

Meeting Notes

Transport Review Group

Meeting Title: Transport Review Group

Location: Online

Date: 1st May 2025

Time: 14:00

Attendees:

East Suffolk Council	Carolyn Barnes (CB) , Bethany Rance (BR), Rebecca Brooks (RBr)
National Highways	Christine Phillips (CP) (in place of Thomas Lawman)
Sizewell C	Rebecca Quigg (RQ) , Richard Bull (RB) , Simon Middleton-Burrows (SMB) , Pat McGuire (PMcG), David Stuart (DS), John Davies (JD), Alex Fairhead (AF), Nicki Pieri (NP) , Nick Cottman (NC), Stephen Keighley (SK), James McLeod (JMcL), Joseph Hough (JH), Jez Porter (JP), Alannah Nutman (AN), Rhys Morris (RM)
Suffolk Constabulary	Leigh Jenkins (LJ) , Kevin Stark (KS)
Suffolk County Council	Graeme Mateer (GM) (Chair), Steve Merry (SM) , John Rozier (JR), Peter Langford (PL), Michael Moll (MM), Isaac Nunn (IN), Neal Evans (NE)
Invited Observers	Scottish Power – David Lewis (DL), Rory Daines (RD) DESNZ – To be decided

1	Introductions and identification of voting members	All
2	Notes of the previous TRG meeting	All
2.1	Previous action for RQ to meet with DS to discuss bus routes. Action to circulate bus routes.	
Action	RQ to circulate Bus Routes with TRG papers	RQ
2.2	Previous action to make the Traffic Monitoring Report clearer. Action is in progress, currently being circulated internally. To be shared once complete.	JH
Action	Circulate the updated summarised Traffic Monitoring Report	JH
2.3	All other previous meeting actions complete	
Vote	Unanimous vote supporting the previous meeting minutes and actions	
3	Voting Arrangements	RQ
3.1	Request from RQ for all voting members to provide a named delegate for the TRG	
Action	All voting members to share a named delegate with RQ	All
3.2	Proposal from RQ for an interim 6 week TRG meeting consisting solely of the voting members in order to better handle time sensitive issues. Support from the group, noting that the wider group would be kept up to date with any decisions made, and that extraordinary meetings are still able to be held when necessary. RQ also stressed that this meeting be kept solely for time sensitive decision making.	
Action	Interim TRG meeting to be set up	RQ / GM
Vote	Unanimous vote supporting the introduction of interim TRG meeting for time-sensitive issues	
4	Confirmation of TRG Terms of Reference	RB
4.1	Request from Richard Bull to confirm the terms of reference of the Public Rights of Way Working Group and the TRG be agreed. Request on behalf of Leigh that a caveat to the TRG	RB



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	meeting minutes – Richard Bull has suggested “Subject to periodic reviews of AIL demand and impact on the road network, where appropriate consider any changes required to the AIL Escort Matrix. LJ supporting of this suggestion.	
Vote	Unanimous agreement of updated terms of reference proposed by Richard Bull	
5	Transport Monitoring Report	JH / RQ
5.1	<p>Update from JH on the monitoring report.</p> <ul style="list-style-type: none"> ▪ General relative increase in HGV movement over the past month. Reflected in LGV and AIL movements too. Noting that volumes are still low. ▪ Return to a 70-30 directional split for HGV Deliveries. SM picked up on this point, noting that there was a risk that the ES figures could be exceeded from the north. <ul style="list-style-type: none"> ○ Note from JH that more investigation needs to be done in order to ascertain whether the DCO limits are being exceeded, and that this likely isn't the case due to the low volumes. ▪ ~20% increase in SZC workforce since October 2024, and more than a doubling compared to May 2024. ▪ No change to the mode share survey (due to an annualised survey). ▪ Visitors numbers have increased significantly, ~1000 visitors year on year March 2025. <ul style="list-style-type: none"> ○ Note from SM that sustainable transport options aren't displayed online. Response, DS to contact the Visitor Centre to ensure that the information is being displayed. ▪ Note from SM on automatic traffic counts at car parks and when these will be installed. Response from DS that these will be installed, and that he'd report back on installation time scales. ▪ On Fly Parking: <ul style="list-style-type: none"> ○ Note from SM on Fly Parking, and parking more generally. Numerous vehicles parked within 400m of the ACA. Response from David Stuart, car sharing strategy is being prepared, and promotion of sustainable transport modes within this. ○ Note from LJ on Fly Parking dedicated attendance team. Request for more communication prior to the opening of the P&Rs in order to offset any adverse impact within the community. Response from DS, recruitment to begin soon. DS to put this team in touch with Rebecca O'Neill. ▪ HGV route compliance remains high, though not perfect. SM queried the reasons behind the non-compliance, and any remedial action. PMcG to include table in text TRG Report. ▪ HDV movement caps. Request from SM for total table heading to be clarified (24 hour total). Small number of routing breaches. SM query about what remedial action was taken in these cases. Response from PMcG that an error on the contractors part took place in. ▪ General high level HDV Timing Compliance. <ul style="list-style-type: none"> ○ Small number of 'permitted' breaches where discussed prior with SCC for specific overnight works. ▪ Increase in HGVs to / from Associated Development sites. Though remaining relatively low on a daily basis. Similar for LGVs. ▪ Traffic Incident Management Plan. SM raised 2 incidents the last ~2 quarters, queried if there were any measures / learning points. 	



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	<ul style="list-style-type: none"> Update from RQ on the Transport Working Groups. Successful progression of designs within the groups. 2 schemes to the point of acceptance, another 2 coming down the line. Transport Forums. RQ noted that these are working well for sharing info with wider community. 	
Action	David Stuart to follow up with the Visitor Centre to ensure that alternative transportation options are displayed online	DS
Action	David Stuart to report back to the group on time scales for car park ATC installations	DS
Action	Pat McGuire to include HGV non-compliance context and remedial action table in next TRG report	PMcG
Action	JH to clarify HDV capacity movement table total heading and flip the north/south split direction	JH
6	TRG TN: SZC Early Site Accesses	JH
6.1	<p>Feedback from JH on changes made to the Early Site Access Report:</p> <ul style="list-style-type: none"> Minor amendment to the title. Change to TRG Technical Note. Rewording of introduction. Changes to text tense. Request from voting members of the TRG to approve these changes. <ul style="list-style-type: none"> Request from SM for clarification of 'next quarter' wording. Query from SM on the level of certainty that supports the HGV numbers behind the site access road figures. Response from PMcG that these are going to be reported on, and any spike in numbers will be reported back to the group. Note from RQ that a revision of document control is to be revised shortly, to be feedback at the next meeting. 	JH
Action	JH to edit the wording of 'next quarter' to 'next three months' relating to the site access works	JH
Vote	Unanimous approval regarding JH changes to Early Site Accesses Document	
7	Traffic Monitoring	RQ
7.1	RQ fed back on a request from the town of Parham (on B1116) for a monitoring point due to concern about rising traffic levels. General consensus that the most appropriate location for a monitoring site would be to the north of the junction where 'The Street' meets 'Main Road' (B1116).	RQ
Vote	Unanimous approval of traffic monitoring to be installed in Parham on the B1116	
7.2	<p>Permanent monitoring points. RQ discussed request from various parish councils for increased traffic monitoring (currently bi-annual). A roundtable was held, and a list was produced reflecting sites where permanent monitoring was requested.</p> <ul style="list-style-type: none"> SM requested more information relating to the rationale. Also, a note that mains power connection would be required. RB noted the need to ensure the bi-annual monitoring and the permanent monitoring worked together. RB suggested funding the permanent counters from the Contingency Fund; SM and CB did not agree. Potential contributions from third parties was suggested as a route of inquiry in the future. 	RQ

	<ul style="list-style-type: none"> ▪ Note from SM to clarify that the level of detail provided by the counts would not be sufficient to justify engineering works, and that further turning count movement monitoring would be required for specific interventions. ▪ Note from RQ that the number of permanent monitoring sites would need limitation to ensure continuing affordability. ▪ Suggestion from NC for alternative data sources to be considered (e.g. TomTom). Response from GM that this is difficult in Suffolk due to the rural setting. GM to take away action to look into what alternative data sources are held by SCC. ▪ General consensus that the proposals should be further developed ahead of the next TRG meeting. Including funding proposals, justification, and proposed sites. 	
Action	SM to propose centralised funding (including other NSIP developments) for permanent monitoring sites	SM
Action	GM to clarify what alternative data sources are held by SCC (e.g. TomTom data)	GM
Action	RQ to arrange a meeting with key parties (SCC, ESC, SZC) to further develop permanent monitoring sites	RQ
8	Site Updates	DS/SK
8.1	<p>David Stuart gave an update on buses in relation to workforce transport.</p> <ul style="list-style-type: none"> ▪ Hydrogen bus pilot has been undertaken. Currently compiling a report, due to be ready in draft form by 09/05/25. ▪ Workforce numbers peaking at ~1300 a day. ▪ DS has ordered the first 20 electric buses, contract for construction to WrightBus. First buses to be delivered in Q1 2026 ▪ In regards to overall services, with increase in workforce this year, a further 17 buses to be ordered. Delivery predicted for end of June 2025 ▪ Bid for main passenger contracts currently out for tender. Stagecoach, National Express and SPS (First Group), Ipswich Buses. ▪ Designer for Maintenance facility in Ipswich to be appointed next week (w/c 05/05/25). 14 week design programme (Mott MacDonald). Target operational date is September 2026. ▪ Car park management. Offsite lead to be appointed prior to the partial opening of the P&R sites (October and December 2025). ▪ Transport Survey closed and being evaluated. Findings of the report to be reported in the next TRG meeting. 	DS
8.2	<p>Stephen Keighley gave an update on the rail compound strategy.</p> <ul style="list-style-type: none"> ▪ Wider context. 2 primary sections of work, the Core SZC Rail Scope (Saxmundham to site) and elements of work needed on the East Suffolk Line. ▪ Finalising contracts with Balfour Beatty (main track and civil engineering contractor). Due to start of site in June 2025. Main commissioning activity to be carried out in Q2 2026, with train services to start shortly thereafter. ▪ Seven level crossings that need to be upgraded. Proposed start and finish dates. <ul style="list-style-type: none"> ○ Leiston Station, Aug 25 – Oct 25 ○ West House, Oct 25 – Nov 25 ○ Summerhill, Oct 25 – Nov 25 ○ Knodishall, Nov 25 – Dec 25 ○ Hodgson Ave, Nov 25 – Dec 25 ○ Saxmundham Rd, Dec 25 – Jan 26 ○ Bratts Black House, Dec 25 – Dec 25 	SK



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8.3	<p>JH gave an overview of the Rail Compound Strategy document content. A number of queries from John Rozier on behalf of SM.</p> <ul style="list-style-type: none"> ▪ Saxmundham Compound. Note that access is difficult, particularly for HGVs. Response from SK that the site is being demobilised (13th May 2025). ▪ Approved routes for Knodishall, Westhouse, Saxmundham Road, and Buckleswood Road. Not shown whether these are being accessed via Leiston Airfield, but likely. Response from SK, workers to be bused to site, checked in at Leiston Airfield, then bused to their worksites, which will either be one of the level crossings or one of the compounds. ▪ Leiston Airfield. Not clear on routes from accommodation and ACA. Response from JH, no current proposal for a bus route yet. No current routing proposal. Query from JH on whether minibuses fall under the TRG, RQ to follow up. ▪ Access routes for workers and visitors, how does this fit with CWTP (Construction Worker Travel Plan). Response from JH, the busing of workers to and from site is broadly in line with the CWTP. Suggestion that a discussion should take place to see what this forum would like to see and what is achievable. Suggestion from RQ that time should be set aside at the next TRG for this. ▪ HGV movement figures query on 3.6. Clarification from JH on difference between figures. ▪ Query about what is meant by heavy plant delivery. Response that SK that this is largely related to constructing the compound. Query from JC on whether any AILs are associated, SK unaware of any of these for these sites. 	JH
Action	RQ to follow up on whether minibuses fall under general worker traffic, or need to be considered as part of the TRG	RQ
Action	RQ to dedicate time in the next TRG meeting to discuss access routes for workers and visitors, and how this relates to the CWTP	RQ
9	Partner Updates	
9.1	<p>Christine Phillipps gave update on National Highways works. Specifically relating to Orwell Bridge.</p> <ul style="list-style-type: none"> ▪ Stakeholder events taking place in May 2025. ▪ Programme for works being finalised. ▪ Westbound lane to be closed completely during works, with contraflow implemented on for eastbound lane. ▪ Potential for some overnight closures. Effort to limit these to the single digits. ▪ If the bridge does close completely (overnight), it will be from J55 – J57. Query from KS on whether blue light access will be granted during the overnight closures. CP unsure, action to take this away. ▪ Works are due to take place mid to late June. Query whether the closures would coincide with Latitude Festival. CP to take this action away. ▪ Suggestion from JR that there's an opportunity for road space collaboration for some of SZC countywide sign works. 	
Action	CP to clarify whether blue light access will be given during Orwell Bridge closure	CP
Action	CP to clarify whether the Orwell Bridge closures will coincide with Latitude Festival	CP
Action	JP to explore whether countywide sign works could be undertaken during planned National Highways closures	JP
9.2	<p>Representative from Scottish Power had to drop off the call. RQ to request an email follow up to the group with any updates</p>	RQ



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Action	RQ to request an update from Scottish Power	RQ
10	GM gave an MRN update. Submission in June or July 2025. Slight programme slip but not fundamental to overall timescales. Planned start to construction in late 2025 or early 2026. RQ to add to agenda for next TRG meeting.	GM
Action	RQ to add MRN scheme update to next TRG meeting	RQ
11	Issues <ul style="list-style-type: none"> - Orwell Logistics Park slip road - Traffic Management update - Labelling of SZC LGVs (and HGVs) - A14 Orwell Bridge closure / contra flow and potential mitigation - Fly parking - AIL escort guide - Document control 	RQ/JH/SM
11.1	Orwell Logistics Park slip road. Concern raised by resident regarding the length of the slip road onto the A14. <ul style="list-style-type: none"> ▪ Update from SMB on Orwell Logistics Park. Units 1 and 2 occupied. Units 3 and 4, near completion. Freight Management Facility (FMF) ready for operation as of 06/05/25. Purchase of Shepherd and Dog Farm. ▪ JR raised the previous concerns noted by National Highways relating to the slip road. NP clarified that the concerns raised were resolved. ▪ JR suggested that a response to the resident clarifies that various stakeholders were invited to comment on the planning, with the caveat around future applications. 	RQ
Action	RQ to append response to resident relating to the slip road to the meeting minutes	RQ
11.2	JP update on Traffic Management. Work being undertaken with 'One Network' to being forward additional functionality to coordinate road space management and streamline road space booking. Close to placing this contract, training taking place within the SZC team.	JP
11.3	Carolyn Barnes note on team changes within East Suffolk Council. Naomi Hayes, Emma Devereux and Phillip Rigley have left East Suffolk Council. Martin Fulcher starting next month.	CB
11.4	Labelling of HGVs and LGVs. Relating to LGVs not having stickers. Issue raised by SM, others unclear. RQ to follow up. Also unclear regarding the AIL Escort Guide.	
Action	RQ to follow up with SM to clarify issue relating o labelling of HGV and LGVs and also the AIL Escort Guide	SM
12	Any other business	
12.1	Query from LJ relating to layby at Wickham Market and when an update will be available. JP responded that a conversation took place with SZC this week and that this is the next priority, aiming for July. LJ also had a query relating to weight limits, which JR will action.	LJ
Action	JR to follow up on LJ query relating to weight limits	JR
13	Date of next meeting – Wednesday 23 July 2025	

Action List	Action with	Update
RQ to circulate meeting notes on Bus Route with DS	RQ	Circulate with July meeting pack



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Circulate the updated summarised Traffic Monitoring Report	JH	RQ to circulate with July meeting pack
All voting members to share a named delegate with RQ	All	Done
Interim TRG meeting to be set up	RQ	Done
David Stuart to follow up with the Visitor Centre to ensure that alternative transportation options are displayed online	DS	
David Stuart to report back to the group on time scales for car park ATC installations	DS	
Pat McGuire to include HGV non-compliance context and remedial action table in next TRG report	PMcG	Done
JH to clarify HDV capacity movement table total heading and flip the north/south split direction	JH	Done
JH to edit the wording of 'next quarter' to 'next three months' relating to the site access works	JH	Done
SM to investigate centralised funding (including other NSIP developments) for permanent monitoring sites	SM	
GM to clarify what alternative data sources are held by SCC (e.g. TomTom data)	GM	
RQ to arrange a meeting with key parties to further develop permanent monitoring sites	RQ	Done
RQ to follow up on whether minibuses fall under general worker traffic, or need to be considered as part of the TRG	RQ	
RQ to dedicate time in the next TRG meeting to discuss access routes for workers and visitors, and how this relates to the CWTP	RQ	Deferred to interim meeting due to agenda constraints
CP to clarify whether blue light access will be given during Orwell Bridge closure	CP	Done
CP to clarify whether the Orwell Bridge closures will coincide with Latitude Festival	CP	Done
JP to explore whether countywide sign works could be undertaken during planned National Highways closures	JP	
RQ to request an update from Scottish Power	RQ	
RQ to add MRN scheme update to next TRG meeting	RQ	Done
RQ to append response to resident relating to the slip road to the meeting minutes	RQ	In progress
RQ to follow up with SM to clarify issue relating to labelling of HGV and LGVs and also the AIL Escort Guide	SM	



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JR to follow up on LJ query relating to weight limits	JR	
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