

Note on consultation with Local Planning Authorities

Attached with this note are the following:-

1. Document ref 367516/Report 001/Revision C, Stakeholder Management Plan.

The Stakeholder Management Plan (SMP) was produced in the early stages of GRIP stage 2 of the Anglia Level Crossing Reduction Strategy Project in June 2016. The document sets out at Appendix A the Local Authorities and District Councils that were to be consulted with during the development of the proposals.

The stakeholders listed in the document were relevant at the time the SMP was produced, which was early in the development of the proposals. Therefore, other parties have since been identified that were consulted with further to design changes.

The document also contains a high level programme for delivery of the project at page 23, and it can be seen that the project has followed this programme, although there has been a relatively short term slippage in the dates for completion of the Public Inquiry stage and hence, the follow on activities.

2. Correspondence to Local Planning Authorities

Various correspondence showing level of engagement with Local Planning Authorities.

3. Attendance lists from consultation events

Attendance lists from Round 1 and Round 2 consultation events showing the Authorities who were represented at the events.

4. Correspondence regarding information from planning portals

Email trail referring to the need for and requests for development information relevant to each site.

5. Example of information found on planning portal

Screen shot of files downloaded from planning portal for relevant site.

Tilbrook, Susan J

From: Price, Stephen J
Sent: 22 February 2018 14:06
To: Tilbrook, Susan J
Subject: FW: Anglia Level Crossing Closure Feasibility Study
Attachments: 2016 05 09 Network Rail letter to Ipswich District Council - Anglia Level Crossing Reduction Strategy.pdf

Steve Price

BEng (Hons)
Senior Highway Engineer

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stephen.price@mottmac.com



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From: Anglia_LX
Sent: 09 May 2016 17:16
To: russell.williams@ipswich.gov.uk
Subject: Anglia Level Crossing Closure Feasibility Study

Dear [Russell](#),

Please see the attached letter regarding Network Rail's Anglia Level Crossing Reduction Strategy and upcoming consultation opportunities.

A copy of the letter will also be posted to the address indicated.

We look forward to engaging with you on this project in due course.

Kind Regards,

Mott MacDonald Ltd.



Mott MacDonald

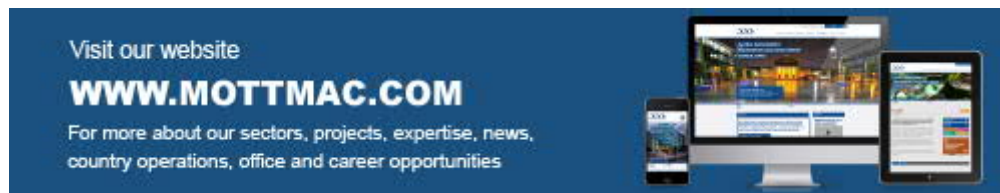
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A promotional banner for Mott MacDonald's website. On the left, white text on a dark blue background reads "Visit our website" followed by "WWW.MOTTMAC.COM" in a larger, bold font. Below this, smaller text says "For more about our sectors, projects, expertise, news, country operations, office and career opportunities". On the right, there is a visual representation of the website on three devices: a smartphone, a desktop monitor, and a tablet, all displaying the company's website interface.

Visit our website
WWW.MOTTMAC.COM
For more about our sectors, projects, expertise, news,
country operations, office and career opportunities

Russell Williams
Chief Executive
Ipswich District Council
Grafton House
15-17 Russell Road
Ipswich
IP1 2DE

Route Managing Director
Network Rail
One Stratford Place
Montfitchet Road
London
E20 1EJ

0203 3562532

9th May 2016

Anglia Level Crossing Reduction Strategy

Dear Russell,

Network Rail has been working hard over the past few years to better manage its level crossing assets and operational risks. It has achieved this by reducing the number of level crossings, whether by extinguishing rights or providing more suitable alternatives.

Mott MacDonald is working for Network Rail on a programme to initially close around 140 of its 800 level crossings on the Anglia route. The closures will be delivered by means of a Transport and Works Act Order (TWAo). Initial feasibility work was undertaken in 2015, including site investigations and optioneering for solutions.

Further to our previous correspondence with Ipswich District Council in Autumn 2015, (via email with an invitation to attend a workshop at Suffolk County Council), we wish to update you on the next stages of the programme.

There is one level crossing within the study which is located in the Ipswich District Council authority area. Details are provided below.

ID	Name	Postcode	X coordinate	Y coordinate	Ward
S33	Westerfield	IP6 9AE	616807.3	247194.9	St. Margaret's Ward

We recognise that Public Rights Of Way are an important part of country life in the Anglia region and where possible, we will seek to maintain connectivity with the countryside. We wish to engage with local stakeholders and the public to ensure that local considerations are used to shape the proposals.

Please be aware that we are arranging two rounds of public consultation. The first round of events will be held in June to consult on our initial options for the crossing closure, and the second in August / September to consult on the preferred option for the TWAo. The events will be held in Ipswich.

How we would like to engage with you:

- We need to identify any proposed developments in the area which may conflict with or complement the proposals. It would be appreciated if the Council would provide any information on development or highway proposals in proximity to the crossings as soon as possible.
- For the public consultation events in June, we will hold pre-meetings for local strategic stakeholders and we would be pleased if relevant Council officers attend that session. We will provide further details shortly.
- We would then look to arrange a meeting or telephone conference to speak with relevant County Council officers in July, to discuss the key findings of feasibility study, feedback from the first round of public consultation and what factors need to be considered for the design of the preferred solution. District Council representatives will be invited to attend. We will provide further details shortly.

Leanne Farrow from Mott MacDonald is coordinating consultation with strategic stakeholders. She can be contacted at leanne.farrow@mottmac.com or on 0113 394 6705. If you could please identify a single point of contact for liaison with Mott MacDonald it would be appreciated.

If you would like to speak to a representative of Network Rail, please feel free to contact Andrew Kenning (available at Andrew.Kenning@networkrail.co.uk or on 07515 625831) or Dylan Corrigan (available at Dylan.Corrigan@networkrail.co.uk or on 07739 785151).

Yours sincerely,

Richard Schofield
Route Managing Director
Network Rail
Anglia Route



Tilbrook, Susan J

From: Anglia_LX
Sent: 01 July 2016 15:53
To: Anglia_LX; charlie.adan@babergh.gov.uk; ian.gallin@westsuffolk.gov.uk; russell.williams@ipswich.gov.uk; charlie.adan@babergh.gov.uk; ian.gallin@westsuffolk.gov.uk; Rosalynn.Claxton@ipswich.gov.uk; Michael.Newsham@ipswich.gov.uk
Cc: Steve Kerr (Steve.Kerr@suffolk.gov.uk); Smith, Jason A; Price, Stephen J; Tilbrook, Susan J
Subject: Anglia Level Crossing Proposals - Suffolk County Council and District Councils meeting, Wednesday 27th July

Dear all,

Further to our previous correspondence regarding Network Rail's Anglia Level Crossing Proposals, we would like to invite one representative of each District Council in Suffolk to attend a workshop. The aim of the workshop is to provide feedback on where we are with the proposals and get your view to help us filter down to preferred options.

The workshop will be held on Wednesday 27th July from 9am to 3pm, at the Suffolk Association of Local Councils in Claydon. Details of how to get there is available from the website: <http://www.salc.org.uk/contact-and-find-us.html>

It would be appreciated if a representative from the highways / transportation team could attend, and if they could come briefed with any planning applications or developments that might be relevant.

Please reply with a named contact for attendance at your earliest convenience.

A full agenda for the meeting will follow in due course.

Best wishes,
Leanne Farrow
Mott MacDonald
On behalf of Network Rail



Mott MacDonald

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2 Brewery Wharf
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country operations, office and career opportunities



Tilbrook, Susan J

From: Price, Stephen J
Sent: 22 February 2018 14:11
To: Tilbrook, Susan J
Subject: FW: Update on Anglia Level Crossing Proposals - Suffolk TWAO
Attachments: Suffolk Information Pack - Update on Anglia Level Crossing Proposals.pdf

Steve Price

BEng (Hons)
Senior Highway Engineer

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stephen.price@mottmac.com



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From: Anglia_LX
Sent: 05 December 2016 09:57
To: Anglia_LX <Anglia_LX@mottmac.com>; charlie.adan@babergh.gov.uk;
Sharon.berry@baberghmidsuffolk.gov.uk; Stuart.McAdam@baberghmidsuffolk.gov.uk;
russell.williams@ipswich.gov.uk; Michael.Newsham@ipswich.gov.uk; Rosalynn.Claxton@ipswich.gov.uk;
ian.gallin@westsuffolk.gov.uk; sara.noonan@westsuffolk.gov.uk; andrew.murray-wood@suffolk.gov.uk;
andrew.woodin@suffolk.gov.uk; annette.robinson@suffolk.gov.uk; david.fawcett@suffolk.gov.uk;
francesca.clarke@suffolk.gov.uk; glyn.french@suffolk.gov.uk; kerry.allen@suffolk.gov.uk;
kevin.verlander@suffolk.gov.uk; steve.boor@suffolk.gov.uk; steve.kerr@suffolk.gov.uk
Cc: Smith, Jason A <Jason.Smith@mottmac.com>; Huntley, Nathan R <Nathan.Huntley@mottmac.com>; Price, Stephen J <Stephen.Price@mottmac.com>; Tilbrook, Susan J <Susan.Tilbrook@mottmac.com>; Eddy Nicholas (Nicholas.Eddy@networkrail.co.uk) <Nicholas.Eddy@networkrail.co.uk>; Taylor James (STE) (James.TAYLOR@networkrail.co.uk) <James.TAYLOR@networkrail.co.uk>; 'Andrew.Kenning@networkrail.co.uk' <Andrew.Kenning@networkrail.co.uk>; 'Isaac.Adjei@networkrail.co.uk' <Isaac.Adjei@networkrail.co.uk>; Snowden Kate (Kate.Snowden@networkrail.co.uk) (Kate.Snowden@networkrail.co.uk) <Kate.Snowden@networkrail.co.uk>; Briggs Hannah <Hannah.Briggs@networkrail.co.uk>; 'Steve.Day@networkrail.co.uk' <Steve.Day@networkrail.co.uk>; Jonathan.Boulton@networkrail.co.uk; Peter Gibbard (PeterGibbard@ardent-management.com) <PeterGibbard@ardent-management.com>
Subject: RE: Update on Anglia Level Crossing Proposals - Suffolk TWAO

Dear all,

Following our email sent last Thursday with regards to Network Rail's Anglia Level Crossing Proposals, please see attached for an advanced copy of the information pack. This provides details of our latest proposals for the level crossings which have been significantly changed within Suffolk, as a result of the feedback received from the public and stakeholders during the consultation in September / October 2016.

Please note, this is an advanced copy for your information only. This has been provided in confidence and embargoed until the information is posted on the Network Rail website on Wednesday 7th December.

A reminder that the information pack will be:

- Delivered to addresses in proximity to the affected level crossings (likely to start on Thursday 8th December)
- Provided to access and user groups via email, early this week
- Posted on the Network Rail website – the information will go live on Wednesday 7th December

Newspaper adverts have been confirmed and will be appearing between the 7th and 9th December. Also, Network Rail will write to Councillors and MPs to inform them of the public information update (and request for the some information to be included in their magazines and on notice boards, where possible).

To supplement these methods, it would be very helpful and appreciated if local authorities could use their social media platforms to refer people to the information on the Network Rail website once it is live on Wednesday 7th December.

Many thanks.

Mott MacDonald Ltd
On behalf of Network Rail

From: Anglia_LX

Sent: 01 December 2016 11:27

To: 'charlie.adan@babbergh.gov.uk' <charlie.adan@babbergh.gov.uk>; 'Sharon.berry@babberghmidsuffolk.gov.uk' <Sharon.berry@babberghmidsuffolk.gov.uk>; 'Stuart.McAdam@babberghmidsuffolk.gov.uk' <Stuart.McAdam@babberghmidsuffolk.gov.uk>; 'russell.williams@ipswich.gov.uk' <russell.williams@ipswich.gov.uk>; 'Michael.Newsham@ipswich.gov.uk' <Michael.Newsham@ipswich.gov.uk>; 'Rosalynn.Claxton@ipswich.gov.uk' <Rosalynn.Claxton@ipswich.gov.uk>; 'ian.gallin@westsuffolk.gov.uk' <ian.gallin@westsuffolk.gov.uk>; 'sara.noonan@westsuffolk.gov.uk' <sara.noonan@westsuffolk.gov.uk>; 'andrew.murray-wood@suffolk.gov.uk' <andrew.murray-wood@suffolk.gov.uk>; 'andrew.woodin@suffolk.gov.uk' <andrew.woodin@suffolk.gov.uk>; 'annette.robinson@suffolk.gov.uk' <annette.robinson@suffolk.gov.uk>; 'david.fawcett@suffolk.gov.uk' <david.fawcett@suffolk.gov.uk>; 'francesca.clarke@suffolk.gov.uk' <francesca.clarke@suffolk.gov.uk>; 'glyn.french@suffolk.gov.uk' <glyn.french@suffolk.gov.uk>; 'kerry.allen@suffolk.gov.uk' <kerry.allen@suffolk.gov.uk>; 'kevin.verlander@suffolk.gov.uk' <kevin.verlander@suffolk.gov.uk>; 'steve.boor@suffolk.gov.uk' <steve.boor@suffolk.gov.uk>; 'steve.kerr@suffolk.gov.uk' <steve.kerr@suffolk.gov.uk>;
Cc: Smith, Jason A <Jason.Smith@mottmac.com>; Huntley, Nathan R <Nathan.Huntley@mottmac.com>; Price, Stephen J <Stephen.Price@mottmac.com>; Tilbrook, Susan J <Susan.Tilbrook@mottmac.com>; Eddy Nicholas <Nicholas.Eddy@networkrail.co.uk>; Taylor James (STE) <James.TAYLOR@networkrail.co.uk>; 'Andrew.Kenning@networkrail.co.uk' <Andrew.Kenning@networkrail.co.uk>; 'Isaac.Adjei@networkrail.co.uk' <Isaac.Adjei@networkrail.co.uk>; Snowden Kate <Kate.Snowden@networkrail.co.uk> (<Kate.Snowden@networkrail.co.uk>); 'Briggs Hannah' <Hannah.Briggs@networkrail.co.uk>; 'Steve.Day@networkrail.co.uk' <Steve.Day@networkrail.co.uk>; 'Jonathan.Boulton@networkrail.co.uk' <Jonathan.Boulton@networkrail.co.uk>; Peter Gibbard <PeterGibbard@ardent-management.com>
Subject: Update on Anglia Level Crossing Proposals - Suffolk TWA0

Dear all,

This email is to provide you with an update on Network Rail's Anglia Level Crossing Proposals. We had a good response to the consultation in September / October, including engagement with yourselves. As a result, we are making some amendments to our proposals for the level crossings, to take the feedback into account.

Therefore, a round of "public information updates" will shortly take place for the significantly affected public level crossings (i.e. those where there will be significant changes made to the solution). A list of the level crossings that will form part of this update are provided below.

Suffolk Order – 2 crossings

1. S04 Island
2. S17 Paynes

Communication methods

To ensure that the public are aware of the public information update, the following materials and methods of communication will be utilised:

- Newspaper adverts alerting people that there are significant changes to the proposals for some level crossings, referring them to the website or the Network Rail helpline
- An information pack with basic explanatory text and illustrations of the revised proposals

The information pack will be:

- Delivered to addresses in proximity to the affected level crossings
- Provided to access and user groups via email
- Posted on the Network Rail website

To supplement these methods, it would be very helpful and appreciated if local authorities could use their social media platforms to refer people to the information on the Network Rail website (which will be live on Wednesday 7th December).

Also, Network Rail will write to Councillors and MPs to inform them of the public information update (and request for the some information to be included in their magazines and on notice boards, where possible).

The team is just finalising the material of the proposal updates, and will provide you with advance copies of the plans on Monday 5th December.

I trust this is helpful and provides an overview of upcoming activity.

Best wishes,

Mott MacDonald Ltd
On behalf of Network Rail

Anglia Level Crossing Proposals

Head count

Event: Bury St Edmunds

Date: 11/06/16

Hour (e.g. 14:00-15:00)	Number of people
11.00 - 12.00	(10)
12.00 - 13.00	(6)
13.00 - 14.00	(2)
14.00 - 15.00	(5)
	(23)

Swy St Edmunds 11/06/16

Anglia Level Crossing Proposals

Stakeholder pre-meeting sign-in sheet

Name	Organisation
MIKE FRIEND	ELMSWELL P.C.
DERRICK HALEY	MSDC (THURSTON WARD)
CLR ROBIN MILLAR	DEPUTY LDR FOREST HEATH DC (ALL SAINTS)
DAVID WEBB	COUNTY COUNCIL WAR (NEWMARKET & RL DIV)
CLR PETER HULBERT	MID ANGLIA RAIL PASSENGERS ASSOCIATION Minutes Secretary
ANDREW WOODIN	NEWMARKET TOWN COUNCIL - Mid Anglia Rail Passengers Assoc. committee
SARA NOONAN	SURELKCC
PETER EDMONDS	WEST SUFFOLK COUNCIL ECONOMIC DEVELOPMENT
ASSAY John Levantis	Stamford Parish Council
Guy McGregor	Stamford resident J. Levantis EUSWELL
	Suffolk C.C.

11

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Date: 11/06/16

[illegible]

Anglia Level Crossing Proposals

Head count

Event: Stowmarket

Date: 14/6/16

Hour (e.g. 14:00-15:00)	Number of people
1500 - 1600	(21)
1600 - 1700	 (15)
1700 - 1800	 (18)
1800 - 1900	(15)
1900 - 2000	(4)
	(93) [73] + 18 strat staker

14/06/16

Stowmarket

Stakeholder pre-meeting sign-in sheet

Name	Organisation
Francesca Clark	Suffolk county council
ANDREW WOODING	— — —
Hussey Butler	MELUS
MICHAEL WINMILL	MELLIS
CAROL WINMILL	MELUS
SIMON DURANT	MELLIS
RACHEL CARRINGTON	NFU
JACKY BRADLEY	WORTHAM & BURGATE
BARRY COLE	— u — ~ —
RICHARD PEATT	BACTON PARISH COUNCIL

14/06/16

Stowmarket

Stakeholder pre-meeting sign-in sheet

Name	Organisation
Linda Baxter	Stowmarket Town Council
Mr Jacein Fleming	Suffolk Co Council
Mr. Diana Keenley	MSBC - Gishingham Ward.
Mr. John Eder	Rushbrooke + Parson PARISH COUNCIL
Mr. Jane Storey	Suffolk County Council
District Councillor Rachel Eburne	Mid Suffolk District Council
Bob BAROMAN	Stowmarket Ramblers
Guy M. Gregor	S.C.C.

(18)

Anglia Level Crossing Proposals

Head count

Event: Ipswich

Date: 15/06/16

Hour (e.g. 14:00-15:00)	Number of people
BVLA 2-3	 (28)
4A/5 3-4	(10)
5A/6 4-5	(11)
6A/7 5-6	(2)
6-7	(9)

60

+ 30

Anglia Level Crossing Proposals

Stakeholder pre-meeting sign-in sheet

15/06/16

Ipswich

Name	Organisation
Edward Jackson	Bramham Resident
M Williams	SCC
Margaret Hancock	SLAF/Individual Interest
CLLR, INGA LOCKINGTON	IBC & SCC
CLLR OLIVER HOLMES	IPSWICH BC
CAROLYN BARNES	SCDC & WDC
Geoff Knight	RA - Ipswich (FPSe)
PETER MILLER	NESTON PARISH COUNCIL
BARBARA ROBINSON	SAVE OUR COUNTRY SPACES -
MARK WAZLOE	THURSTON PCC

15/10/16

Ipswich

Name	Organisation
Glare Phillips	Brantham Parish Council
RICHARD Oamy	—————11—————
JOHN FIELD	SUFFOLK COUNTY COUNCIL
ROSALYNN CLAXTON	IPSWICH BOROUGH COUNCIL
STEPHEN KERR	SCC
Kenny Allen	SCC
Joop VAN DER LINDEN	Brantham Parish Council
PETER CROSS (CML)	BENTLEY Parish Council
Allan Brubb	—————11—————
Michael Newsham	Ipswich Borough Council

15/06/16

Ipswich

Name	Organisation
Kevin Verlande	SCC
Barry Hall	CHAIR SUFFOL COLIAL ACCESS FORUM
Neil Avis	Resident
JOHN STEVENS	WESTERFIELD RESIDENT
MICK HALL	" "
Mrs M. Madders	Live near Railway
Kessa Dent	
John Wheeler	Bentley Parish Council
Ther Suters	Copdock - Washbrook Parish Council
Roger Wake	MARPA / ESCRIP (Volunteer)

Anglia Level Crossing Proposals

Stakeholder pre-meeting sign-in sheet

Event: Bury St Edmunds

Date: 16 / 9 / 16

(12)

Name	Organisation
Derek Fisher	Ramblers Assocn, Bury Lyp
Jeany Bradin	" " " "
ANDREW WOODIN	SUFFOLK CC
Jean Wywood	British Horse Society
Ann Dunning	Newmarket Ladies Open Door Group.
Kerry Allen	SUFFOLK COUNTY COUNCIL
SCOTT NOONAN	ST EOLS + FOREST HEATH BC.
Martin Crack-	Member of Public X
Lesley Crack.	" X

P-T-O

Anglia Level Crossing Proposals

Stakeholder pre-meeting sign-in sheet

Name	Organisation
Peter Halbert	Newmarket Town Council
Peter White	St Edmundsbury DC.
Pam PREEVE	GT BARTON PARISH COUNCIL.
Mark WOLVER	THURDEA PARISH COUNCIL
Robin MILLAR	FHDZ.

Anglia Level Crossing Proposals

Stakeholder pre-meeting sign-in sheet

Event: Ipswich

Date: 13/9/16

Name	Organisation
Kevin Verlander	Suffolk County Council
Robyn Clark	Ipswich Borough Council
INGA LOCKINGTON	IBC & SCC COUNCILLOR
OLIVER HOLMES	IBC COUNCILLOR
Dave Luby	SCC Councillor

Anglia Level Crossing Proposals

Stakeholder pre-meeting sign-in sheet

Ipswich

15

Name	Organisation
JOHN FIELD	SUFFOLK COUNTY COUNCILLOR.
STEPHEN KERR	SCC PROW.
ANDREW MURRAY-WOOD	SCC ECOLOGIST.
CLARE PHILLIPS	Brantham Parish Council.
AVASTAR MCCRAW	Babergh District Councillor.
CHRIS ELLIOTT	Brantham Parish Council
ALLAN CRIBB	Bentley Parish Council
GEOFF KNIGHT	RA FPSC.
GRAHAM NEWMAN	SCC CLU & Felixstowe Travel Watch
BARRY HALL	CHAIR SUFFOLK LOCAL ACCESS Forum.

Anglia Level Crossing Proposals

Stakeholder pre-meeting sign-in sheet

(27)

Event: Bacton

Date: 16/9/16

Name	Organisation
MELANIE COLLINGS	WETHERDEN PARISH COUNCIL
SHARON	MID SUFFOLK DISTRICT COUNCIL
Rowland Wanboys	Melton Parish Council
Joey Burren	Melton PC
MICHAEL WINDMILL	—— u ——
Sarah Mansel	MSDC Elmwell + Norton Ward members
DAVID FAWCETT	RUFFORD CC HIGHWAYS
Anthony Buck	Stowmarket Ramblers
BOB BOALMAN	DITTO
Francesca Clark	Suffolk county council

Anglia Level Crossing Proposals

Stakeholder pre-meeting sign-in sheet

Name	Organisation
Stephen Kerr - SCC ROW	
ANDREW WOODIN	SCC
KEITH MILLER	BACTON 89 FC
BRYAN SYMONDS	BACTON FOOTBALL CLUB
PETER DOW	ELMSWELL PARK COUNCIL.
CHRIS PITT	GISLINGHAM PARISH COUNCIL
ROBERT BRADBROW	HASLEIGH PARISH COUNCIL
LOUISE BOYER	Member of Public
BEN CROSSMAN	ORWELL PARK ESTATES.
PAUL BARNIER	E. HUDSON BARNIER.

Anglia Level Crossing Proposals

Stakeholder pre-meeting sign-in sheet

Event: Bacton

Date: 16/9/16

Name	Organisation
Jill Wickham	KSDC for Bacton
Jackey Bradley	Worthington & Burgate PC
Rachel Eburne	District Councillor - Haughley + Wethereden
Andrew Stringer	County Councillor Haughley Bacton
Jo Churchill	MP
Liz Hallam	NATIONAL SEARCH & RESCUE DOG ASSOC. ANGLES
KEVIN WATERSON	— — —
MATTHEW SPENCER	MELLS. LADDERMEN.

Anglia Level Crossing Proposals

Stakeholder pre-meeting sign-in sheet

[illegible]

Tilbrook, Susan J

From: Farrow, Leanne
Sent: 10 May 2016 12:44
To: Cox, Amy J; Fudge, Mark I; Price, Stephen J
Cc: Smith, Jason A
Subject: RE: Anglia - Request for Planning Portal Information

Hi all,

To confirm – the letters to District and County Councils were dispatched yesterday, with a request for them to provide information for any development or highway proposals in proximity to the crossings as soon as possible.

I will also raise a query with Andy Kenning or Steve Day as suggested by Mark.

Thanks,
Leanne

From: Cox, Amy J
Sent: 09 May 2016 14:37
To: Fudge, Mark I; Price, Stephen J; Farrow, Leanne
Cc: Smith, Jason A
Subject: RE: Anglia - Request for Planning Portal Information

Hello,

I haven't been tasked with anything relating to this.

Jason did ask if this exercise was being undertaken by us and I said that it wasn't covered in our scope but to let us know if he would like it undertaking.

I did double check if he wanted us to do that but I was informed that somebody was getting in touch the LA's to see if they could provide us with the info and no action was required from EVT.

Thanks

Amy

From: Fudge, Mark I
Sent: 09 May 2016 13:54
To: Price, Stephen J; Cox, Amy J; Farrow, Leanne
Cc: Smith, Jason A
Subject: RE: Anglia - Request for Planning Portal Information

Hi Amy,

Can you please explain what you have been tasked to do and how far you have got with it?

Cheers,
Mark

From: Price, Stephen J
Sent: 09 May 2016 13:49

To: Fudge, Mark I; Cox, Amy J
Subject: RE: Anglia - Request for Planning Portal Information

Over to you guys

Kind Regards

For Mott MacDonald Ltd
Steve Price

Mott MacDonald
Mott MacDonald House
111 St Marys Road
Sheffield
S2 4AP

ddial: 0114 228 3768
email: Stephen.price@mottmac.com

This message is from Mott MacDonald Ltd
Registered in England: 1243967. Registered office: Mott MacDonald House, 8-10 Sydenham Road, Croydon, Surrey
CR0 2EE

From: Smith, Jason A
Sent: 09 May 2016 13:41
To: Fudge, Mark I; Price, Stephen J; Farrow, Leanne; Cox, Amy J
Cc: Weir, Daniel J; Tilbrook, Susan J; Huntley, Nathan R
Subject: Re: Anglia - Request for Planning Portal Information

Previously discussed with Amy so catch up with her

From: Fudge, Mark I
Sent: 09 May 2016 13:26:49
To: Price, Stephen J; Farrow, Leanne
Cc: Smith, Jason A; Weir, Daniel J; Tilbrook, Susan J; Huntley, Nathan R
Subject: RE: Anglia - Request for Planning Portal Information

Hi Steve,

Not as far as I'm aware.

I assume this would require trawling the many planning portals for the information, we could ask the Planning Authorities for the information but I don't think we have priced to do that. NwR may have some information they collate as a planning consultee, that's probably the best and cheapest route to the info.

Leanne, can you please raise with Andy Kenning or Steve Day.

Mark

From: Price, Stephen J
Sent: 09 May 2016 13:07
To: Farrow, Leanne; Fudge, Mark I
Cc: Smith, Jason A; Weir, Daniel J; Tilbrook, Susan J; Huntley, Nathan R
Subject: RE: Anglia - Request for Planning Portal Information

Mark/Leanne

Further to email below, Ardent have flagged up a development at S33 Westerfield.

Have you tasked Ardent/Hamer to locate of the planning proposals as I note that there was no reply to the email below.

Kind Regards

For Mott MacDonald Ltd
Steve Price

Mott MacDonald
Mott MacDonald House
111 St Marys Road
Sheffield
S2 4AP

ddial: 0114 228 3768
email: Stephen.price@mottmac.com

This message is from Mott MacDonald Ltd
Registered in England: 1243967. Registered office: Mott MacDonald House, 8-10 Sydenham Road, Croydon, Surrey
CR0 2EE

From: Price, Stephen J
Sent: 27 April 2016 11:03
To: Farrow, Leanne; Fudge, Mark I
Cc: Smith, Jason A; Weir, Daniel J; Tilbrook, Susan J (susan.tilbrook@mottmac.com); Huntley, Nathan R
Subject: RE: Anglia - Request for Planning Portal Information

Hi Leanne

Thanks for confirmation that the Planning Development matter was flagged up to the District Councils.

With reference to email from Jason attached could the obtaining of planning proposals be actioned as suggested (MF / LF actions)

I think goal would be to have certainty we have 100% received all relevant information on proposed development without the final choice of having to trawl planning portals ourselves.

We need to flag showstoppers before 1st stage of consultation.

Kind Regards

For Mott MacDonald Ltd
Steve Price

Mott MacDonald
Mott MacDonald House
111 St Marys Road
Sheffield
S2 4AP

ddial: 0114 228 3768
email: Stephen.price@mottmac.com

This message is from Mott MacDonald Ltd

Registered in England: 1243967. Registered office: Mott MacDonald House, 8-10 Sydenham Road, Croydon, Surrey
CR0 2EE

From: Farrow, Leanne
Sent: 27 April 2016 10:56
To: Price, Stephen J
Cc: Fudge, Mark I
Subject: RE: Anglia - Request for Planning Portal Information

Hi Steve,

Sorry, I was out of the office yesterday afternoon so just catching up...

Attached is previous correspondence with Districts, for information. Essentially we emailed them, and invited them to the County Council meetings. I'm not aware that many attended – you probably have a better idea as I believe you attended them!?

I hope that helps for now.
Leanne.

From: Price, Stephen J
Sent: 26 April 2016 15:54
To: Farrow, Leanne
Cc: Fudge, Mark I
Subject: Anglia - Request for Planning Portal Information

Leanne

Am I right in thinking we wrote to district planning officers last year.

'To whom it may concern, please could you send us Planning information for developments near the level crossings'

Does this ring a bell

Kind Regards,

Stephen Price
Senior Highway Engineer
BEng (Hons)



Mott MacDonald

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Stakeholder Management Plan

Anglia Level Crossing Reduction Strategy

367516 / Report 001 / Revision C

June 2016

Stakeholder Management Plan

Anglia Level Crossing Reduction Strategy

June 2016

Network Rail

Issue and revision record

Revision	Date	Originator	Checker	Approver	Description
A	April 2016	LF	MIF	JAS	Formally report 354763/RPT001 now updated to include greater post GRIP Stage 1 detail. Draft for comment.
B	April 2016	LF	MIF	JAS	Final to incorporate NR comments.
C	June 2016	LF	JAS	JAS	Final for circulation to NR and wider team

Information class: Standard

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1 Introduction

1.1 Context

Network Rail has taken steps to close or reduce potential risk at many level crossings on the railway network and is continually looking at ways to improve safety, reliability and value for public money. This is achieved through various existing programmes and initiatives including the National Level Crossing Closure Programme which is based around safety criteria. Additionally, Network Rail has developed the Anglia Level Crossing Reduction Strategy to further consider options to provide alternative means of crossing the railway to help expedite the process. In particular the strategy will help provide the following benefits:

- Improve the safety of level crossing users;
- Deliver a more efficient and reliable railway, which is vital in supporting the regional and UK economy;
- Reduce the ongoing operating and maintenance cost of the railway;
- Reduce delays to trains, pedestrians and other highway users;
- Improve journey time reliability for all railway, highway and other rights of way users.

The purpose of the Anglia Level Crossing Reduction Strategy is to improve safety, allow Network Rail to more effectively manage their assets, reduce the ongoing maintenance liability of the railway and help enable various separate potential enhancement schemes in the future.

1.2 The strategy

The Anglia Level Crossing Reduction Strategy comprises 5 phases; however the Mott MacDonald commission currently only relates to Phases 1 and 2.

Phase 1 (mainline) and 2 (branch line) comprise level crossings where the proposals do not include any new form of grade separation across the railway, and where benefits may be deliverable and affordable within Network Rail Control Period 5 (to 31/3/19). Network Rail has previously specified within Route Requirement Documents and correspondence circa 230 level crossings which were considered within a GRIP Stage 1 concept feasibility study, and this work has now been completed.

Phases 3 to 5 include new grade separated crossings of the railway, and diversion or downgrading of major highways. Network Rail has advised that these later phases are likely to be implemented within Control Period 6 (2019 to 2024) after Phases 1 and 2 are implemented. This is because the more substantive associated infrastructure means that they will take longer to develop and secure the necessary funding. It is expected that planning work on Phases 3 to 5 may be progressed during the latter stages of Control Period 5.

1.3 GRIP Stage 1 review

Mott MacDonald was instructed by Network Rail to review and develop early concept (GRIP Stage 0) solutions for Phase 1 and 2 of The Strategy. This included some key stakeholder consultation, the framework of which is set out in Section 3.1 of this report. After considering the GRIP Stage 1 feasibility study outcomes and reviewing funding, Network Rail reduced the number of Phase 1 and 2 level crossings to be taken forward into the next stage of the project from around 230 to 149. **In particular, the study will no longer include any level crossings in Norfolk nor any on branch lines in Suffolk.**

1.4 The programme

The Strategy is not being taken forward in full at this time – but all works which are currently being progressed comprise The Programme. This will consist of a number of individual projects as described in the next section.

1.5 The projects

Three separate Projects have been identified within the post GRIP Stage 1 Strategy as listed below:

1. The county of Suffolk (The Suffolk Level Crossing Reduction Order);
2. The county of Cambridgeshire (The Cambridgeshire Level Crossing Reduction Order);
3. The county of Essex, the county of Hertfordshire, the unitary authorities of Thurrock and Southend-on-Sea and the London Borough of Havering (The Essex and Others Level Crossing Reduction Order).

Each of the three Projects will be the subject of a separate application under the Transport and Works Act 1992 for which Network Rail intends to apply. This will include the powers necessary to enable it to implement the Projects such as the acquisition of land, or rights over land, extinguishment of existing rights and alteration of rights including downgrading of roads. Within each Project where level crossings interact with one another they will be arranged into packages as appropriate.

Mott MacDonald's current commission is to develop solutions and prepare the TWAO applications. Mott MacDonald can provide support post Order deposit, including at public inquiry (subject to a subsequent commission).

1.6 Planning fit

Governance for Railway Investment Projects (GRIP) divides rail projects into eight distinct stages, shown in the left hand side of the diagram below. The overall GRIP approach is product rather than process driven (i.e. within each stage an agreed set of products are delivered), and can be difficult to interpret in the context of the planning process. The right hand side of the diagram shows the key planning activities and/or events that will occur at each GRIP stage. Currently, the team is within GRIP Stage 2 – option feasibility.

GRIP stage		Planning stage
GRIP 1 Output definition	→	Initial requirements and consideration of long list options – completed
GRIP 2 Feasibility	→	Short list option feasibility and public consultation – current
GRIP 3 Option selection	→	Agree single option, prepare and submit TWAO application – future
GRIP 4 Single option development	→	Objection (case) management and Public Inquiry – future
GRIP 5 Detailed design		
GRIP 6 Construction test and commission		
GRIP 7 Scheme hand back		
GRIP 8 Project close out		

It should be noted that some level crossings may not need to be pursued through a TWAO application although this can only be confirmed during GRIP Stages 2 and 3. Closure of certain level crossings might be achieved through voluntary legal agreements which could be progressed through ongoing discussions with landowners / other parties, or through Local Authority powers under the Highways Act (1980). These alternative means would negate the need to apply for Compulsory Purchase Order (CPO) powers and progression of all level crossings through the TWAO process.

1.7 Why consult?

Early, collaborative and meaningful stakeholder consultation will be crucial to the successful delivery of the programme.

Consultation and stakeholder engagement is an increasingly important element of scheme development especially where there is likely to be public scrutiny or legal challenge. Time is well spent during the pre-application phase in engaging stakeholders and using their feedback to identify and mitigate potential issues and risks associated with planning, design, subsequent construction and operation. This is likely to

result in an increased number of letters of support, reduced numbers of objections (in particular their being sustained through to Public Inquiry), increased certainty of project delivery, as well as reduction and greater certainty of overall scheme costs.

The Transport and Works (Applications and Objections Procedure) (England and Wales) Rules 2006 (henceforth “the Rules”) specify the minimum requirements for consultation. Best practice is such that pre-application consultation is recommended with affected landowners, the public, Local Authorities and other strategic stakeholders, in addition to the statutory consultees identified within Schedules 5 and 6 of the Rules. The Rules also require for a sound evidence base to be outlined in a Statement of Consultation document.

Best practice also requires consultation to be authentic, inclusive and effective, and that responses must be assessed and considered as part of the option development process. We will also take cognisance of the recent Supreme Court Ruling *Moseley v Haringey* which affects all consultation activity and requires that options are presented rather than a single solution, unless there is a compelling reason why this cannot be done. The Ruling also requires that the Promoters show where options have been rejected and the reasons for this. In essence the Ruling requires the Promoters to show a rationale and evidence base.

Therefore, it is expedient to provide opportunities for members of the public to be consulted on the emerging proposals – including face-to-face. The formal public consultation activity will occur during GRIP Stage 2 and stakeholder engagement will occur throughout the process.

Management of public consultation and the dissemination of information in to the public arena are both critical to the perceived and actual success of major projects.

Key messages need to be consistently conveyed in a clear and concise manner in order to minimise the risk of incorrect or misleading information being distributed. Otherwise, this could potentially harm the public's perception of the scheme (if this does occur, we would advise Network Rail to issue press releases or statements which re-assert the principles of the scheme and the key messages).

2 Our approach

2.1 Scope of this SMP

The previous version of this Stakeholder Management Plan (SMP) was discussed and agreed with Network Rail at the commencement of the GRIP Stage 1 study during Autumn 2015. Presently, at the outset of the GRIP Stage 2-4 study, it is hereby being updated with additional detail added for post GRIP Stage 1 activity. It is intended to confirm the scope of work for consultation, ways of working with the agreed stakeholders, and how we will record and use the information to shape the development of the concept design solutions.

This SMP is a “live” document, and will be updated as the programme progresses through the subsequent phases and GRIP stages.

2.2 An overview of our approach

The strategy set out in this SMP takes cognisance of best practice guidance and builds upon Mott MacDonald’s experience on other TWAO commissions, including the East Coast Main Line (ECML) Level Crossing Closure Programme.

Mott MacDonald uses a range of bespoke consultation approaches, tailored to the characteristics of five stakeholder categories, namely:

1. Strategic stakeholders;
2. Statutory consultees;
3. Landowners;
4. Local access and user groups; and
5. The public.

2.3 The team

The consultation leads for The Strategy are presented overleaf. Mott MacDonald will work closely with the Network Rail Communications and Public Affairs teams, to help ensure a proactive and joined up approach is adopted. We have allocated a lead for each of the of five stakeholder categories above.

Figure 2.1: Key contacts

	
<p>Project Manager Dylan Corrigan dylan.corrigan@networkrail.co.uk 07739 785151</p> <p>Senior Comms Manager Kate Snowden Kate.Snowden@networkrail.co.uk 07799337367</p> <p>Public Affairs Manager Hannah Briggs Hannah.Briggs@networkrail.co.uk 07815 109177</p> <p>Liability Negotiation Manager Steve Day Steve.Day@networkrail.co.uk 07515 624 312</p> <p>Media Relations Manager Katie Mack katie.mack@networkrail.co.uk 07734 649281</p> <p>Snr Contact and Communities Manager Kay Horne Kay.Horne@networkrail.co.uk</p> <p>Great Eastern Route LX Manager Dan Fisk Daniel.Fisk@networkrail.co.uk 07713300996</p> <p>Western Anglia Route LX Manager Mike Doughty Michael.Doughty@networkrail.co.uk 07771 668090</p>	<p>Stakeholder Engagement Manager Mark Fudge mark.fudge@mottmac.com 0114 228 3839</p> <p>1. Strategic stakeholders Leanne Farrow leanne.farrow@mottmac.com 0114 228 3839</p> <p>2. Statutory consultees Amy Cox amy.cox@mottmac.com 0113 394 6693</p> <p>3. Landowners and other key stakeholders Jonathan Stott (Cambridgeshire Order, Essex and others Order) jonathan@hamer-associates.co.uk 0121 212 0002</p> <p>Peter Gibbard (Suffolk Order) PeterGibbard@ardent-management.com 020 3693 2500</p> <p>4. Local access and user groups Leanne Farrow leanne.farrow@mottmac.com 0113 394 6705</p> <p>5. The public Leanne Farrow leanne.farrow@mottmac.com 0113 394 6705</p>

A shared list of stakeholders will be collated in partnership with Network Rail in the early stages of GRIP 2.

2.5 Information management

Simply engaging with stakeholders would be futile and counterproductive unless there is a means to record the contacts and a response. At the Public Inquiry the Inspector will expect to see evidence of how the project team has responded to objections. When objectors cross examine, it is imperative to be able to show documentary evidence that their concerns had been considered and, where appropriate, how the proposals had been modified.

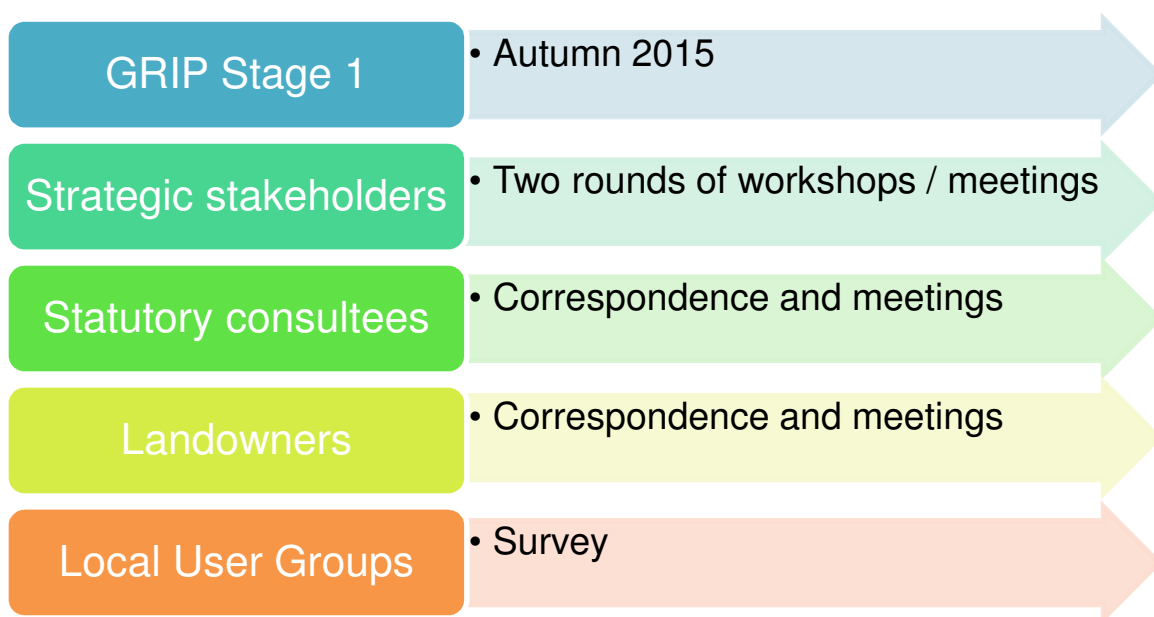
For a scheme as geographically widespread as The Strategy, Mott MacDonald's experience leads us to believe that spreadsheets and other such basic means are inadequate and would ultimately lead to additional costs as well as an increased potential for misunderstandings. Therefore we propose to use a bespoke information management system called **Apollo** to store constraints data as well as consultation contacts/ responses. Having all this data in one place allows us to not only view third party contacts on an interactive map, but also to bring up contextual information such as land ownership details. This will allow us to quickly understand the status of objections and prioritise them to help define next actions and where we should focus our effort.

Please note: All consultation material will be saved to Share Point.

3 Consultation stages and scope

3.1 GRIP Stage 1

Consultation held to date with the various categories of stakeholders as part of the GRIP Stage1 review is summarised below. Detail of consultation held by Network Rail prior to the GRIP Stage1 review is contained within the individual level crossing reports.



3.1.1 Strategic stakeholders

The following five County Councils and two Unitary Authorities were consulted during GRIP Stage 1:

- Cambridgeshire County Council;
- Essex County Council;
- Hertfordshire County Council;
- Norfolk County Council;
- Suffolk County Council;
- Thurrock Council (Unitary Authority); and
- London Borough of Havering (Unitary Authority).

Workshops were held with various officers (such as Highways, PROW, Green Infrastructure, Legal, Trails and Heritage etc.) in Autumn 2015. A brief overview presentation from Mott MacDonald provided background context and an overview of the programme and project plan. This initial session also described the nature of the work undertaken to date, including the site visits and desktop research, and provided a further opportunity to forge partnership working for mutual benefit.

The crossings within the relevant County area were then discussed in detail as a group, to understand the current situation and to consider the proposed solutions, in order to further develop and shape the initial proposals for level crossing closures. A Google Earth KMZ file showing the locations of all level crossings and a PDF plans of the proposed closure solutions were circulated to all attendees prior to the meeting.

A second meeting was then held post completion of the GRIP1 reviews to provide an update to project and discuss any amendments to the proposals.

The Country Land and Business Association (CLA) and the National Farmers Union (NFU) were also important strategic stakeholders consulted at this stage. These organisations were able to provide us with details for the majority of the major farmers and landowners that will be affected by this study.

3.1.2 Statutory stakeholders

Mott MacDonald issued a Network Rail approved letter to the relevant statutory consultees (namely, the Environment Agency, Natural England, Historic England and Highways England) on Friday 9th October 2015. The letters introduced the programme, and requested the opportunity to meet with relevant individuals to discuss the programme and relevant crossings in further detail. Responses to the letter and following meetings were summarised in the individual feasibility reports for each crossing.

3.1.3 Landowners

At GRIP Stage 1 only a prioritised list of potentially affected landowners were consulted upon the Anglia level crossing closure proposals. In addition to this, a small number of additional land owners were consulted during site visits if the opportunity arose (i.e. the landowner was present on site whilst our surveyor was there).

3.1.4 Access and User Groups

Mott MacDonald worked with Network Rail to prepare an online survey as the first means of engaging with Local User Groups. This collated high level feedback and information, as a basis for further, more detailed engagement in the later stages of the programme. The survey intended to give an opportunity for Local User Groups to inform the project team of their general principles in relation to the Anglia Level Crossing Reduction Strategy.

The following eight Local User Groups were contacted with the invitation to engage with Network Rail through the completion of the survey at an organisational level:

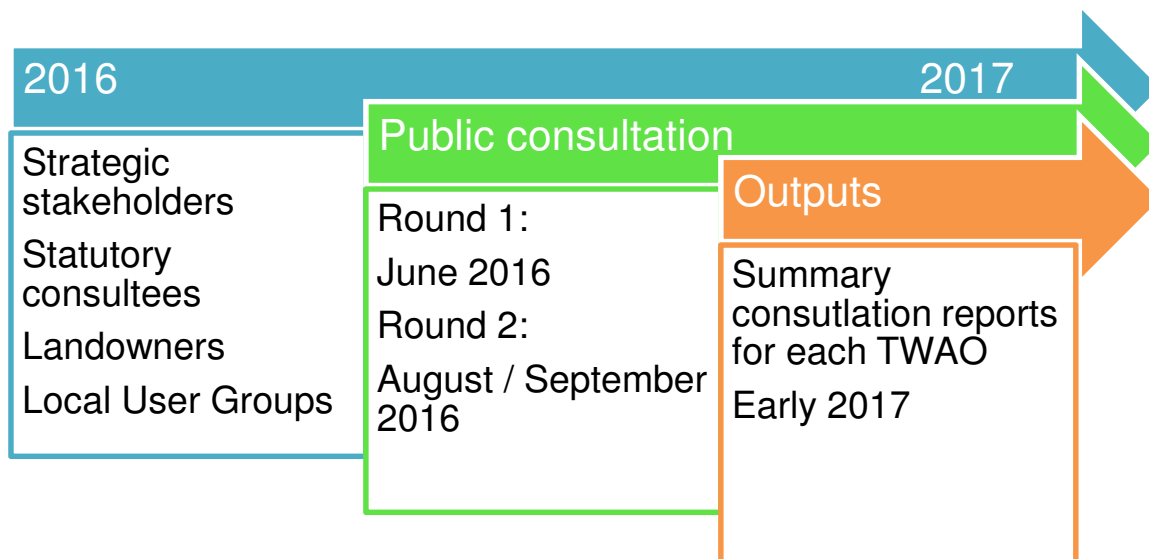
- Auto Cycle Union;
- British Driving Society;
- British Horse Society;
- Byways and Bridleways Trust;
- Cyclist Touring Club (CTC);

- Open Spaces Society;
- Sustrans;
- Essex Bridleway Association; and
- The Ramblers Association.

The survey commenced on the 19th October 2015 and closed on 1st November 2015 (excluding a 4 day extension). All organisations were contacted before the survey closed with a final request to participate.

A total of 12 individual responses were received, representing all of the organisations listed above, with the exception of the Auto Cycle Union and the British Driving Society. Four of the 12 responses were received from the Ramblers Association's local contacts in the Anglia region. A response was also received from the Essex Bridleways Association and Colchester Cycling Campaign (at the request of one of the eight main organisations listed above).

3.2 GRIP Stage 2-3



3.2.1 Strategic stakeholders

GRIP Stages 2 and 3 will require further and more detailed consultation with strategic stakeholders listed above for GRIP Stage 1, namely the following four County Councils and three Unitary Authorities

- Cambridgeshire County Council;
- Essex County Council;

- Hertfordshire County Council;
- Suffolk County Council;
- Thurrock Council (Unitary Authority);
- London Borough of Havering (Unitary Authority); and
- Southend-on-Sea Borough Council (Unitary Authority).

There are a number of District Councils within these areas that will need to be consulted as part of GRIP Stage 2. These are shown in Appendix A alongside the level crossings in that area.

Mott MacDonald has made allowance for up to 10 meetings with County Councils (and Unitary Authorities), and this will include an invitation for one District Council representative to also attend. These organisations will be notified of their opportunities for consultation early in GRIP Stage 2 – for the authorities consulted during GRIP Stage 1, is proposed to hold meetings after the first round of public consultation. County Archaeologists and Cultural Heritage Officers will be invited to attend the County / District meetings.

Also, every Parish or Community Council in whose area the relevant stopping-up or diversion of a footpath, a bridleway, a byway or cycle track is located must be consulted for a TWAO application. Parish Councils are listed in Appendix B, alongside the level crossings in that area.

Early in GRIP Stage 2, consultation with Parish Councils will be via a letter with enclosed information on the programme and opportunities for consultation. Mott MacDonald will also invite Parish and Community Councils to a meeting, to be held either on the evening or morning before 12 of the formal public consultation events (discussed further below). Also, in accordance with the Rules, all relevant parish or community councils will be served with a copy of the TWAO application.

3.2.2 Statutory consultees

Further and more detailed consultation with statutory consultees listed for GRIP Stage 1 will need to take place, namely:

- Natural England (Worcester);
- Environment Agency (Ipswich);
- Historic England (Cambridge);
- Highways England (Areas 6 and 8 – via telecon).

These organisations will be notified of their opportunities for consultation early in GRIP Stage 2. Mott MacDonald has allowed for one (1) face to face meeting with each statutory consultee above (at the office indicated, or via telecon for Highway England), to address all level crossings in each of the three TWAO applications. It is proposed to hold meetings after the first round of public consultation.

Schedules 5 and 6 of the Rules identify other statutory consultees that may need to be consulted at this stage. We propose to do this via letter. The list of other statutory consultees will be confirmed, but depending on the location of the crossings and their impact, these may include (but are not excluded to):

- Drainage boards and statutory undertakers;
- Historic Buildings and Monuments Commission for England;
- The Coal Authority;
- British Waterways Board;
- Crown Estate Commissioners;
- The Countryside Agency.

Also, whilst Historic England is a statutory consultee (which needs to be consulted at all GRIP stages with regards listed buildings, scheduled monument, registered park and gardens), English Heritage is the guardian of many listed properties. If any listed buildings are affected, it is likely that the latter will also need to be consulted at this stage. County Archaeologists and Cultural Heritage Officers will be invited to attend the County / District meetings.

3.2.3 Landowners

Discussions will need to continue with landowners who are affected by the proposals. This will provide a greater understanding of how the sites in question operate, how the proposals will impact landowners, and any features / hazards on-site. In some instances, it may be possible to negotiate a legal agreement to close level crossings outside of the TWAO. The Mott MacDonald team has made the following allowances for ongoing engagement with landowners during GRIP Stages 2 to 3:

- 144 face to face landowner meetings
- 288 telecom landowner meetings

A letter outlining the proposals will be sent to affected landowners. We will also make on average 3 separate attempts to contact unique land parties – therefore in total up to 1,296 attempts will be made to contact landowners. We believe that this is sufficient to demonstrate reasonable endeavours, over the 141 level crossing under consideration.

3.2.4 Local access groups

Discussions will need to continue with local access groups during GRIP Stages 2 and 3, namely:

- British Horse Society;
- Byways and Bridleways Trust, including :
 - Essex Bridleways Association;
- Cyclist Touring Club (CTC);
- Sustrans;
- Auto Cycle Union;
- British Driving Society;
- Open Spaces Society;
- The Ramblers Association (the following area teams have been identified):
 - Cambridgeshire & Peterborough;
 - Suffolk;
 - Hertfordshire & North Middlesex; and

- Essex.
- Others user groups as identified.

It is understood that Network Rail attends Local Access Forums, and will inform attendees / contacts of local user groups of the upcoming consultation events. Network Rail will also obtain contact details for information to be circulated to the group prior to consultation event. To supplement this activity, and to continue the engagement started in GRIP Stage 1, the Local User Groups listed above will be re-contacted via letter providing details of consultation opportunities. Engagement with LUGs will also occur around the time of the first round of public consultation, to inform the preferred options. A forum with multiple groups participating may be an appropriate way forward. In addition to this, the Rules stipulate that the listed groups must be served with a copy of the TWA0 application.

3.2.5 The public

In GRIP Stage 2 (and 3), it will be necessary to provide opportunities for members of the public to be consulted on the emerging proposals – including opportunities for consultation face-to-face. In particular, this should include local events where the proposals will be explained by the promoter team.

It is important that it is made clear to members of the public that only comments submitted in response to the formal consultation processes can be considered as part of the design process.

Consistency and clarity of this message will help to avoid and overcome any accusations that the consultation process is unfair or that any parties have been prejudiced.

3.2.5.1 Public consultation programme

Public consultation events for the Anglia Route Level Crossing Reduction Strategy will follow a two-stage approach: the first relating to the option selection process (GRIP Stage 2), and the second relating to the preferred solution for each crossing (GRIP Stage 3). Up to three option variants for each crossing would be consulted for the GRIP Stage 2 consultation, whereas the GRIP Stage 3 would be undertaken for the purpose of gaining buy-in to the preferred option and refining it based on consultation feedback.

Proposed timescales for the two rounds of public consultation are:

- Round 1 (GRIP Stage 2): June 2016;
- Round 2 (GRIP Stage 3): August 2016.

Up to 24 public consultation events will be held in total (i.e. 12 events for each round of public consultation). For each round, no more than 6 will be held on weekends, to ensure that opportunities are spread across different times in the week.

3.2.5.2 Venues

Mott MacDonald will procure venues for the public consultation events; we will seek to identify locations that are accessible (in terms of transport connectivity) and that are in proximity of multiple level crossings.

We have identified 12 locations (towns) that are within 10 miles of the majority (98%) of all level crossings in the study. See Appendix C. Please note that all crossings are within 13 miles of these locations.

All chosen venues will be accessible (i.e. Equality Act 2010 compliant) and ideally will have internet connectivity. (Alternative solutions will need to be explored if the most suitable does not provide Wi-Fi).

From previous experience we have found it beneficial to hold events in village halls or other publicly accessible buildings. In remote locations, it may be challenging to identify suitably large venues with adequate accessibility; however, early engagement with Parish Councils and other local groups will help to ensure the most appropriate venue is selected.

3.2.5.3 Promotion

Prior to each stage of formal consultation, Mott MacDonald will prepare a flyer / notice about the consultation / public exhibitions (including date, time, venue, purpose and website details), and arrange for these to be available to people living in the vicinity of each crossing. In order to achieve this, it is recommended that a number of low cost measures are implemented and reinforced by additional / more commercial procedures to ensure that sufficient promotion is carried out in advance of the formal public consultation events.

First, the notices will be circulated to Local User Groups, Local Access Forums, County Councils, District and Parish Councils. Parish Councils will be requested to display the information on notice boards in village halls / community venues, or included in village newsletters etc. Network Rail should also arrange for notices to be displayed at the level crossings affected.

Second, options for additional flyer distribution to households (such as Royal Mail delivery, courier and / or mail-drops) need to be considered and agreed by Network Rail. We have included for printing of up to 12,000 single sided flyers for circulation; however, the method for this is not specified / included for in our current commission.

Furthermore, it would be appropriate for at least one local newspaper advert to be placed for each of the 24 public consultation events proposed for the two rounds of formal public consultation. Regarding local newspaper adverts, Mott MacDonald will assist with the format and content of the advert, and the Network Rail Brand Centre and Anglia Comms team to review / approve. However, please note that the cost of placing the adverts do not form part of Mott MacDonald's current commission (as it will be dependent on the demand for space at the time, as well as the format of the advert which will need to be agreed with Network Rail) – therefore, this needs to be discussed and agreed with Network Rail.

These methods of promotion should be implemented within two weeks prior to the formal consultation events.

3.2.5.4 Attendees at events

Up to four members of the Mott MacDonald team will set up and attend all public consultation exhibitions; this will be sufficient to manage the venue and deal with queries in an effective way. We anticipate that attendees would typically include an engineer, a land / property expert and an environmental expert to ensure all questions can be fielded by appropriately qualified personnel. Network Rail has confirmed that

an appropriate team of the following representatives will attend the formal public consultation events, to ensure that the scheme promoter is adequately represented:

- Route Liabilities Sponsor;
- Route Comms Manager;
- Public Affairs Manager;
- Project Engineer;
- Project Manager; and
- Level Crossing Manager.

3.2.5.5 Consultation materials

Preparation of public consultation material requires early and careful planning, to ensure information is clear and accurate, avoids any statements being made or images being displayed which could work against Network Rail at a Public Inquiry, or which gives the impression of committing to doing something which may not be deliverable.

Consultation material also needs to explain how feedback is to be used as part of the option selection process (GRIP Stage 2), and to refine the preferred options (GRIP Stage 3), but making it clear that consultation feedback is **only one of a number of factors to be taken in to consideration** when making decisions. This is essential to help set expectations and demonstrate a transparent consultation process.

It is imperative that we **agree key messages about the programme** with Network Rail as soon as possible – e.g. what is being proposed in high level terms and why it is considered necessary – to ensure consistency of messaging throughout the programme. This will also enable the timely preparation of all published and displayed material for the first round of public consultation. Chapter 5 is dedicated to the purpose of agreeing key messages.

All public consultation material will include details of how members of the public can have their say – namely by the submission of a questionnaire response forms on-line, at the events or via a free- post envelope, telephone and email. (Network Rail will be responsible for managing the helpline telephone number, a list of Frequently Asked Questions, project specific email address and a project website). Any enquiries / comments relevant to the TWAO process should be forwarded to Mott MacDonald for consideration.

Mott MacDonald will prepare the following materials (please note, this list is relevant for both stages of the public consultation – i.e. for GRIP Stages 2 and 3):

- A flyer to raise public awareness of the formal consultation opportunities (discussed above) will be prepared, for publication on the Network Rail website and dissemination to the public in proximity to the level crossings (current responsibility for the dissemination of flyers to the public is with Network Rail);
- Generic marketing merchandise for support the formal consultation events, such as wrap-around tarpaulins (for display outside venues) and posters and / or pull-up banners (for inside venues);
- Project information boards / wall maps (2D plan drawings); ;

- Bespoke material relating to a collection of crossings, such as a leaflet / fact sheet with information and drawings to illustrating the proposed closure solutions (Mott MacDonald has included for the production of up to 250 A4 consultation leaflets / booklet for each of the 24 consultation events across both rounds of public consultation – this equates to up to 6,000 booklets in total);
- Questionnaire response forms to enable members of the public to provide comments and feedback – these can be submitted in a returns box set up at the events, or returned in a freepost envelope provided;
- On-line questionnaire response forms, which should be made available on the Network Rail website, or a dedicated website for the Anglia Level Crossing Reduction Strategy programme.

3.2.5.6 Event format

At the event, it is envisaged that the following process will take place:

- Somebody will “meet and greet” members of the public as they arrive.
 - The consultees will be referred to the pull up banners that provide a high-level overview of the programme, and how the consultation will be used to shape the proposals.
 - Consultees will then be referred to a wall map / screen, showing all level crossings under the programme, and a zoomed in insert of the area covered by that consultation event. This map will enable consultees to identify the level crossings that are of interest to them.
 - The consultee will be referred to a member of the technical team.
- The technical team occupy individual tables or booths, to enable a one-to-one discussion about the proposals at the level crossing/s they are interested in.
 - Laptops will be available to support the consultation. If the postcode search function is available on the project website, this can also be used to identify the crossing/s the consultee is interested in.
 - A leaflet / fact sheet on each level crossing (including the C1 and C2 plans) will enable the proposals to be discussed with the consultee.
 - A library of the GRIP Stage 1 reports for each level crossing will also be available (hard-copy and on the laptops) as a reference for more detailed discussion about particular technical issues, if required.
 - If possible the technical team will support the consultee to complete the on-line questionnaire during the consultation.
 - If the consultee does not want to complete the questionnaire during the consultation, a leaflet / fact sheet on each level crossing will be available for the consultee to take with them – this will include the C1 and C2 plans, a link to the website (where the online questionnaire will be available) and a hard-copy option of the questionnaire.
- A separate area will be made available for the consultee to complete and deposit the hard-copy questionnaire (in a returns box). They will also be given the option to take a free-post envelope to return the hard-copy option of the questionnaire at their leisure (a closing date for the questionnaire will apply).

3.2.5.7 Website and social media

Network Rail will be responsible for arranging for promotional material to be displayed on the Network Rail website, or a separate project website. Mott MacDonald can support Network Rail with website content, but will not be responsible for maintaining or managing the website. The following functionality features are recommended:

- Provision of an interactive map, to show the location of the level crossings affected within the context of the wider area – if possible, details / drawings of the proposals should be available for each crossing via the map (opposed to a list of crossings);
- Collate concise information on “Frequently Asked Questions” on the programme – such as its scope, purpose, objectives, benefits, who will be affected, types of interventions being considered, cost / funding, value for money, and how it fits into Network Rail’s wider plans / strategies;
- Where possible, use drop down text-boxes, as opposed to having PDFs available to download;
- Outline the formal public consultation opportunities– such as who will be consulted, when the consultation opportunities are and ways to engage;
- Provision of the online questionnaire response form; and
- A “helpful / unhelpful” function on key webpages is a useful tool to monitor the impact and success of the information provided.

We also recommend that Network Rail considers the use of social media such as Twitter and Facebook in the early stages of planning for public consultation. If these tools are utilised, links should be made available from the project website, and a schedule of tweets / updates be drafted to ensure that social media is relevant and engaging.

3.2.6 Outputs

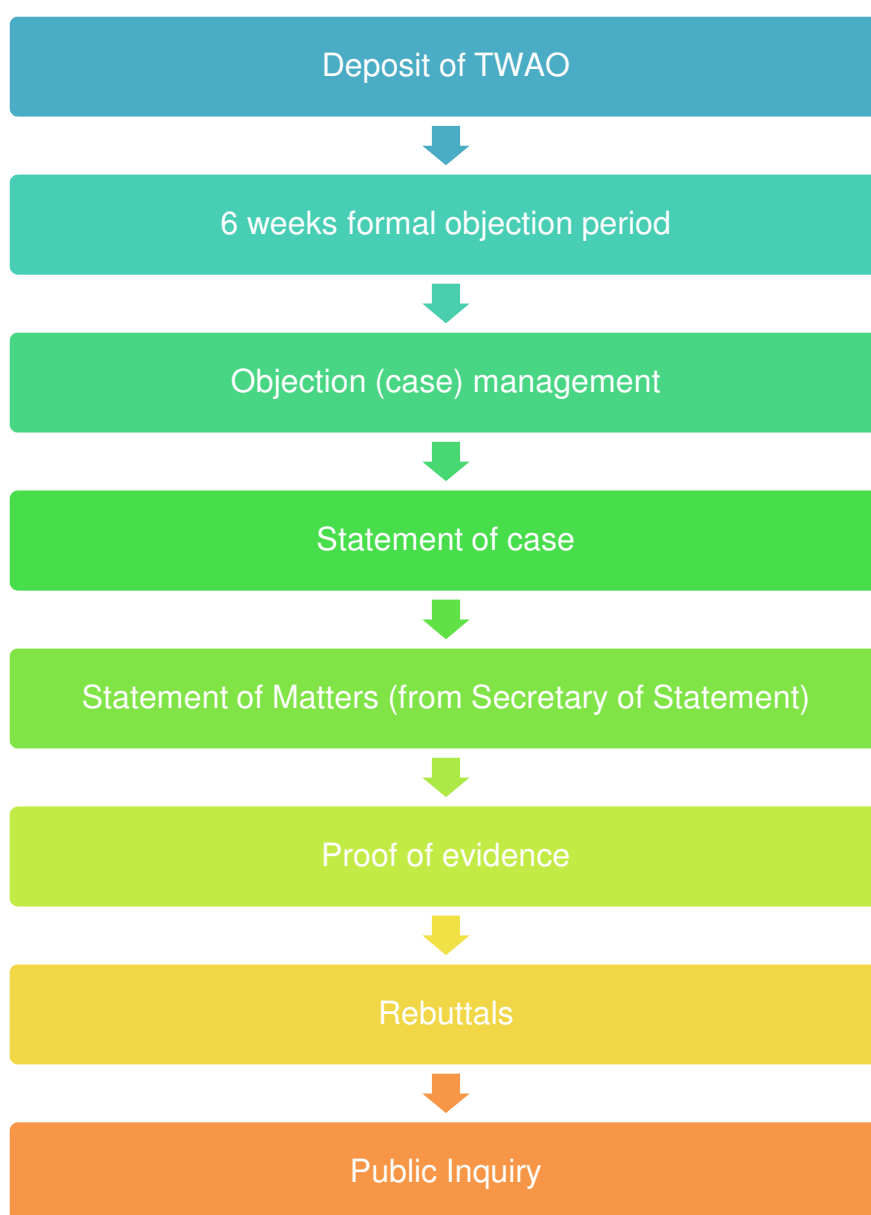
The requirement for a report summarising the consultation undertaken with statutory consultees is set out as Rule 10(2)(d) of the Transport for Works (Application and Objections Procedure) (England and Wales) Rules 2006. The statutory requirements for the report are relatively minimal, however, in line with our preferred holistic approach to consultation, we consider the Statement of Consultation as an opportunity to demonstrate how the process has helped to inform the development of the scheme that the approach has been extensive and transparent and has resulted in an appropriate scheme being taken forward.

Following the second round of public consultation, a “Statement of Consultation” for each TWAO application will be prepared providing a detailed account of all consultation findings and feedback and how it influenced the selection and development of the preferred option.

The reports provide an opportunity to exhibit how the implementation of a comprehensive programme of consultation and engagement, incorporating a wide range of stakeholders, has helped to harness support for the scheme, overcome problematic issues and ensure that the views of landowners, stakeholders, user groups and the wider communities have been considered throughout the design process.

3.3 GRIP Stage 4 – Post TWAO deposit

The following diagram shows the process during GRIP Stage 4. Please note that this is not within Mott MacDonald's current remit.



3.3.1 Objection management

Whilst formal objections (under the TWAO Rules 2006) cannot be made until after the Order application is deposited, we recognise that third parties will inevitably raise informal objections and may suggest alternative proposals pre-application. Having a process in place both pre and post application to manage third party issues arising is essential in order to provide a robust evidence based scheme that can withstand scrutiny at Public Inquiry. If a clear and transparent process is not in place this is likely to lead to additional objections that would be more sustained in nature; thereby increasing the risk of TWAO powers not being conferred and scheme failure.

3.3.2 Two-phased approach

During the first stage of the consultation process (pre Order deposit) our team will capture points of objection and concern that are raised. We will record them in Apollo and prepare a register of the objections and work with the design team to identify mitigation measures which could help to overcome objections and/or review alternative proposals. Having significant experience of the TWAO process, our team is well placed to advise Network Rail what are likely to be considered to be reasonable responses to objections and how to manage third party contacts.

During the second stage (post order deposit) we suggest the following although any post order deposit work is not within our current remit. A **case manager** would be assigned to a particular geographic area or general type of objection (such as business interests or access) and they would use the Apollo system to prioritise actions and expedite discussions. A clear process for authority and agreement for sign off is required to help prevent programme elongation.

A review of the objections register, analysis the information received, identification of patterns and categorisation of objections into themes. On other projects we have often derived a single mitigation solution and theme response thereby dealing an entire class of objection at once.

Manage objections by:

- Amending the proposals where this is affordable and would not compromise scheme objectives;
- Producing an evidence base of reasonable endeavours to engage with third parties;
- Negotiating to reach a legal agreement with a third party so that although the proposals remain in the TWAO the third party would not sustain an objection thereby reducing scheme risk;
- Removing a level crossing from the Order where there is an agreement to implement the proposals by other means such as private agreement thereby facilitating a quick win;
- Enabling and encouraging letter of support and representations.

We will work collaboratively with Network Rail to further define the methodology for this stage.

4 Key messages

4.1 Network Rail

Through discussions with Mott MacDonald, Network Rail has proposed the following “**key messages**” for the programme. Mott MacDonald will take note of these during all aspects of consultation.

Following an initial review of level crossings across the Anglia region, we have identified more than 140 where we believe it is possible to close level crossings:

- With private rights only;
- By diverting people to where a nearby alternative exists; and
- By providing a new public route to a nearby alternative.

We will also look to downgrade level crossings to non-motorised users.

We recognise that public Rights of Way are an important part of country life in the Anglia region and where possible, we will seek to maintain connectivity with the countryside.

Closing the level crossings and diverting to alternatives will make the railway safer by removing the point where people can come into contact with trains. They will also help improve reliability and enable separate, potential future developments for faster and more frequent services.

While there is a safety benefit to closing level crossings, these have been identified for this programme because there are affordable and timely opportunities to make alterations to the ROW network as well as reducing risk. High risk crossings are being closed or upgraded by Network Rail as part of a wider programme of activity as part of our Railway Upgrade Plan.

We are sharing our initial plans with you and want to hear your thoughts and ideas before coming back to you with any revisions for the next stage.

4.2 Clarity and consistency

It is of upmost importance for the team to agree the key messages for the programme and ensure that they are clear and used consistently. The key messages for Phases 1 and 2 of the Anglia Route Level Crossing Reduction Strategy programme were largely developed during the initial consultation for GRIP Stage 1.

It is important these are reflected in any further dialogue with stakeholders and in the production of consultation materials. The following text is previously agreed wording used during GRIP Stage 1 consultation activities with strategic stakeholders, statutory consultees and local user groups.

Over the past few years Network Rail has been working hard to better manage its level crossing assets and the operational risks they pose. This has resulted in a reduction in the number of level crossings on the railway network, by providing a more suitable means of crossing the railway and by extinguishing rights (both public and private).

Through its Anglia Route Level Crossing Reduction Strategy, Network Rail will manage the possible closure of around 200 of its 800 level crossings assets on the Anglia Route. This is part of a phased strategy across the following County / Unitary Authorities that are within the Anglia Route – namely, Suffolk County Council, Cambridgeshire County Council, Essex County Council, Hertfordshire County Council, Thurrock Council, London Borough of Havering and Southend-on-Sea Borough Council.

The level crossings included within the first two phases of the strategy have been selected based on the likely solution's affordability and deliverability by 2019 (the current financial control period – CP5). Later phases of the strategy (not in the current study) will look at footway / bridleway bridges, major highway downgrades and highway bridges.

The level crossings proposals are in the following “categories” (alongside the approximate proportion in each):

1. Closure of historic Public Right of Ways that currently have *no* physical infrastructure to allow crossing of the railway. These sites do not require any works. (5%)
2. Closure of (mostly private) level crossings with no works required outside of the Network Rail boundary and with no Public Rights of Way in the vicinity to be affected. (11%)
3. Closure of level crossings and extinguishment of the Public Right of Way (outside of the Network Rail boundary) where there is an existing alternative means of crossing the railway in the vicinity (e.g. an existing Public Right of Way on a parallel route). (15%)
4. Closure of level crossings and extinguishment of the Public Right of Way (outside of the Network Rail boundary) and a diversion to new or enhanced infrastructure (such as new footpaths, steps, bridleways, circular routes etc.) at an alternative railway crossing point nearby (an over-bridge / under-bridge). (59%)
5. Closure of level crossings with works required outside of the Network Rail boundary (e.g. changes to signage), but without affecting other Public Rights of Way in the vicinity of the crossing. (3%)
6. Downgrade or change of use involving extinguishment of public vehicular rights (except for specified private users where applicable) whilst keeping the crossing open for non-motorised users (e.g. conversion to bridleway or footpath). (7%)

4.3 Key benefits

The strategic messages regarding key benefits of the programme are provided below. This reflected the agreed messages used for the successful East Coast Main Line Level Crossing Reduction Strategy, and has therefore been used for previous consultation activities.

Network Rail is requested to review and comment on these key benefits as soon as feasibility possible, so that these are confirmed prior to any engagement activity for GRIP Stages 2-4.

Level crossings cause major delays to trains, pedestrians and road users and are expensive to maintain and renew. Network Rail has taken steps to close many crossings across the network and we are continually looking at ways to improve safety and reliability across the network.

Closing or modifying level crossings provide the following benefits:

- Improve the safety of level crossing users;
- Deliver a more efficient and reliable railway, which is vital in supporting the regional and UK economy;
- Reduce the ongoing operating and maintenance cost of the railway;
- Reduce delays to trains, pedestrians and other highway users;
- Improve journey time reliability for all railway, highway and other rights of way users.

4.4 Process

Generic material is required to explain what the programme is and our intended use of a TWAO. This can be common across the three Orders.

Proposed generic programme text

Over the past few years Network Rail has worked hard to reduce risk at level crossings and make it safer for everyone using the railway. We have closed more than 1000 level crossings by providing an alternative and more appropriate means of crossing the railway. However, there is still much more we can do.

Anglia Level Crossing Reduction Strategy (Phase 1 and 2)

Network Rail is working on a programme to initially manage the possible closure of around 140 of its 800 level crossings assets on the Anglia Route by March 2019 (Phase 1 and 2 of the programme).

Map showing area and seven authorities:

- Cambridgeshire County Council;
- Suffolk County Council;
- Essex County Council;
- Hertfordshire County Council;
- Thurrock Council;
- London Borough of Havering; and
- Southend-on-Sea Borough Council.

The level crossings included within the first two phases of the strategy (Phase 1 and 2) have been selected based on the likely solution's affordability and deliverability by 2019 (the end of the current financial control period). Later phases of the strategy (not in the current study) will look at footpath / bridleway bridges, provision of link track / roads and highway bridges, likely to be considered *after* Network Rail's current funding period that ends in 2019.

We propose that these changes will be delivered by means of a **Transport and Works Act Order (TWAO)**. The process will be supported by a rigorous consultation programme.

A TWAO process diagram is required to show the timing, project stage and consultation opportunities for the Anglia Level Crossing Reduction Strategy. The following content will be developed into a roll up banner for display at the consultation events.

Transport and Works Act Order process

Timing	Project stage	Consultation opportunities
2015	Initial options feasibility	Landowner and stakeholder engagement
June 2016	Consultation: Stage 1 (initial options)	12 public exhibitions
July/ August 2016	Analysis of Stage 1 consultation feedback	Landowner and stakeholder engagement
	Selection of preferred options	
September/ October 2016	Consultation: Stage 2 (preferred option)	12 public exhibitions
Autumn/ Winter 2016	Analysis of Stage 2 consultation feedback	Landowner and stakeholder engagement
Late 2016/ early 2017	Preparation of TWAO material including supporting environmental information	
Early/ mid 2017	TWAO submission	Notices served and published
Early/ mid 2017	Objection management	Negotiation of agreements and preparation of inquiry documents
Late 2017	Public Inquiry	Opportunities for objections to be presented to an independent Inspector
Early/ mid 2018	Secretary of State decision after considering Inspector's Report	
2018	Detailed design	Third party liaison on works specification
2018 / 19	Construction works followed by scheme opening	

4.5 National programme

It is important to distinguish the Anglia Route Level Crossing Reduction Strategy programme from Network Rail's National Level Crossing Closure Programme, which is focussed on continuing to improve and close level crossings based on safety criteria. Network Rail needs to provide information on other level crossing closures within proximity to those relevant for this commission, so that Mott MacDonald can better understand the wider context and deal with stakeholders more effectively.

5 Roles and responsibilities

A **high-level overview** of roles and responsibilities for key elements of the SMP and required tasks to ensure a smooth delivery of consultation activities is outlined in the table below.

Task	Responsibilities	
	Mott MacDonald	Network Rail
Lead on stakeholder group	County Councils – officers Parish and District Councils Statutory consultees Local User Groups Land owners	Chief Executives MPs The media Local Access Forums
Branding and generic marketing materials The Network Rail “Brand Centre” includes logos, images and templates for reports, flyers, posters, consultation response forms etc.	Utilise the tools / templates the in the development of consultation materials, and ensure that the appropriate brand guidelines and tools are utilised. Draft design / content of generic promotional materials including wrap around tarpaulins for display outside of venues and posters / pull up banners for display inside venues, and issue for Network Rail approval 12 working days prior to the public consultation events.	Provide Mott MacDonald with login details to access the necessary materials – and any guidance on using materials. Key members to review the draft materials and provide one set of consolidated comments / requested amendments to Mott MacDonald within 3 working days of receiving the draft material.
Promotion of consultation events Methods of promotion should be implemented within two weeks prior to the formal consultation events.	Prepare a flyer about the consultation / public exhibitions (including date, time, venue, purpose) – issue to Network Rail 20 working days prior to the public consultation events. Arrange for these to be available	Key members to review the draft materials and provide one set of consolidated comments / requested amendments to the Mott MacDonald contact within 3 working days of receiving the draft materials.

	<p>to people living in the vicinity of each crossing, a minimum of 15 working days prior to a public consultation event – circulate notices to Local User Groups and County Councils, for the information to be cascaded down to District and Parish Councils to display in village halls / community venues, or included in village newsletters etc.</p> <p>We have included for printing of up to 12,000 single sided flyers for this purpose – distribution would require contract variation. The method of delivery would need to be in place at least 10 days prior to any event.</p> <p>Assist with the format and content of local newspaper adverts, to go “live” a minimum of 10 working days prior to a public consultation event. (It would be appropriate to assume for at least one local newspaper advert to be placed for each of the 24 public consultation events proposed for the two rounds of formal public consultation).</p> <p>These methods of promotion should be implemented within two weeks prior to the formal consultation events.</p>	<p>Arranges for notices to be displayed at level crossings affected, a minimum of 10 working days prior to a public consultation event.</p> <p>Consider Mott MacDonald’s suggested options for additional flyer distribution to households (such as Royal Mail delivery, courier and / or mail-drops) and agree preferred option with Mott MacDonald (as part of a variation to tender) as soon as possible.</p> <p>Consider and agree cost and process for placing adverts in local newspapers in conjunction with Mott MacDonald (as part of a variation to tender) as soon as possible.</p>
Website	<p>Provide suggestions for website functionality based on previous experience</p> <p>Provide the consultation material for upload, including provision of basic text and drawings.</p>	<p>The Network Rail website will host any webpages used to advertise the events, and the online questionnaire response form.</p> <p>Network Rail is responsible for webpage set-up and content management / maintenance</p>

		including website administration.
Social media	Provide suggestions to feed into consultation programme (if considered appropriate)	<p>Considers the use of social media such as Twitter and Facebook in the early stages of planning for public consultation</p> <p>Responsible for any social media platforms for Network Rail or the Anglia Level Crossing Reduction Strategy programme – including content and responding to comments / questions.</p> <p>Draft social media content / material and provide images / photos during events (if considered appropriate).</p>
Materials for consultation events	<p>Draft consultation event materials (such as leaflets / factsheet for each crossing, questionnaire, etc.) for Network Rail's comment and approval, a minimum of 12 working days prior to a consultation event / publication date.</p> <p>Update the materials and recirculate the final version to Network Rail, within 4 working days of receiving feedback / requested amendments.</p> <p>Coordinate for the materials to be printed (if necessary) and / or make necessary arrangements for the dissemination of materials via the appropriate mechanisms.</p>	<p>Key members of the Network Rail team to review the draft materials and provide one set of consolidated comments / requested amendments to the Mott MacDonald contact within 4 working days of receiving the draft materials.</p> <p>Support the dissemination of materials, as appropriate.</p>
Events	Procure and set-up venues (x12 for each round of public	It is recommended Network Rail representatives attend all formal

	<p>consultation – 24 in total)</p> <p>Up to four members to attend all public consultation exhibitions – would typically include an engineer, a land / property expert and an environmental expert to ensure all questions can be fielded by appropriately qualified personnel.</p>	<p>public consultation events too, to ensure that the scheme promoter is adequately represented.</p>
Information management	<p>Consultation responses to be loaded onto the bespoke Apollo database as and when received.</p>	<p>Network Rail to provide responses from all Chief Executives, MPs, media, Local Access Forums and Road Rail Partnerships.</p>

Consultation materials

The following table provides a more detailed breakdown of tasks for the preparation and utilisation of all materials that will support the consultation activities. As the request of Network Rail, each task is allocated a “RACI category” – namely, Responsible (R) Accountable (A) Consulted (C) Informed (I).

Please note: All consultation material will need to be approved by the Network Rail Comms team and the Project team, to ensure both technical and design elements are appropriate. Also, all material will be saved to Share Point.

Responsible (R) Accountable (A) Consulted (C) Informed (I)		
Task	Mott MacDonald	Network Rail
Project website	C – Provide advice on the required functionality, layout and content of website A – Provide content / information on events that is consistent with material circulated by other mechanisms	R – Create website as soon as possible, upload material produced by Mott MacDonald for other communication mechanisms, and manage content R – Develop FAQs
Project specific email address – e.g. AngliaLX@networkrail.co.uk and helpline telephone number	R – Include details of email and helpline telephone number on consultation materials A – Consider / action relevant queries / comments from email recipients	R – Confirm helpline telephone number R – Set up and manage project specific email address as soon as possible R – Forward any relevant queries / comments to MM for consideration and action
Event promotional flyer (currently subject to contract variation Ref C003)	R – Draft flyer with information about the consultation events (including date, time, venue, purpose and website details). R – Circulate to Local User Groups, Local Access Forums, County Councils, District and Parish Councils. R – Parish Councils will be requested to display the information on notice boards in village halls / community venues, and included in village newsletters etc. R – Determine recipient / catchment area for household distribution of the flyer (cost subject to variation of contract C003).	A – Review flyer and approve R – Arrange for notices to be displayed at the level crossings affected R – Relevant detail from the flyer to be placed on the project website C – on catchment areas and provision of address data

	R – Flyer distribution to the public (subject to contract variation C003).	
Newspaper advert (currently subject to contract variation Ref C002)	<p>R – Draft advertisement including details about the consultation / public exhibitions (including date, time, venue, purpose and website details).</p> <p>R – Place advert with local newspapers (subject to variation of contract C002).</p>	<p>A – Review advert and approve</p> <p>A – on cost and arrangements for local newspapers placements</p>
Media relations	C / I – Informed on relevant matters, but can input material to support NR if required	R – Engage and manage media relations
Letter to land owners	R – Prepare letter and issue to land-owners, and make on average 3 separate attempts to contact unique land parties.	A – Provide NR letter headed letter template and approve
Letter to County Councils and Unitary Authorities (x7)	R – Prepare and issue letter providing high level details on public consultation opportunities, and request for a meeting between the two rounds of public consultation. (Slightly different version for Southend-on-Sea as first correspondence). The county archaeologists and cultural heritage officer will be invited to attend.	A – Provide NR headed letter template and approve
Letter to MPs (x24) Letter to Chief Executive for Southend-on-Sea	A – Prepare letter with high-level consultation plans (consistent with other letters)	<p>R – Obtain address details and set up mail merge (for MPs and CE of Southend-on-Sea)</p> <p>R – Provide NR headed letter template, approve <u>and issue</u>.</p> <p>R – Any additional meetings requested by Chief Executives and MPs</p>
Letter to District Councils (x25) – providing high level details on consultation opportunities	<p>R – Obtain address details to Chief Executive or Head of Planning and Regeneration / similar and set up mail merge with LX identified</p> <p>R – Prepare and issue letter providing high level details on the programme, opportunities for public consultation, the project website (with online feedback form)</p>	A – Provide NR headed letter template and approve
Letter to Parish Councils (x71) – providing high level details on consultation opportunities, and request to include a flyer in their	<p>R – Obtain address details and set up mail merge</p> <p>R – Prepare and issue a letter providing high level details on the programme, opportunities for public consultation, the</p>	A – Provide NR headed letter template and approve

newsletter <i>(25 LXs are not in Parished areas, therefore will be consulted on at District level as above).</i>	project website (with online feedback form) and with an invitation to attend a meeting, to be held either on the evening or morning before 12 of the formal public consultation events. Also request that the promotional flyer is displayed in village halls etc.	
Letter to Statutory consultees (x4)	R – Draft and issue letter providing high level details on consultation opportunities (namely, a meeting / telecon between the two rounds of public consultation)	A – Provide NR headed letter template and approve
Letter to LUGs	R – Prepare and issue a letter to the LUGs consulted during GRIP Stage 1 to provide high level details on the programme, opportunities for public consultation, the project website (with online feedback form).	A – Provide NR headed letter template and approve R – Attend Local Access Forums, and inform attendees / contacts of the upcoming public consultation events, obtain contact details for information to be circulated to the group prior to consultation events.
Level crossing leaflet / factsheet (include C1 and C2 plans)	R – Draft layout and content, from Brand Centre materials R – Prepare materials into suitable formats for the consultation events / website	A – Review and approve R – Upload onto project website
Questionnaire – hard copy	R – Draft questions and determine format of hard copy (including free post return etc.) and a returns box at public consultation events	A – Review and approve
Questionnaire – online version	R – Convert hard copy questionnaire into online format, include on relevant consultation materials	A – Review and approve R – Include link to questionnaire on the project website
Tarpaulin (2 sets) – generic for all events	R – Draft layout and content, from Brand Centre materials	A – Review and approve
Pull up banners (2 sets) (generic for programme)	R – Draft layout and content, from Brand Centre materials	A – Review and approve
Large wall map	R – Prepare a wall map for each event, showing all crossings, the TWAO area, County authority boundaries, and the wider Anglia Level Crossing Strategy area.	A – Review and approve

6 Summary of resource approval processes

Given the time constraints of the programme, it is important to establish and adhere to an approvals process for all consultation materials. The following approval processes for the three different types of resource / materials related to the consultation is recommended for Network Rail's consideration and agreement for the first round of consultation events. These will be reviewed for the second round in liaison with Network Rail.

6.1 Pre-event promotion materials

1. Mott MacDonald to provide draft pre-event promotion materials (namely, a flyer and newspaper adverts with details about the consultation / public exhibitions including date, time, venue, purpose) to Network Rail at least **20 working days** prior to the public consultation events.
2. Key members of the Network Rail team to review the draft materials and provide one set of consolidated comments / requested amendments to Mott MacDonald within **3 working days** of receiving the draft materials.
3. Details on these materials can be utilised by Network Rail for website content.

6.2 Generic marketing materials

1. Mott MacDonald to draft the content / outline design of generic promotional materials, including wrap around tarpaulins for display outside of venues and posters / pull up banners for display inside venues, and circulate to the Network Rail team, at least **10 working days** prior to the start of the first round of public consultation events.
2. Key members of the Network Rail team to review the draft materials and provide one set of consolidated comments / requested amendments to Mott MacDonald within **3 working days** of receiving the draft materials.
3. Mott MacDonald to provide this material for the events.

6.3 Event consultation / technical material

1. Mott MacDonald to provide event consultation / technical material (such as leaflets / fact sheet, online and hard-copy questionnaire response forms, wall maps etc.) to Network Rail, at least **12 working days** prior to a consultation event / publication date.
2. Key members of the Network Rail team to review the draft materials and provide one set of consolidated comments / requested amendments to Mott MacDonald within **5 working days** of receiving the draft materials.
3. Mott MacDonald to update the materials and recirculate the final version to Network Rail, within 4 working days of receiving feedback / requested amendments, to allow adequate time (circa working 4 days) for the materials to be printed and / or for the necessary arrangements to be made for the dissemination of materials via the appropriate mechanisms (e.g. uploaded onto a website etc.)

Please note: All consultation material will need to be approved by the Network Rail Comms team and the Project team, to ensure both technical and design elements are appropriate. Also, all material will be saved to Share Point.

7 Programme

The following table provides the suggested detailed programme for the first four events – including deadlines for provision of drafts, Network Rail approvals (red text), placing of adverts / flyers. It is colour coded for each Order (green for Cambridge, blue for Suffolk, black for non-Order specific).

Week commencing	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
02/05/16	BANK HOLIDAY	Promotional material to NR for approval – letter template, flyers and newspaper adverts (Ely and March) (Cambridge and Bury St Edmunds)		NR – Place holding order for newspaper advert (Ely and March) (Cambridge and Bury St Edmunds)	NR – Comments back to MM for promotional materials (Ely and March) (Cambridge and Bury St Edmunds)	
09/05/16	Letters to CE, MPs, CCs, DCs, PCs, land owners, LUGs	Letters to CE, MPs, CCs, DCs, PCs, land owners, LUGs.	Start to disseminate promotional material for first four events	Generic pull up banners / tarpaulins to NR. Draft questionnaire to NR.		
16/05/16		NR – Comments back on pull up banners / tarpaulins – and questionnaire	Crossing specific leaflets / factsheets to NR for approval (Ely and March)	Crossing specific leaflets / factsheets to NR for approval (Cambridge and Bury St Edmunds)	NR – Start to upload website content	NR – Place flyer at LXs (Ely and March)
23/05/16	NR – Place flyer at LXs (Ely) NR – Press release	NR – Place flyer at LXs (March) Newspaper advert to go live (Ely and March)	NR – Comments back to MM for event specific material (Ely and March)	NR – Comments back to MM for event specific material (Cambridge and Bury St Edmunds)	NR – Place flyer at LXs (Cambridge) Newspaper advert to go live (Cambridge and Bury St Edmunds)	NR – Place flyer at LXs (Bury St Edmunds)
30/05/16	BANK HOLIDAY	Prepare for events	Prepare for events	Prepare for events	Prepare for events	
06/06/16		Event – March NR – Website live	Event – Ely NR – Website live		Event – Cambridge NR – Website live	Event – Bury St Edmunds NR – Website live

Appendices

Appendix A. Local Authority and District Councils	36
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Appendix A. Local Authority and District Councils

Local Authority and District Councils	No. of LXs
Cambridgeshire County	33
East Cambridgeshire District	22
Fenland District	4
South Cambridgeshire District	7
Essex County	52
Basildon District	1
Braintree District	9
Brentwood District	3
Castle Point District	2
Chelmsford District	5
Colchester District	8
Epping Forest District	1
Harlow District	3
Maldon District	1
Rochford District	1
Tendring District	9
Uttlesford District	9
Greater London Authority	4
Havering London Boro	4
Hertfordshire County	9
Broxbourne District	3
East Hertfordshire District	6
Southend-on-Sea	1
Southend-on-Sea	1
Suffolk County	31
Babergh District	5
Forest Heath District	2
Ipswich District	1
Mid Suffolk District	20
St. Edmundsbury District	3
Thurrock	3
Thurrock	3
Grand Total	133

Local Authority, District Council and LX name	No. of LXs
Cambridgeshire County	33
East Cambridgeshire District	22
Adelaide	1
Black Horse Drove	1
Cassells	1
Clayway	1
Coffue Drove	1
Cross Keys	1
Ely North Junction	1
Furlong Drove	1
Leonards	1
Littleport Station	1
Munceys	1
Nairns No. 117	1
Newmarket Bridge	1
Poplar Drove	1
Prickwillow 1	1
Prickwillow 2	1
Second Drove	1
Wells Engine	1
West River Bridge	1
Westley Road	1
Wicken Road	1
Willow Row / Willow Road	1
Fenland District	4
Brickyard Drove	1
Eastrea Cross Drove	1
Middle Drove	1
Silt Drove	1
South Cambridgeshire District	7
Ballast Pit	1
Barrington Road	1
Chittering	1
Fysons	1
Jack O'Tell (Adam's Crossing)	1
No 20	1
No 37	1
Essex County	52
Basildon District (B)	1
Motorbike	1

Braintree District	9
Bures	1
Cranes No. 1	1
Cranes No. 2	1
Essex Way	1
Great Domsey	1
Hill House 1	1
Lamarsh Kings Farm	1
Potters	1
Snivillers	1
Brentwood District (B)	3
Brown & Tawse	1
Puddle Dock	1
Whipps Farmers	1
Castle Point District (B)	2
Brickyard Farm	1
Ferry	1
Chelmsford District (B)	5
Battlesbridge	1
Boreham	1
Maldon Road	1
Noakes	1
Parsonage Lane / Margaretting	1
Colchester District (B)	8
Church 1	1
Church 2	1
Golden Square	1
Josselyns	1
Long Green	1
Paget	1
Thornfield Wood	1
Wivenhoe Park	1
Epping Forest District	1
Old Lane	1
Harlow District	3
Camps	1
Parndon Mill	1
Sadlers	1
Maldon District (B)	1
Creaksea Place 1	1
Rochford District	1
Barbara Close	1

Tendring District	9
Abbotts	1
Bluehouse	1
Frating Abbey	1
Great Bentley Station	1
High Elm	1
Lords No.1	1
Maria Street	1
Sand Pit	1
Wheatsheaf	1
Uttlesford District	9
Dixies	1
Elephant	1
Elsenham Emergency Hut	1
Fullers End	1
Henham	1
Littlebury Gate House	1
Ugley Lane	1
Wallaces	1
Windmills	1
Greater London Authority	4
Havering London Boro	4
Butts Lane	1
Eve's	1
Manor Farm	1
Woodhall Crescent	1
Hertfordshire County	9
Broxbourne District (B)	3
Cadmore Lane	1
Slipe Lane	1
Trinity Lane	1
East Hertfordshire District	6
Fowlers	1
Gilston	1
Johnsons	1
Pattens	1
Tednambury	1
Twyford Road	1
Southend-on-Sea (B)	1
Southend-on-Sea (B)	1
Woodgrange Close	1
Suffolk County	31

Babergh District	5
Brantham High Bridge	1
Buxton Wood	1
Island	1
Pannington Hall (Broomhaughton)	1
Sea Wall	1
Forest Heath District	2
Higham	1
Weatherby	1
Ipswich District (B)	1
Westerfield	1
Mid Suffolk District	20
Abbotts	1
Bacton	1
Barrels	1
Beecroft	1
Broomfield	1
Cow Pasture Lane	1
Finningham	1
Fords Green	1
Gislingham	1
Gooderhams	1
Grove Farm	1
Haughley Green	1
Hawk End Lane	1
Leggetts	1
Lords No.29	1
Mutton Hall	1
Paynes	1
Rectory Road	1
Stacpool	1
Steggals	1
St. Edmundsbury District (B)	3
Cattishall	1
Higham Ground Frame	1
Great Barton	1
Thurrock (B)	3
Thurrock (B)	3
Howells Farm	1
Jefferies	1
No 131	1
Grand Total	133

Appendix B. District and Parish Councils

District Council and Parish Council	No. of LXs
Babergh District	5
Bentley Parish	2
Brantham Parish	2
Wherstead Parish	1
Basildon District (B)	1
Non Civil Parished Area	1
Braintree District	9
Bures Hamlet Parish	1
Cressing Parish	1
Feering Parish	2
Kelvedon Parish	1
Lamarsh Parish	1
Rivenhall Parish	1
White Notley Parish	2
Brentwood District (B)	3
Non Civil Parished Area	2
West Horndon Parish	1
Broxbourne District (B)	3
Non Civil Parished Area	3
Castle Point District (B)	2
Non Civil Parished Area	2
Chelmsford District (B)	5
Boreham Parish	2
Margaretting Parish	2
Rettendon Parish	1
Colchester District (B)	8
Marks Tey Parish	2
Mount Bures Parish	2
Stanway Parish	1
Wakes Colne Parish	1
Wivenhoe Parish	2
East Cambridgeshire District	22
Brinkley Parish	1
Downham Parish	2
Ely Parish	8
Fordham Parish	1
Littleport Parish	5
Soham Parish	2
Stretham Parish	1
Thetford Parish	1

Westley Waterless Parish	1
East Hertfordshire District	6
Bishop's Stortford Parish	2
Sawbridgeworth Parish	1
Thorley Parish	3
Epping Forest District	1
Roydon Parish	1
Fenland District	4
March Parish	2
Whittlesey Parish	2
Forest Heath District	2
Higham Parish	1
Newmarket Parish	1
Harlow District	3
Non Civil Parished Area	3
Haverling London Boro	4
Non Civil Parished Area	4
Ipswich District (B)	1
Non Civil Parished Area	1
Maldon District (B)	1
Burnham-on-Crouch Parish	1
Mid Suffolk District	20
Bacton Parish	3
Barham Parish	1
Cotton Parish	2
Elmswell Parish	2
Finningham Parish	1
Gislingham Parish	1
Haughley Parish	1
Mellis Parish	4
Needham Market Parish	1
Old Newton with Dagworth Parish	1
Thurston Parish	2
Wetherden Parish	1
Rochford District	1
Hawkwell Parish	1
South Cambridgeshire District	7
Foxton Parish	1
Harston Parish	1
Meldreth Parish	1
Waterbeach Parish	4
Southend-on-Sea (B)	1

Non Civil Parished Area	1
St. Edmundsbury District (B)	3
Barrow Parish	1
Great Barton Parish	2
Tendring District	9
Alresford Parish	1
Ardleigh Parish	1
Elmstead Parish	1
Frinton and Walton Parish	1
Great Bentley Parish	3
Harwich Parish	1
Wrabness Parish	1
Thurrock (B)	3
Non Civil Parished Area	3
Uttlesford District	9
Elsenham Parish	1
Henham Parish	2
Littlebury Parish	1
Newport Parish	3
Wendens Ambo Parish	1
Widdington Parish	1
Grand Total	133

District Council, Parish Council and LX name	No. of LXs
Babergh District	5
Bentley Parish	2
Buxton Wood	1
Island	1
Brantham Parish	2
Brantham High Bridge	1
Sea Wall	1
Wherstead Parish	1
Pannington Hall (Broomhaughton)	1
Basildon District (B)	1
Non Civil Parished Area	1
Motorbike	1
Braintree District	9
Bures Hamlet Parish	1
Bures	1
Cressing Parish	1
Cranes No. 1	1
Feering Parish	2
Great Domsey	1
Hill House 1	1
Kelvedon Parish	1
Snivillers	1
Lamarsh Parish	1
Lamarsh Kings Farm	1
Rivenhall Parish	1
Potters	1
White Notley Parish	2
Cranes No. 2	1
Essex Way	1
Brentwood District (B)	3
Non Civil Parished Area	2
Puddle Dock	1
Whipps Farmers	1
West Horndon Parish	1
Brown & Tawse	1
Broxbourne District (B)	3
Non Civil Parished Area	3
Cadmore Lane	1

Slip Lane	1
Trinity Lane	1
Castle Point District (B)	2
Non Civil Parished Area	2
Brickyard Farm	1
Ferry	1
Chelmsford District (B)	5
Boreham Parish	2
Boreham	1
Noakes	1
Margaretting Parish	2
Maldon Road	1
Parsonage Lane / Margaretting	1
Rettendon Parish	1
Battlesbridge	1
Colchester District (B)	8
Marks Tey Parish	2
Church 1	1
Long Green	1
Mount Bures Parish	2
Golden Square	1
Josselyns	1
Stanway Parish	1
Church 2	1
Wakes Colne Parish	1
Thornfield Wood	1
Wivenhoe Parish	2
Paget	1
Wivenhoe Park	1
East Cambridgeshire District	22
Brinkley Parish	1
Cassells	1
Downham Parish	2
Coffue Drove	1
Furlong Drove	1
Ely Parish	8
Adelaide	1
Cross Keys	1
Ely North Junction	1
Newmarket Bridge	1
Prickwillow 1	1
Prickwillow 2	1

Second Drove	1
Wells Engine	1
Fordham Parish	1
Munceys	1
Littleport Parish	5
Black Horse Drove	1
Clayway	1
Littleport Station	1
Poplar Drove	1
Willow Row / Willow Road	1
Soham Parish	2
Leonards	1
Wicken Road	1
Stretham Parish	1
Nairns No. 117	1
Thetford Parish	1
West River Bridge	1
Westley Waterless Parish	1
Westley Road	1
East Hertfordshire District	6
Bishop's Stortford Parish	2
Johnsons	1
Twyford Road	1
Sawbridgeworth Parish	1
Tednambury	1
Thorley Parish	3
Fowlers	1
Gilston	1
Pattens	1
Epping Forest District	1
Roydon Parish	1
Old Lane	1
Fenland District	4
March Parish	2
Middle Drove	1
Silt Drove	1
Whittlesey Parish	2
Brickyard Drove	1
Eastrea Cross Drove	1
Forest Heath District	2
Higham Parish	1
Higham	1

Newmarket Parish	1
Weatherby	1
Harlow District	3
Non Civil Parished Area	3
Camps	1
Parndon Mill	1
Sadlers	1
Haverling London Boro	4
Non Civil Parished Area	4
Butts Lane	1
Eve's	1
Manor Farm	1
Woodhall Crescent	1
Ipswich District (B)	1
Non Civil Parished Area	1
Westerfield	1
Maldon District (B)	1
Burnham-on-Crouch Parish	1
Creaksea Place 1	1
Mid Suffolk District	20
Bacton Parish	3
Bacton	1
Fords Green	1
Gooderhams	1
Barham Parish	1
Broomfield	1
Cotton Parish	2
Finningham	1
Steggals	1
Elmswell Parish	2
Hawk End Lane	1
Lords No.29	1
Finningham Parish	1
Gislingham	1
Gislingham Parish	1
Paynes	1
Haughley Parish	1
Haughley Green	1
Mellis Parish	4
Abbotts	1
Beecroft	1
Cow Pasture Lane	1

Rectory Road	1
Needham Market Parish	1
Stacpool	1
Old Newton with Dagworth Parish	1
Leggetts	1
Thurston Parish	2
Barrels	1
Grove Farm	1
Wetherden Parish	1
Mutton Hall	1
Rochford District	1
Hawkewell Parish	1
Barbara Close	1
South Cambridgeshire District	7
Foxton Parish	1
Barrington Road	1
Harston Parish	1
No 37	1
Meldreth Parish	1
No 20	1
Waterbeach Parish	4
Ballast Pit	1
Chittering	1
Fysons	1
Jack O'Tell (Adam's Crossing)	1
Southend-on-Sea (B)	1
Non Civil Parished Area	1
Woodgrange Close	1
St. Edmundsbury District (B)	3
Barrow Parish	1
Higham Ground Frame	1
Great Barton Parish	2
Cattishall	1
Great Barton	1
Tendring District	9
Alresford Parish	1
High Elm	1
Ardleigh Parish	1
Abbotts	1
Elmstead Parish	1
Sand Pit	1
Frinton and Walton Parish	1

Bluehouse	1
Great Bentley Parish	3
Frating Abbey	1
Great Bentley Station	1
Lords No.1	1
Harwich Parish	1
Maria Street	1
Wrabness Parish	1
Wheatsheaf	1
Thurrock (B)	3
Non Civil Parished Area	3
Howells Farm	1
Jefferies	1
No 131	1
Uttlesford District	9
Elsenham Parish	1
Fullers End	1
Henham Parish	2
Elsenham Emergency Hut	1
Ugley Lane	1
Littlebury Parish	1
Littlebury Gate House	1
Newport Parish	3
Dixies	1
Elephant	1
Windmills	1
Wendens Ambo Parish	1
Wallaces	1
Widdington Parish	1
Henham	1
Grand Total	133

Appendix C. Locations for public consultation

