

101234095
Revision 01

SZC RIGHTS OF WAY WORKING GROUP

PROTECTIVE MARKING

Date:	29 th January 2024, 14:00-15:30
Location:	Teams
Chair:	Richard Bull (SZC)
Attendees:	Richard Bull - SZC, Chris Heaney – SZC, Annette Robinson - SCC, Andrew Woodin – SCC, Julia Cox – SCC, Carolyn Barnes - ESC
Apologies:	Steve Merry – SCC

Meeting Notes:

1 CONFIRMATION OF CHAIR AND MINUTING

AR queried if minutes and Agendas should be published on East Suffolk website. **ACTION:** RB to confirm.

Group agreed this meeting will be chaired by SZC.

2 REVIEW OF ACTIONS FROM PREVIOUS MEETING

Date Raised	Ref.	Description	Lead	Date Due	Status
1 st 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	Closed
1 st Dec	2	SZC to recirculate draft ToR (with amends) for approval by the working group.	SZC	Jan 2024	Closed
1 st Dec	3	SZC to provide DCO update at January RoW working group meeting.	SZC	Jan 2024	Closed, covered during this meeting
1 st Dec	4	Review SZC Implementation Plan at the next RoW working group meeting.	RoW working group	Jan 2024	Closed, covered during this meeting
1 st Dec	5	SZC to establish whether the Works Tracker could be used for this purpose or an alternative notification system.	SZC	Jan 2024	ACTION: Carry over to ensure accuracy of tracker.
1 st 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	Closed.
1 st Dec	7	SZC to provide a formal plan for the restoration of the PRoW on the permanent alignment.	SZC	Jan 2024	SCC have not received any further information.

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					ACTION: SZC to provide update on ref 7 asap.
1 st Dec	8	SZC to provide an update on Bridleway 19 strategy, timescales and approach to diversion delivery at next meeting.	SZC	Jan 2024	SZC not in position to give update yet. AR explained that there is a cross-over due to this group having to be consulted on the RoWs implementation plans (these will be presented to RoW working group but unlikely the group will formulate them). Expected that RoW working group will present strategy to SCC at working level as soon as practicable.
1 st Dec	9	SZC will circulate suggested dates for next RoW Working Group meeting.	SZC	Dec 2023	Closed.

3 DCO UPDATE AND SZC IMPLEMENTATION PLAN

RB confirmed DCO formally commenced on 15th January. Detailed engagement prior to first commencement with county and district councils to ensure SZC closed out all necessary obligations. PRow fund payment has gone and is now with SCC.

SZC recirculated Implementation Plan following first commencement.

SZC have updated the Implementation Plan – showing local transport schemes they are working on and need to be delivered in line with DoO, and construction phases and ADs.

Summary of activity for next few months – ongoing focus on preparatory works, progress archaeology and ecology works and approach to these. For the main site, SZC will be looking at access and office accommodation and internal roads. Should not be a noticeable increase in activity and HGV movements for next circa 6 months. RB confirmed should not be significant impacts on PRow but key priority is to look at Bridleway-19 strategy.

ACTION: RB to circulate Implementation Plan to members (26th Jan).

4 TERMS OF REFERENCE

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RB shared updated Terms of Reference and reviewed tracked changes from SCC.

Agreed clarification on Item 2.

RB requested clarification on first 2 bullets added to Item 3 – AR confirmed these are extracted from Strategy.

ACTION: RB to review revised text in Item 3 and provide suggestions to Group in due course.

AR discussed approach to Implementation Plan – template has been discussed but not yet formalised.

Group agreed with all other revisions made to ToR.

5 DISCUSSION ON REPORT TO THE ROW WORKING GROUP

AW discussed the Report and the general structure of it. List of projects to be reviewed – external NSIPs going on in the area. Priority to be given to most important projects listed. Phasing also discussed.

Currently a lot of unanswered questions and problems yet to be resolved – it will likely these discussions will need to take place within this Group.

AW mentioned the £200k element of the PRoW fund for Council resourcing was discussed. Recruitment of staff and grading discussed - grade of office may be increased by this Group will make decision. Existing staff may be pulled onto SZC project work and charge against the project. AW to put forward business case for this role.

AR raised whether the actual figure should be £400k based on the wording of the Deed of Obligation, which would provide more flexibility grading.

Decisions from the RoW Working Group:

- WG membership – (core is 5 members), must be continuity but Group agree flexibility may be necessary on occasion. RB recommended that if voting is needed, it is clarified what members are voting if there are more attendees than designated in the ToR – Group agree that restricting membership in the Group is not beneficial. ToR provide clarity on who votes and general structure.

ACTION: JC to confirm attendance instead of SM.

6 MATTERS FOR ESCALATION

None.

7 AOB

Next meeting to be diarised for 11th April 10:30am.

ACTION: SZC to send out next meeting invite.

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Actions raised during the meeting:

Date Raised	Ref.	Description	Lead	Date Due
29 th Jan	1	RB to confirm if minutes and Agendas should be published on East Suffolk website	RB	For next meeting.
29 th Jan	2	Carry over action from 1 st Dec 2023 to ensure accuracy of tracker.	SZC	For next meeting.
29 th Jan	3	SZC to provide update on ref 7 asap.	RB	Feb 2024
29 th Jan	4	RB to circulate Implementation Plan to members.	RB	26 th Jan
29 th Jan	5	RB to review revised text in Item 3 and provide suggestions to Group in due course.	RB	For next meeting.
29 th Jan	6	JC to confirm attendance instead of SM.	JC	Feb 2024
29 th Jan	7	SZC to send out next meeting invite.	SZC.	Feb 2024

Author: Eleanor Wright (Quod)