

101336147  
Revision 01

## RIGHT OF WAY WORKING GROUP

### NOT PROTECTIVELY MARKED

Meeting:	Right of Way Working Group
Date:	13 <sup>th</sup> August 2024 11:00-12:30
Location:	MS Teams
Chair:	Andrew Woodin (SCC)
Attendees:	Andrew Woodin (AW) (SCC), Annette Robinson (DAR) (SCC), Emma Devereux (ED) (ESC), Richard Bull (RB) (SZC), Caitlin Murphy (CM) (SZC)
Apologies:	Steve Merry (SCC)

#### Meeting Notes:

DAR stood in for SM as the second SCC rep.

#### MEETING MINUTES

- The minutes of the previous meeting were agreed
- There were no outstanding actions in the previous minutes that were not covered in the agenda for this meeting

#### MINUTING OF MEETINGS AND PROTOCOL

- It was agreed the draft minutes will be circulated within two weeks of the meeting and agreed by the 5 reps on the working group and published to the East Suffolk Council website within one month
- It was agreed the 5 representatives will agree the minutes in writing before their publication
- It was agreed any discussion that was outside the scope of the working group will be dealt with separately after the main meeting and will not form part of the minutes

**Action: RB to distribute the protocol for meeting minutes to help the group effectively adhere to the established timelines**

#### RECRUITMENT

- AW updated the meeting on recruitment of the SZC Green Access Delivery Manager. The management arrangements for the new post should be clearer by the end of this month and AW is hopeful recruitment and appointment will take place before the end of the calendar year. Once in post there will be a familiarisation exercise, including introduction to and meetings with the key council and SZC contacts
- RB noted SZC too will be recruiting a PRow specialist later in the year, to assist in the delivery of their responsibilities

#### COMMUNICATIONS PLAN

- AW commented his assumption was a comms plan should cover both a website portraying map based

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closures and diversions, both existing and known future changes, and on site direction signing and other information

- DAR felt the onsite signing was the immediate priority. She was concerned about inaccuracy and lack of on-site signage. To address this, it was suggested DAR collaborate with Paul Lennon and Daniel Piercy to devise short-term plan detailing on-site information, diversion routes, redirection methods, and explanations of ongoing work

**Action: SZC to create draft comms plan outlining core principles, technology to be utilised, and methods to keep the general public informed to ensure transparency and accuracy**

- AW inquired about principles surrounding road closures and their signage on-site, isn't this similar to PRoW changes? RB emphasized their interface with public rights of way within the public highway network – proposes to have a single version of truth to detail their status ensuring that SZC can discharge their obligations effectively

**Action: DAR to engage with Paul Lennon and Daniel Piercy on practicalities of signage and strategies for its optimization. Paul Lennon is the SZC Senior Comms Manager**

**Action: SZC to report technical solution for continuously updating the status of public rights of way and the functionality of this system. Additionally, SZC to explain how this system will interface with the project's road closures and whether a combined approach is feasible**

#### TOURISM FUND

- AW outlines key points from meeting with ESC Tourism Fund lead
  - East Suffolk Council are building baseline data on tourism in East Suffolk
  - Looking to extend tourism season into October and April
  - Geographical area focuses on entire East Suffolk, not defined by area surrounding SZC
  - Long term vision: network of improved promoted routes (partly rights of way and partly tourism)
  - Crossover with PROW fund and tourism schemes – possibility of budgets supporting each other
  - Emphasis on the importance of a long-term perspective in planning and development of infrastructure
- SZC keen to promote long-term planning to determine what tourism and public rights of way can look like post construction
- Tourism opportunity for demographic of the general public interested in seeing construction works – need to consider how to enable the public to engage with the construction works in a safe and informative manner
- RB noted his interest in this and offered assistance if required

#### HORIZON SCANNING

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RB noted SZC will soon move to commencing off site development works, and these will impact PRoW

**DATE OF NEXT MEETING – 8/10/24**

#### Actions raised during the meeting:

Date Raised	Ref.	Description	Lead	Date Due
13/08/2024	1	RB to distribute the protocol for meeting minutes to help the group adhere to the established timelines	SZC	08/10/2024
13/08/2024	2	SZC to come up with draft comms plan outlining core principles, technology to be utilised, and methods to keep the general public informed to ensure transparency accuracy	SZC	08/10/2024
13/08/2024	3	DAR to engage with Paul Lennon and Daniel Piercy on practicalities of signage and strategies for its optimization. Paul Lennon is the SZC Senior Comms Manager	SCC	08/10/2024
13/08/2024	4	SZC to report technical solution for continuously updating the status of public rights of way and the functionality of this system. Additionally, they are to explain how this system will interface with the project's road closures and whether a combined approach is feasible	SZC	08/10/2024

**Author: Caitlin Murphy (SZC)**

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