGs where there are linkages or overlaps, including:
- Onshore Ecology;
  - Landscape, Landuse, Health Impact Assessment, Socio-economics & Tourism;
  - Traffic & Transport, Air Quality, Noise;

- Onshore water quality, WFD & Flood risk, Land quality and Geology; and
  - Archaeology (onshore and offshore).
12. As the EIA progress, it may be that some topics need to be discussed in more detail separately from the wider group. The initial group meetings would therefore discuss overarching issues relevant to all topics but then may divide into separate meetings if appropriate. As an example, once the relevant components and methodologies of the traffic assessment are agreed in respect to air quality and noise there may be no need for all specialists to be involved in the ongoing traffic assessment meetings which are likely to require a greater level of detailed discussion.
13. As discussed previously, it is acknowledged that some topic groups which are not combined into one meeting (as the issues are not directly linked), may still require similar resourcing as another topic group meeting and therefore these will be scheduled for the same day or consecutive days where possible. Where appropriate, video conferencing and teleconferencing will be facilitated to enable members to join remotely.

### 1.3 Timescales

#### 1.3.1 Project and Evidence Plan Timescales

14. The key project dates and associated Evidence Plan timeline are outlined in the ToR (section 4.1.1). Further detail is provided in Table 1.1 of this document.
15. Note that a workshop day for each ETG stream (Offshore and Onshore) following the development of a Project Design Statement (PDS) for the Norfolk Vanguard in Q1 2017 has already been held. At this time the Scoping Opinion has been received and the approach to the assessment discussed further. Another workshop day is proposed in the Summer 2017 and again at the time of the Preliminary Environmental Information Report (PEIR). These workshops are deemed to be a crucial part of the process as it will be an opportunity to comment on draft assessments and provide comprehensive feedback prior to formal Section 42 comments. From previous experience this has proved useful and is an efficient mechanism to progress the assessments given the short turnaround time between PEIR and the finalisation of assessments, prior to submission of the Development Consent Order (DCO) application.
16. If time permits the final ETG meetings would be used to provide comprehensive feedback on the revised Environmental Statement (ES) chapters and finalise the Logs for each topic prior to submission of the DCO application.

17. The final Steering Group meeting would be used to provide the sign-off<sup>1</sup> of the Logs for inclusion within the DCO application.
18. Written communication will be used where the Applicant is keen to agree aspects with stakeholders outside the schedule of meetings.

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<sup>1</sup> Note that sign-off does not indicate that total agreement is necessary, it is acknowledged that agreement on assessment outcomes may only be possible following submission of the DCO application. It may be that matters are agreed in principle or highlighted as outstanding at the time of submission.

**Table 1.1: Indicative Project and Evidence Plan Timescales and Activities**

Date (indicative)	Project Stage	Steering Group	Offshore ETG	Onshore ETG
March 2016 (Complete)	Pre-scoping	Steering Group Kick Off meeting Initial discussions with steering group (NE, MMO and PINs) Location: London Duration: ½ day Purpose: 1 – Discuss principles of the process 2 – Discuss members of the steering group 3 – Discuss initial draft of the ToR 4 – Discuss next steps	n/a	n/a
March 2016 (Complete)	Pre-scoping (prior to benthic/geophysical survey)	n/a	Initial discussions with NE and MMO (with advice from Cefas) Location: London Duration: ½ day Purpose: 1 – Discuss approach to benthic and geophysical survey (with written follow up to agree survey scope) 2 – Discuss and agree approach to Norfolk Vanguard East and West ornithology and marine mammal survey	n/a
Q3 2016	Scoping (around Scoping)	Progress Meeting (end of September) Possible Location: Peterborough / London / Telecon Indicative duration: ½ day Purpose: 1 – Project progress and update on Scoping 2 – Initial feedback on ETG meetings	n/a	n/a
Q1 2017	Post-scoping / Pre-PEIR Following	n/a	Initial ETG meetings Possible Location: Peterborough / London	Initial ETG meetings Possible Location: Norwich Indicative duration: 2 day (2 hours per

Date (indicative)	Project Stage	Steering Group	Offshore ETG	Onshore ETG
	production of the PDS		<p>Indicative duration: 1 day (2 hours per ETG)</p> <p>Purpose:</p> <ol style="list-style-type: none"> <li>1 – Introduce the process (including ToR) and ETG participants</li> <li>2 – Introduce the Project</li> <li>3 – Review of Method Statement (including survey requirements, likely impacts for scoping)</li> <li>4 – Discuss survey data (if relevant)</li> <li>5 - Discuss scoping response &amp; approach to assessment</li> <li>6 – Produce Log</li> </ol> <p><i>Notes: The ToR and Method Statements will be circulated 2 weeks prior to the meeting. If possible these will be agreed on the day, otherwise clarifications will be made and documents recirculated for agreement outside of the meeting.</i></p> <p><i>Subsequent agreement of minutes and / or papers via email</i></p>	<p>ETG)</p> <p>Purpose:</p> <ol style="list-style-type: none"> <li>1 – Introduce the process (including ToR) and ETG participants</li> <li>2 – Introduce the Project</li> <li>3 – Review of Method Statement (including survey requirements, likely impacts for scoping)</li> <li>4 – Discuss survey data (if relevant)</li> <li>5- Discuss survey timings for 2017 and scopes</li> <li>6 - Discuss scoping response &amp; approach to assessment</li> <li>7 – Produce Log</li> </ol> <p><i>Notes: The ToR and Method Statements will be circulated 2 weeks prior to the meeting. If possible these will be agreed on the day, otherwise clarifications will be made and documents recirculated for agreement outside of the meeting.</i></p> <p><i>Subsequent agreement of minutes and / or papers via email</i></p>
Q2	Pre-PEIR	<p>Update meeting <b>(if required)</b></p> <p>Possible Location: Peterborough / London / Telecon</p> <p>Indicative duration: 2 hours</p> <p>Purpose:</p> <ol style="list-style-type: none"> <li>1 – Project update</li> <li>2 – Any issues from Scoping or ETGs</li> </ol>	<p>Update meeting <b>(as required)</b></p> <p>Possible Location: Peterborough / London / Telecon</p> <p>Duration: As required per ETG</p> <p>Purpose:</p> <ol style="list-style-type: none"> <li>1 - Dependent on any issues arising</li> <li>2 - Discuss survey results (if applicable)</li> <li>3 - Update Log</li> </ol> <p><i>Notes : Likely to be required for</i></p>	<p><b>Update meeting – end of May 2017</b></p> <p>Location: Norwich</p> <p>Duration: As required per ETG (approx. 2 days total)</p> <p>Purpose:</p> <ol style="list-style-type: none"> <li>1 - Dependent on any issues arising</li> <li>2 - Discuss survey results (if applicable)</li> </ol>



Date (indicative)	Project Stage	Steering Group	Offshore ETG	Onshore ETG
			<i>Ornithology and Marine Mammals Subsequent agreement of minutes and / or papers via email</i>	<i>To discuss survey results, potential impacts and mitigation arising from the early assessments feeding into the PEI. Notes : Likely to be required for Traffic &amp; Transport, Ecology and Landscape and Archaeology Subsequent agreement of minutes and / or papers via email</i>
Q4 2017 (Start of October)	PEIR  (Immediately before PEIR)	Progress Meeting Possible Location: Peterborough / London / Telecon Indicative duration: 2 hours Purpose: 1 – Feedback on PEIR assessments and any topics of concern	PEIR Workshop Possible Location: Peterborough / London Indicative duration: : 1 day (2 hours per ETG) Purpose: 1 - Project update 2 –Run through stakeholder comments on PEIR assessments 3 –Run through stakeholder comments on draft HRA screening 4 - Update Log  <i>Subsequent agreement of minutes and / or papers via email</i>	<b>Pre-PEIR Workshop – start of October</b> Location: Norwich Indicative duration: : 1 day (2 hours per ETG) Purpose: 1 - Project update 2 –Run through stakeholder comments on PEIR assessment 3 - Update Log  <i>Notes – this workshop to be held in advance of the PEIR consultation. This would be used for any clarifications and to answer stakeholder queries in advance of formal consultation.</i>  <i>Subsequent agreement of minutes and / or papers via email</i>
Q1/Q2 2018	Pre-submission	Progress / Wrap Up Meeting Possible Location: Peterborough / Norwich / Telecon Indicative duration: 2 hours Purpose: 1 – Feedback on PEIR comments 2 – Discussion of presentation of EPP and materials for the DCO submission	Progress / Wrap Meeting ( <b>as required</b> ) Possible Location: Peterborough / London / Telecon Indicative duration: As required per ETG Purpose: 1 - Dependent on any issues arising 2 - Update Log	<b>Progress / Wrap Up Meeting (as required)</b> Location: Norwich Indicative duration: As required per ETG Purpose: 1 - Dependent on any issues arising 2 - Update Log

Date (indicative)	Project Stage	Steering Group	Offshore ETG	Onshore ETG
			<p><i>Notes : Likely to be required for Ornithology and Marine Mammals</i></p> <p><i>Subsequent agreement of minutes and / or papers via email</i></p>	<p><i>Notes : Likely to be required for Traffic &amp; Transport, Ecology and Landscape and Archaeology</i></p> <p><i>Subsequent agreement of minutes and / or papers via email</i></p>
Q2 2018	Submission of DCO Application	n/a	n/a	n/a