

TC 101280940

Revision 01

SZC RIGHTS OF WAY WORKING GROUP

PROTECTIVE MARKING

Date:	20 th June 2024
Location:	Teams
Chair:	Andrew Woodin (SCC)
Attendees:	SZC: Daniel Piercy, Niki Pieri, Richard Bull, Jez Porter, Chris Heaney SCC: Andrew Woodin, Annettee Robinson, Steve Merry ESC: Emma Devereux
Apologies:	None

Meeting Notes:

ITEM 1 - ACTIONS FROM PREVIOUS MEETING

Date Raised	Ref.	Description	Lead	Outcome
11 th April	1	SZC to look further into the proposed method of keeping public up to date on PRoW matters. Agreement to be made by working group on method to be adopted and how it will be updated.	SZC	Ongoing. A protocol needs to be agreed for the notification process. Agreement needed for which groups will be consulted.
11 th April	2	SZC to provide a briefing on Bridleway 19 strategy at next meeting (to be added to agenda).	SZC	Briefing provided during this meeting. See minutes below.
11 th April	3	DP to amend Terms of Reference discussed.	DP	ToR updated in accordance with discussion.
11 th April	4	Approve minutes and provide comments within a two-week period of draft minutes being published.	Working Group	Ongoing
11 th April	5	RB to recirculate implementation plan to working group.	RB	Complete
11 th April	6	AR to return comments and set up meeting with design team.	AR	TBC

ACTION: Regarding item 1, close current action from previous minutes and open new action to discuss this issue separately outside of the working group.

ITEM 2 - INTRODUCTION TO ATTENDEES

Emma Devereux confirmed as the ESC working group representative, replacing Carolyn Barnes.

ACTION: Record Emma Devereux as the ESC representative.

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ITEM 3 - BRIDLEWAY 19 UPDATE

JP summarised BR19 is a multipurpose bridleway accommodating pedestrians and horse riders. It comes up Sandy Lane and onto Lovers Lane, past Kenton Hills car park and back onto Eastbridge Road.

JP then went on to identify that there is a plethora of works proposed in the area where BR19 is currently located. A diversion of BR19 to allow these works would be to the benefit of the community whilst allowing works to take place expeditiously.

JP advised that the proposed diversion will be implemented in sections. Section 1 starts at Sandy Lane – up to section 8 at the Northern end of BR19. In terms of timing SZC have tendered the works, with a decision due at the end of July. SZC are prioritising a September/ October start date for sections 1 and 4 to commence.

The proposed bridleway will also intersect with the proposed Main Site entrance, crossing the green rail route on Abbey Road. It will also cross Leiston drain. Part of the bridleway would be sited to the southern side of Water Management Zone 6 during the construction phase, but once the WMZ is removed, the alignment of the route would be sited to its northern side.

JP advised that it is envisaged the whole route will be implemented by Q2 2026.

JP also informed the working group that there had been recent feedback from the local community regarding the route of the proposed bridleway. Routing the bridleway along Potter Street to the north to respond to feedback from a horse rider was being considered. This is a quiet lane that connects to a non-motorised use bridleway to the north. JP asked whether this would be desirable.

SM queried whether this would be a temporary, longer route and therefore less desirable. Concern raised about safety associated with crossing roads due to poor visibility. SM recommended that better visibility for horse riders was necessary. SM noted that there is a temporary 30mph speed limit during construction, but this will revert to the previous limit after construction.

AR agreed with SMs comments and raised concerns that this option could push users on to the road.

JP advised that riders haven't commented on safety, but Potters Lane would be a desirable route for them.

AW raised concerns that the use of the road now may not be the same in a couple of years' time. The Eastbridge Lane proposal in the strategy to create an off-road link should be noted. This may create conflict. SCC had further concerns about changes to existing arrangements for BR19 which were not fully integrated into the overall highway strategy for Lovers Lane.

SM also raised concerns about the section on Bakers Hill which lies outside the area of the quiet lane (not withstanding the minimal protection this designation adds) as this is a narrow, canyon sided lane with a derestricted speed limit.

ACTION: SZC and SCC to continue to engage regarding PRoW and Implementation Plans.

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ACTION: SZC to provide plans that clearly mapped out its proposals for BR19 plotted against existing arrangement and construction details, within a reasonable timescale.

ITEM 4 – SECRETARIAT

It was confirmed that SZC will have a secretariat role. AW asked that circulation of minutes should be timely.

RB confirmed that SZC would draft the protocol for circulation, approval and upload, and that the protocol will be rolled out to the working group for agreement. RB also confirmed that the method for taking and recording minutes will change.

AW asked that the working group chair should highlight actions. AW also asked for future meeting invites to be sent further in advance than has been the case. SZC agreed.

ACTION: SZC to draft a secretariat protocol outside of the working group.

ITEM 5 – CIRCULATION OF MINUTES PROTOCOL

It was confirmed and agreed that SZC would be responsible for circulating agreed minutes to other SZC working groups.

Publication of minutes – the group agreed when drafting the minutes care should be taken to avoid confidential matters being published to the East Suffolk Council website. It was felt generally this was unlikely to be an issue.

ACTION: Approve minutes and provide comments within a two-week period of draft minutes being published.

ITEM 6 – MONITORING AND REPORTING

AW confirmed that there are around 30 schemes to report on and that a RAG analysis may be helpful to identify the progress of these improvements.

ED identified that the PRoW working group is required to report to the TRG every six months. SM confirmed that the next meeting will be in September, and we will report to them in the form with minutes. RB advised that there is an escalation procedure, but it should be noted that there is nothing to escalate from this group.

AR confirmed that reporting is addressed within the ToR – the onus is on SCC not SZC to report to the TRG. A template for doing this would be welcome.

ACTION: SZC to consider a reporting template for the working group and to consider a dashboard that could also be updated showing the status against the Deed of Obligation.

ITEMS 7 and 8 – TERMS OF REFERENCE

AW asked that the word 'END' be reinstated at the end of the ToR, whilst AR asked for minor amendments to state 'new PRoW that will be coming forward' and to comply with the wording of DCO requirement 10. All parties agreed.

ACTION: under Meetings and Quorum, SZC (DP) to add SZC will provide the secretariat for the group.

ACTION: DP to update and circulate the ToR to the working group.

ITEM 9 – SPECIFIC SITES

Bridleway updates covered above.

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ITEM 10 – AOB

AW provided an update on recruitment. AW laid out the process for agreeing a new post. AW confirmed that a post had been agreed at high level, however this requires sign-off from senior management. Confirmation also needed as to where the post will sit within SCC.

RB thanked SCC for all the engagement in respect of the coast path diversion, in particular discussions to resolve Sizewell Park Run issues. RB highlighted that this had been well collectively and demonstrates how engagement should be undertaken.

SM confirmed that he had located the utilities plan around Leiston drain and that he would take this up with the utilities team and the AD6 designers.

All parties agreed for the next working group meetings to take place on the following dates:

Tuesday 13th August 11-12.30

Tuesday 8th October 11-12.30

Wednesday 4th December 11-12.30

ACTION: DP to send MS Teams meeting invites.

Actions raised during the meeting:

Date Raised	Ref.	Description	Lead	Date Due
20 th June	1	SZC to look further into the proposed method of keeping public up to date on PRoW matters. Agreement to be made by working group on method to be adopted and how it will be updated. To be carried out outside of the PRoW Working Group.	SZC	Ongoing outside PRoW Working Group.
20 th June	2	Record Emma Devereux as the ESC representative.	Working Group	N/A
20 th June	3	SZC and SCC to continue to engage regarding PRoW and Implementation Plans.	SZC/ SCC	Ongoing.
20 th June	4	SZC to provide plans that clearly mapped out its proposals for BR19 plotted against existing arrangement and construction details, within a reasonable timescale.	SZC	Ongoing.
20 th June	5	SZC to draft a secretariat protocol outside of the working group.	ESC	Ongoing outside PRoW Working Group.
20 th June	6	Approve minutes and provide comments within a two-week period of draft minutes being published.	Working Group	Ongoing

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20 th June	7	DP to update and circulate the ToR to the working group.	DP	13 August 2024
20 th June	8	DP to send working group invites for 13/08, 08/10 and 04/12.	AR	28 June 2024

Author(s): Emma Devereux (ESC) and Daniel Piercy (SCZ)