

NOT PROTECTIVELY MARKED

Meeting Notes

Transport Review Group

Meeting Title: Transport Review Group

Location: Online

Date: 23rd July 2025

Time: 14:00

Attendees:

East Suffolk Council	Carolyn Barnes (CB) , Bethany Rance (BR), Rebecca Brooks (RBr), Tom Cox (TC)
National Highways	Thomas Lawman (TL)
Sizewell C	Rebecca Quigg (RQ) , Richard Bull (RB) , Simon Middleton-Burrows (SMB) , Pat McGuire (PMcG), David Stuart (DS), Olivia Hart (OH – proxy for Niki Pieri) , Nick Cottman (NC), Joseph Hough (JH), Robert Colthorpe (RC), Jen Mills (JM)
Suffolk Constabulary	Leigh Jenkins (LJ) , Kevin Stark (KS)
Suffolk County Council	Greame Mateer (GM) (Chair), Steve Merry (SM) , John Rozier (JR), Peter Langford (PL), Kate Watson (KW), Julia Cox (JC), Ashley Medhurst (AM), Prakash Modasia (PM)
Invited Observers	Scottish Power – Mark Foden (MF) Mark Payne (MP) David Cunliffe (DC)
Voting members of the TRG are marked in bold	

Actions from Previous Meeting:

Action	Owner	Update	Status
RQ to circulate meeting notes on Bus Route with DS	RQ	Circulated with July meeting pack	Closed
Circulate the updated summarised Traffic Monitoring Report	JH	RQ to circulate post meeting	Ongoing
All voting members to share a named delegate with RQ	All	Done	Closed
Interim TRG meeting to be set up	RQ	Done – arranged for September	Closed
David Stuart to follow up with the Visitor Centre to ensure that alternative transportation options are displayed online	DS	Update to be provided within this meeting	Closed
David Stuart to report back to the group on time scales for car park ATC installations	DS	Update to be provided within this meeting	Closed
Pat McGuire to include HGV non-compliance context and remedial action table in next TRG report	PMcG	Done	Closed
JH to clarify HDV capacity movement table total heading and flip the north/south split direction	JH	Done	Closed



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JH to edit the wording of 'next quarter' to 'next three months' relating to the site access works	JH	Done	Closed
SM to investigate centralised funding (including other NSIP developments) for permanent monitoring sites	SM	To be addressed within meeting under permanent monitor sites item	Closed
GM to clarify what alternative data sources are held by SCC (e.g. TomTom data)	GM	To be addressed within meeting	Closed
RQ to arrange a meeting with key parties to further develop permanent monitoring sites	RQ	Meeting held	Closed
RQ to follow up on whether minibuses fall under general worker traffic, or need to be considered as part of the TRG	RQ	Under investigation, will be brought to next TRG if required. Need to identify exactly where they fall within wording of the CTMP	Ongoing
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	Ongoing
CP to clarify whether blue light access will be given during Orwell Bridge closure	CP	Done – engaged with directly with people concerned	Closed
CP to clarify whether the Orwell Bridge closures will coincide with Latitude Festival	CP	Done – engaged with directly with people concerned	Closed
JP to explore whether countywide sign works could be undertaken during planned National Highways closures	JP	Not at current meeting – will follow up and review.	Ongoing
RQ to request an update from Scottish Power	RQ	Scottish Power representatives present at this meeting to provide updates	Closed
RQ to add MRN scheme update to next TRG meeting	RQ	Done – to be picked up as agenda item during meeting	Closed
RQ to append response to resident relating to the slip road to the meeting minutes	RQ	In progress	Ongoing
RQ to follow up with SM to clarify issue relating to labelling of HGV and LGVs and also the AIL Escort Guide	SM	RQ and SM to arrange time to address this	Ongoing
JR to follow up on LJ query relating to weight limits	JR	Done	Closed

1 Introductions and identification of voting members (shown in bold)	All
2 Notes of the previous TRG meeting reviewed	RQ
Actions from previous meeting updates in table above	All



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<p>GM proposed separate decision and action log to track actions. RQ agreed and will liaise with GM to review administrative matters for TRG meetings.</p> <p>ACTION RQ/GM to review administrative approach to TRG meetings</p> <p>VOTE Voting members agreed approval of previous minutes (meeting date 24th April 2025)</p>	
<p>3 Planning Technical Notes requiring approval</p>	
<p>TN05 - Early Site Accesses HGV route requirements TN05 Addendum: Town Farm Lane</p> <ul style="list-style-type: none"> JH gave context for TN05 and noted at a high level the changes proposed for access agreements. SM queried the inclusion of movements to TVB central access. He noted that SCC had agreed to access here for archaeological use and would prefer this access not to be used for construction purposes. SCC also requested additional commitments within the technical note for SZC attention to the operational management and requested a refreshing of the risk assessments. SCC noted Trust Farm is an unbanked private road but if increased use means deterioration this may be tracked onto B1122 – may need to look at a bell mouth potential improvement. SZC will keep under review. <p>ACTION will take comments away on TN05, address and RQ recirculate for voting.</p> <p>Annex A</p> <ul style="list-style-type: none"> Lays out an alternative route for HGVs to GRR in the event of third party closures along the existing permitted route. This route would only be agreed for third party closures; any application for alternative routes to accommodate SZC's own closures in the area would be handled separately. LJ queried whether this was for HGVs only or included AILs. JH confirmed that AILs follow a separate process. It was agreed that HGVs using this route would be recorded and noted, for TRG information. These HGVs would not need explicit permission from SCC. <p>VOTE - Annex A changes agreed subject to the text included as above during discussion</p> <ul style="list-style-type: none"> Annex B – potential short term HGV movements via Town Lane July 2025. This annex was appended to the technical note in order to provide clarity around potential options for the use of Town Farm Lane (TFL). This would facilitate movements of spoil from Yoxford to allow surplus to be used on SLR sites. The appendix also set out a proposal to review the wording of the CTMP regarding the HGV movements to and from the Associated Development sites. SM raised a number of concerns related to both the use of TFL and the potential change to wording of the CTMP. <p>The TRG agreed to pause voting on the annex until the queries were addressed.</p> <p>ACTION RQ noted to take away comments, provide this information and commitment and then take offline vote for approval.</p>	<p>JH</p>



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NOTE: Following extensive discussion with SCC and local stakeholders, Annex B has been withdrawn. Town Farm Lane no longer needs to be used; CTMP review is being undertaken on a wider basis ahead of the next TRG meeting as a separate item.

SCC noted disappointment that additional use was initially made of TFL over and above what was agreed in the Early Site Access technical note. RQ acknowledged and noted that SZC are socialising the ESA technical note with PMs and contractors again to ensure doesn't happen again.

ACTION - RC to review central access changes to TVB and adjust TB and/or FS

RC advised for rest of TVB having mobilisation discussions with contractors, so ideally a vote next week - GM noted a vote next week would be required. RQ noted SM would need a proxy as on AL for a vote next week.

ACTION SM/GM to advise RQ of proxy for vote required next week

4 Transport Monitoring Report

- JH ran through points of interest:
- General increase of HGV numbers towards the cap.
- LGV movements remain very low compared to assessed figures.
- AIL loads have dropped down from March peak
- Direction of deliveries broadly 70-75% from the south.
- Construction workforce profile – some general growth 1400 daily, peak of 1600
 - RQ noted these figures do not factor in the 5 day rule for monitoring workers as required in the DCO, essentially the numbers are bigger than the rule around worker numbers - looks bigger than it is. SZC working on how to clarify these figures.
- GM asked whether there is any intention to capture workers on AD sites –DS noted if a reporting requirement we can provide.

JH

ACTION RQ and DS to pick up offline and feedback regarding whether workforce profile includes workers on AD sites

- Workforce survey show travel similar to previous survey – GM would be interested to see whether the proportion of workers travelling over 20 miles reflects what is in the gravity model in the DCO. Indicates more travel however RQ noted these figures would include people travelling infrequently.
- SM queried whether these worker trips pick up journeys to Rockford House or Orwell Logistics park –GM noted not current issue but for transparency may be good to incorporate when we approach peak. DS noted.
- RQ noted seven days a week referenced, DS confirmed that this should be 6 days a week. (2.7)



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ACTION RQ to correct 7 days to 6 days in TMR**ACTION All rail transport to be included in reporting from next TMR onwards**

- GM noted Directional splits become more important as HGV numbers approach the cap. TRG agreed that if continual exceedance of the numbers assessed from the North, there may need to be an exercise to check material impacts.
- CLOCS - RQ noted that specific vehicles had been agreed and would be reflected in next Transport Monitoring Report as occurred in July.
- SMB asked if approval of specific vehicle types need to be agreed specifically by the TRG ahead of time. SMB confirmed that the police have notice of them.
- LJ agreed with principles of approach, just noted if an element of frequency may need review. RQ noted can be included in the more regular reporting being instituted.
- RQ noted a CTMP error for monitor/control discrepancy for HGVs moving between ACA and MCA. Proposed that that this point should be included in CTMP review.
- GM notes in terms of hierarchy CTMP is a signed off management plan so presumably higher than Transport Assessment or other non-management plan. RQ will look into the detail and come back to group on process.
- SM asked how do AILs movements compare to forecasts. This was a 2 year forecast, what forecast is there for the longer term. SMB noted constant review of AIL forecast, shared with constabulary and confirmed he would share this with SCC.

ACTION SMB to ensure AIL forecast shared with SCC as well as Suffolk Constabulary

- KS noted forecasting great and acknowledged the benefits of the AIL escort teams – SMB noted value of the team policing roads. SM noted benefits of improved roads policing and safety impact on locality a huge benefit.
- RQ reported that Transport Forums remain key opportunity to engage with parish councils. Working groups had paused due to design phases and updates, but would be upcoming in late summer and early autumn.

5 Reporting Protocols

- The CTMP reporting cycle is now implementable thanks to data improvements at SZC. Some of the control factors are on a 24 hourly basis – non-compliance, breaking of cap, as well as weekly HGV numbers. RQ sought feedback from members on the most efficient way of reporting.
- TRG agreed to trial a weekly reporting cycle and assess at the next TRG.

RQ**ACTION RQ to approach reporting as a weekly occurrence and will review at next TRG**



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CB raised discussion on timing compliance. TRG agreed that this needed to be monitored closely.

There was general discussion about clarity of reporting of non-compliance and the requirement for information in the context of sharing sensitive data and information. RQ agreed to .

DS noted workforce passenger transport update – Off Site Lead appointed to help manage car parking, bus fleet to be increasing, decision to be made in October in relation to get the balance between electric and hydrogen bus services agreed. Ransome's Euro Park design stage for vehicle maintenance unit underway. Twenty single decker electric buses ordered and to be delivered and used in Q1 2026, and infrastructure for charging being addressed. Seeking to remove as many diesel buses as possible.

LJ asked when fly parking monitoring was going to be in place, DS confirmed October this year. DS noted he is engaging with an external organisation to help parking management, looking to put in plate system to identify workforce and can then any issue can be addressed with workforce code of conduct. LJ noted appreciation and to be informed when in place so they can be introduced to Suffolk Constabulary team.

RB provided main site and AD site updates.

- Final Investment Decision (FID) made this week so very positive news.
- The work on the cut off wall and on the temporary sea defence has commenced.
- The project is progressing with getting through technical approvals for the highway schemes.
- Good progress on major roads should be seen second half of year subject to weather being favourable.

SM queried when next Implementation Plan was due, RB noted due in September.

SM noted importance of communication traffic management to community and key stakeholders as works increase.

7 Traffic Monitoring

Overview of Traffic Monitoring Report provided (bi-annual traffic survey) provided by JH:

- Two sites had to be re surveyed in May, One in July. All others from April.
- General increase in traffic Oct-April. Other areas across Suffolk show no change in trends, this location around SZ may exhibit more variation from a road network, which may reflect SZC as well as tourism etc.
- Group 1 – less than 10% difference between baseline data and Spring survey
- Group 2 - A12 South – less than 10% difference
- Group 3 - A12 North – slight increase in site 12 (Blythburgh) but not considered to impact any conclusions
- Group 4 – small change in flows – sites 17, 29 and 31 changes less than 10%. Sites 21, 26 and 30 changes relatively low and baseline low. Site 16 of interest (south of Bentwaters) change is 19% south and 5% north – query whether further consideration needed as more information may be required for this location. Site 23 (B87 between A12 and B1125) may

JH



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need further investigation in case changes are linked to SZC – workforce origins may need to be assessed.

- Group 5 – Site 13 likely additional impacts. Sites 18 and 20 similar but unlikely any additional impacts, monitoring based on these results.
- Site 19 (Campsea Ashe) Initial review of Oct 24 count as traffic flows greater. Further flow counter installed to east of this (site 41). October survey recommended as new baseline for this site, count 41 no longer deemed necessary as specific purpose was to check this data.
- Site 24 – no further action identified.
- Site 27 noted further consideration warranted in this location as high sensitivity. Recommendation for TRG to consider some courses of action. Either continue to monitor ongoing trends, review peak construction traffic impacts, or determine origin of change to determine if changes as result of SZC.
- Site 33 (B1073 Wickham Market) onwards all new sites -difficult to determine a baseline to date.
- Site 34 – nothing further to review.
- Site 36, 37 and 40 – a change noted and considered sensible to look at workforce using these routes.

RQ noted where increases occurred there is an expectation to investigate. SM noted that Scottish Power is also in the area too. By April the southern Park and Ride will also be operating at 25%, so view that we hold on until next year. If staff survey can be reviewed to assess movements this may be helpful.

RB thanked JH for pulling the data together as a valuable exercise adding value to this group. RB agreed with SM with a preference to keep monitoring and see what next data set brings forward to show trends. The trends can be used to inform any response to concerns and complaints.

JH noted next survey is August as a baseline, then another in Oct. Perhaps this level of scrutiny prior to 2 years data may not be optimal. SM noted that with Park and Rides becoming operational etc, this may resolve some increases etc.

TRG proposed that they wait until monitoring for April 26 to be complete (to take into account SP&R opening), prior to considering whether further mitigation is specific locations.

SM asked where there are sites which significantly exceed TA forecast, as we may need to investigate further. JH confirmed there are some, the review takes them into consideration and what they actually mean. RQ suggested that SM and JH could take this matter away to review these sites in case they need further consideration.

ACTION SCC to review sites significantly exceeding TA forecast with SZC and propose best approach to take with regards to monitoring

Permanent Monitoring sites



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<p>RQ noted that a meeting between ESC/SZC/SCC to look at permanent monitoring. SM has some recommendations for 7No. additional permanent monitoring sites. RQ provided summary of proposed additional sites and reasoning for these. RB noted that, subject to funding, that SZC support SM proposal.</p> <p>ACTION SZC supports SCC proposal regarding additional permanent monitoring sites and will seek funding from the project.</p>	
<p>8 Traffic Issues</p>	
<p>SZC have had ongoing discussion with residents regarding speed monitoring on B1122 between Yoxford and Yoxford Level Crossing. Brought as escalated matter for TRG to engage with other speed camera or monitoring options. Request has come following substantial engagement with residents regarding the issue.</p> <p>KS noted there is a camera enforcement at the level crossing already and can access data to understand what the offending is like. Noted action already being taken in this location so data available – 5 No. visits this year and 9 No. offences captured, normally half an hour visits as a minimum. KS noted that there is a policy setting guidelines as to site qualifying, based on prosecutable offending, and has to be over these guidelines. Noted that there is already action being taken in this location. LJ noted this has been discussed at public forums, if information that occurrences occur at specific times, they will assess at these times. RQ noted that it is felt by community that it is a SZC issues and there is a strong desire from residents for a speed camera.</p> <p>JR noted it may be an option for monitoring, RQ noted it is a site which is in SM recommended permanent monitoring sites so there is overlap. This would provide data to support or deny need for a speed camera. RQ noted that perception by residents is that this is a speeding 'hot spot' KS noted that the speeding camera team in this location will have been triggered by concerns raised by the Parish. May be considered an amber site.</p> <p>ACTION SZC to add monitoring site to next round of monitoring to understand speed and vehicle movements.</p> <p>RQ raised concern regarding Westwood Ho/Buckleswood Road and turning vehicles – community complaints regarding HGVs turning the wrong way, contrary to the signage. Escalated to TRG for consideration. JR noted some secondary issues, with closure of Abbey Lane this causes some confusion from non SZC traffic which can include HGVs. SCC noted that it is difficult for SZC to mitigate.</p> <p>ACTION SZC to organise meeting regarding Westwood Ho/Buckleswood Road and signage to consider this and to respond to residents</p>	<p>All</p>



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9 MRN update	
<p>SCC provided general update - advised intent to submit planning application late Sept to early Oct for the MRN A12 scheme. Business case to DfT due early 2026 and then dependant on government to approve. Likely to be a period of 3 months between submission and commencement of works. Good news in recent spending review to carry forward funding previously committed to project.</p>	GM
10 Stakeholder Updates	
<p>SCC – In communication with SZC about how we undertake cyclic and reactive road works over next few years ESC – energy projects team now up to full staffing National Highways – Orwell Bridge - a few overnight closures in the next few weeks but soon complete. Ahead of schedule for completion. Suffolk Constabulary – the regular meetings with SZC re AILS and working well. Proactive public forum engagement and reaction.</p> <p>ACTION CB to send names and contacts of new ESC team members to RQ</p> <p>Updates from Invited Observers</p> <p>Scottish Power – Access 9 on B29 construction starts tomorrow, access 10 well underway and needs to be complete before haul road commences (target 29th July). Snape works scheme completed by end of the month.</p> <p>SM asked that abnormal load matrix be shared with Scottish Power - KS can certainly do this but noted that matrix was a bespoke document and subject to caveat that routes and matters can be reassessed. Would encourage Scottish Power to discuss abnormal load matters with Suffolk Constabulary. LJ noted they have been trying to reach out and have these conversations so that they can undertake modelling as they have done with SZC.</p>	All
11 AoB	
<p>LJ noted a meeting was held with SZC to discuss Operation Sword and raised a query to follow up and update.</p> <p>ACTION RQ/PMcG to follow up outcome of meeting with SZC to discuss Operation Sword and feedback to LJ</p> <p>KS noted for awareness of two stages of Tour of Britain being in the area. RQ aware and included in conversations. SM noted that Southern Park and Ride would be the key site to be affected. RQ noted meeting in the diary to discuss early next week.</p> <p>SM noted no rail services between Woodbridge and Melton due to track replacement – no trains between 24th October to 2nd November. Melton level crossing shut between 24th October to 28th October.</p>	All



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SM noted HGV and abnormal load routing – ongoing work to look at local supplier routs to look at best process for TRG to have oversight for local sites and the prescribed routes and logic for that. RQ hopes to bring an update to next TRG

ACTION RQ to change date of next meeting due to clash and will bring forward to Wednesday

Date of next meeting – to be moved to 22nd October 2025

Actions Raised During Meeting	Action with	Due
SZC/SCC to review administrative approach to TRG meetings.	RQ/GM	
SZC to take away comments raised on TN04, address and recirculate for offline voting.	RQ	
SZC to take away comments raised on TN05 Annex B, provide this information and commitment and then take offline vote for approval.	RQ	
SZC to review central access changes to TVB and potentially adjust TB and/or FS	RC	
SCC to advise RQ for proxy for voting required next week	SM/GM	
SZC to pick up offline and feedback regarding whether workforce profile includes workers on AD sites	RQ/DS	
SZC to correct 7 days to 6 days wording in TMR	RQ	
All rail transport to be included in reporting from next TMR	SZC	
SZC to ensure AIL forecast shared with SCC as well as Suffolk Constabulary	SMB	
SZC to approach reporting as a weekly occurrence and will review at next TRG	RQ	
SCC to review sites significantly exceeding TA forecast with SZC and propose best approach to take with regards to monitoring	SCC/SZC	
SZC supports SCC proposal regarding additional permanent monitoring sites and will seek funding from the project.	RB	
SZC to organise meeting regarding Westwood Ho/Buckleswood Road and signage to consider this	RQ	



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ESC to send names and contacts of new team members to RQ	CB	
SZC to follow up outcome of meeting with to discuss Operation Sword and feedback to LJ	RQ/PMcG	
SZC to change date of next meeting due to clash and will bring forward to 22 nd October	RQ	