

101221347  
Revision 01

## NOT PROTECTIVELY MARKED

Meeting:	Rights of Way Working Group
Date:	1 <sup>st</sup> December 2023, 11:00-12:30
Location:	MS Teams
Chair:	Richard Bull
Attendees:	Richard Bull - SZC, Chris Heaney – SZC, Steve Merry – SCC , Annette Robinson - SCC, Andrew Woodin – SCC, Carolyn Barnes – ESC.
Apologies:	None

### Meeting Notes:

#### 1 INTRODUCTION AND ROLES

Richard Bull (RB) – SZC

Chris Heaney (CH) – SZC

Steve Merry (SM) – SCC

Annette Robinson (AR) – SCC

Andrew Woodin (AW) – SCC

Carolyn Barnes (CB) – ESC

#### 2 TERMS OF REFERENCE / MEETING PURPOSE

ToR circulated prior to this meeting. RB gave overview of ToR – context and purpose.

AW queried the definition for scope of “the project” (section 3) and questioned whether it needed to be clarified in the ToR. Also asked if frequency (section 5) should be “not less than one every 3 months”.

**ACTION:** RB agreed to amend ToR to:

- a) more clearly define ‘the project’ as per the DoO and to include all PRoW matters.
- b) Amend the meeting frequency to “not less than once every three months” and then to recirculate.

SM raised question on minutes/ record of actions etc. RB explained that the intention was for the minutes to go onto the ESC portal following DCO Commencement (post commencement action).

To be decided in due course who will chair RoW Working Group meetings going forward.

**ACTION:** SZC to recirculate draft ToR (with amends) for approval by the working group.

#### 3 DCO FIRST COMMENCEMENT UPDATE

RB advised that the working target for first commencement is 4<sup>th</sup> January 2024, but the formal notice states it can be between 4<sup>th</sup> Jan and 31<sup>st</sup> March 2024.

PRoW fund of £2.5m to be paid to SCC is included in the initial payments triggered by DCO commencement.

**ACTION:** SZC to provide DCO update at January RoW working group meeting.

It was discussed how best to keep the public informed of SZC works that have impact on access to the PRoW network. The existing SZC Works Tracker website does not yet have this detail. In particular, up to date advice on

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impacts at Kenton Hills and Sandlings Walk would be helpful. It was noted that there is a requirement for PRoW comms plan in DoO.

**ACTION:** SZC to establish whether the Works Tracker could be used for this purpose or an alternative notification system.

Discussed impact on highways. Road closures should be shown on county council website (does not cover RoW).

RB reported that the last version of the proposed SZC implementation plan was issued at the end of September and the next update will be at the end of December 2023. Agreed to be circulated on a 3-monthly basis. This revised plan will update on proposed phasing of the key schemes.

**ACTION:** group to review SZC Implementation Plan at the next RoW working group meeting in January.

### 4 PROW FUND

RB confirmed RoW fund is £2.9 million.

It was agreed that it is a core function of this group to manage the PRoW Fund along with the utilisation of contingency funds.

AW queried what is it exactly that is to be brought to the working group? All agreed that co-ordination was needed across the different SZC schemes such as Leiston Town Centre, Wild Aldhurst, SLR and B1122.

AR requested clarity that there is flexibility to bring different projects or amendments to projects previously listed for reapproval by the group where there is a need to do so. RB agreed with approach.

RB requested clarity on what resources may be needed going forward to deliver and implement PRoW plan and what will feed into the holistic strategy.

**ACTION:** SCC to present a high-level strategy and approach for delivery/ implementation of their PRoW plan at the next meeting, along with the proposed role of this Working Group. Set out what inputs are required to facilitate this.

### 5 BENHALL WORKS

AR explained the position with the PRoW at Benhall along with ongoing discussions and current status. Some uncertainty with what has been done/ plans going forward. The PRoW is currently diverted and will not be reinstated on the permanent alignment until work recommences next year.

RB confirmed this plan will feed into the communication plan. Lessons learnt with regard to Benhall Works – need to be implemented in a very precise way by contractors with minimal flexibility.

**ACTION:** SZC to provide a formal plan for the restoration of the PRoW on the permanent alignment.

It was agreed that good practice going forward is for PRoW to be clearly agreed and defined on-site prior commencing work that would impact that PRoW. AR emphasised importance of marking out all PRoWs on definitive line before any works begin.

### 6 MATTERS FOR ESCALATION (TO TRANSPORT REVIEW GROUP).

No matters for escalation at this time.

AR raised queries over Bridleway 19. RB suggested agenda item for next meeting to be SZC to provide an update on Bridleway 19 strategy, timescales and approach to diversion delivery.

**ACTION:** SZC to provide an update on Bridleway 19 strategy, timescales and approach to diversion delivery at next meeting.

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### 7 AOB

Representation/substitutes – it was agreed that the meeting can have some flexibility on attendees from respective organisations over and above the designated attendee number in the ToR.

With regard to the PRoW at the Pakenham site, West Suffolk have delegated responsibility to SCC for the purposes of this Group. CB confirmed that ESC would currently not be able to comment on this scheme.

Next meeting to be held in late January 2024 (final date TBC).

**ACTION:** SZC will circulate suggested dates for next RoW Working Group meeting.

### Actions raised during the meeting:

Date Raised	Ref.	Description	Lead	Date Due
1 <sup>st</sup> Dec	1	RB agreed to amend to: a) more clearly define 'the project' as per the DoO and to include all PRoW matters. b) Amend the meeting frequency to "not less than once every three months" and then to recirculate.	SZC (RB)	Jan 2024
1 <sup>st</sup> Dec	2	SZC to recirculate draft ToR (with amends) for approval by the working group.	SZC	Jan 2024
1 <sup>st</sup> Dec	3	SZC to provide DCO update at January RoW working group meeting.	SZC	Jan 2024
1 <sup>st</sup> Dec	4	Review SZC Implementation Plan at the next RoW working group meeting.	RoW working group	Jan 2024
1 <sup>st</sup> Dec	5	SZC to establish whether the Works Tracker could be used for this purpose or an alternative notification system.	SZC	Jan 2024
1 <sup>st</sup> Dec	6	SCC to present a high level strategy and approach for their PRoW plan at the next meeting, along with the proposed role of this Working Group. Set out what inputs are required to facilitate this.	SCC	Jan 2024
1 <sup>st</sup> Dec	7	SZC to provide a formal plan for the restoration of the PRoW on the permanent alignment.	SZC	Jan 2024
1 <sup>st</sup> Dec	8	SZC to provide an update on Bridleway 19 strategy, timescales and approach to diversion delivery at next meeting.	SZC	Jan 2024
1 <sup>st</sup> Dec	9	SZC will circulate suggested dates for next RoW Working Group meeting.	SZC	Dec 2023

**Author: Eleanor Wright (Quod)**