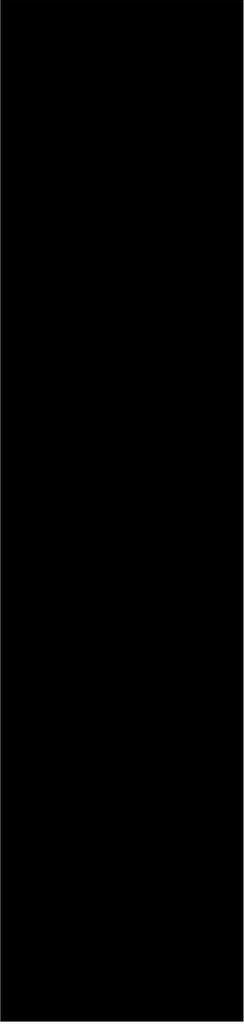
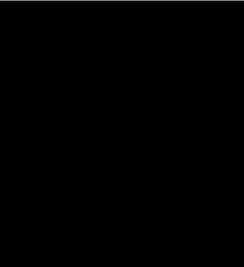


INDEPENDENT PHASE ONE PLANNING FORUM FOR HS2

Title:	Independent Phase One Planning Forum for HS2	
Date & Time	Thursday 30 th Sep 2021 13:00 – 15:30 Microsoft Teams Meeting	
Chair		Independent Chair
Promoter Attendees:		<p>HS2 Ltd (Project Client Director) BBVS HS2 Ltd (Senior Environment Manager) HS2 Ltd (Town Planning Manager) SCS HS2 Ltd (Town Planning) HS2 Ltd (Town Planning Manager) HS2 Ltd (Town Planner) HS2 Ltd (Senior Town Planning Manager) HS2 Ltd (Senior Town Planning Manager) HS2 Ltd (Town Planning Manager) HS2 Ltd (Senior Compliance Manager) HS2 Ltd (Town Planning Manager) SCS HS2 Ltd (Town Planning Manager) HS2 Ltd (Lead Architect) HS2 Ltd (Phase 1 Town Planning Lead) HS2 Ltd (Delivery Director, Civils) HS2 Ltd (Interim Community & Stakeholder Engagement Director) HS2 Ltd (Town Planner) HS2 Ltd (Head of Town Planning) Mace Dragados Fusion JV HS2 Ltd Head of Public Response CSJV HS2 Ltd (Town Planning Manager) Department for Transport (DfT) HS2 Ltd (Town Planning Manager)</p>
Local Authority Attendees:		<p>Stratford-on-Avon District Council (SDC) Three Rivers District Council (TRDC) Warwickshire County Council (WCC) Solihull MBC London Borough of Camden (LBC) West Northamptonshire Council (WNC) London Borough of Hammersmith and Fulham (LBHF) Hertfordshire County Council (HCC)</p>

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		<p>London Borough of Camden (LBC) Solihull Met Borough Council (SMBC) London Borough of Camden (LBC) Old Oak and Park Royal Development Corporation (OPDC) West Northamptonshire Council (WNC) Lichfield District Council (LDC) Buckinghamshire Council (Bucks C) Warwick District Council (WDC) Lichfield District Council (LDC) Staffordshire County Council (SCC)</p>
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Item		Action Owner								
1.	Introductions – were made.									
2.	<p>Review of minutes & actions from the last meeting The minutes of the July Planning Forum were agreed. Action: HS2 to place minutes on the website.</p> <p>Outstanding actions were reviewed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Action</th> <th style="width: 40%;">Status</th> </tr> </thead> <tbody> <tr> <td>Consider referencing the reverse side of the noise barrier in the next update to the Planning Forum Note.</td> <td>Update under Item 6.</td> </tr> <tr> <td>Consider opportunities within Noise Barrier CDE to replace ‘where appropriate’ with ‘as agreed’ or similar.</td> <td>Update under Item 6.</td> </tr> <tr> <td> Consider how to progress the suggested additional items (handrails, access steps and fencing) as a separate workstream and present to the Forum at a future meeting. Common approach to fencing (some high-level outputs) to be on the next Planning Forum agenda. Parapet CDE. Withdrawal of a British Standard and the adoption of a Highways England requirement. HS2 looking into the implications of the change on parapet design. Update to be provided at next meeting. </td> <td>Update under Item 6.</td> </tr> </tbody> </table>	Action	Status	Consider referencing the reverse side of the noise barrier in the next update to the Planning Forum Note.	Update under Item 6.	Consider opportunities within Noise Barrier CDE to replace ‘where appropriate’ with ‘as agreed’ or similar.	Update under Item 6.	Consider how to progress the suggested additional items (handrails, access steps and fencing) as a separate workstream and present to the Forum at a future meeting. Common approach to fencing (some high-level outputs) to be on the next Planning Forum agenda. Parapet CDE. Withdrawal of a British Standard and the adoption of a Highways England requirement. HS2 looking into the implications of the change on parapet design. Update to be provided at next meeting.	Update under Item 6.	HS2
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	<p>Lineside noise barrier CDE design development. Update to be provided at the next meeting.</p>		
	<p>Signage strategy for HS2 to brought Planning Forum at a later date.</p>	<p>For later Planning Forum.</p>	
	<p>Partial decisions. The Chair will arrange an additional meeting with a wider selection of authorities to discuss the practicalities of administering such decisions.</p>	<p>Meeting held, conclusions were awaiting Bucks lorry route appeal decision from PINS (now issued).</p>	
	<p>Accessible documents. JF [redacted] agreed to contact the council IT team to clarify the specific issue relating to accessible documents.</p>	<p>[redacted] noted the deadline for public sector organisations to make all existing websites accessible was 23 September 2020. This was noted by the Forum.</p>	
	<p>Planning performance charts. HS2 to provide appeals statistics at the next Planning Forum and update the pie charts with actual figures.</p>	<p>Complete.</p>	
	<p>HS2 to circulate the tracked changed PFNs with proposed updates for comment. LPAs to provide comments by Friday 18th June 2021.</p>	<p>Complete. Updated PFNs 3,5,7,11, 13 and 14 uploaded to PF website.</p>	
	<p>The Chair proposed drafting an interim report covering findings on causes of delays for sharing with PF.</p>	<p>Update by Chair under Item 4.</p>	
	<p>LPAs to email the PF inbox with details of deferred pre-app meetings.</p>	<p>No emails received.</p>	
	<p>LPAs to email SL (WCC) and LD (HS2) to arrange attendance at meeting. HS2 to set up the first SLA meeting in August 2021.</p>	<p>Complete. Meeting held 23 August: quarterly from now on. Actions arising - To produce a standardised training pack for officers on purpose of SLAs by December 2021. To review the availability and reliability of forward looks.</p>	<p>HS2</p>
	<p>HS2 to consider proposal for new PFN to address the issue of start times and types of vehicles arriving at construction sites and feedback.</p>	<p>Agenda Item 9</p>	
	<p>HS2 and LPAs to reconsider proposed change to PFN 6 (requirement for lorry route approval for local suppliers) and feedback at next PF.</p>	<p>Agenda Item 9</p>	

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	<p>HS2 and LPAs to consider the proposed change to PFN 6 to introduce requirement for direction of travel arrows on plans.</p> <p>HS2 to email PF members with details of the Community Engagement Strategy refresh with an invitation to participate in the process. LPAs to respond if they wish to participate.</p> <p>HS2 to place link to the Planning Forum page clarifying construction site authorisations on the local HS2commonplace site.</p> <p>HS2 town planning to liaise with the Sponsorship Team about introducing a meeting for Members.</p>	<p>Agenda Item 9</p> <p>Complete. 2 x focus groups held in August. Update under Item 8</p> <p>Link to be located within the 'In Your Area' menu under 'Managing Impacts of Construction'.</p> <p>Issue raised.</p>	
<p>3.</p>	<p>HS2 Project Update</p> <p>██████████ (HS2) presented the key HS2 organisational changes which have taken place comprising the creation of three new delivery functions in Systems and Stations, Technical Services and Civils. Enabling Works is now within the Civils Directorate.</p> <p>The organizational change does not affect existing local authority contacts with HS2 Town Planning or Community and Stakeholder Engagement teams.</p> <p>██████████ (HS2 ██████████ central EKFB section) presented slides showing progress on Phase One</p> <p>██████████ (HS2) noted that HS2 will be represented at COP26.</p>		
<p>4.</p>	<p>Planning Consents Performance</p> <p>██████████ (HS2) presented charts showing the time taken to determine main works Schedule 17 applications in the last six months, and current determination times of live applications. It was noted that there had been an increase in activity in number of Schedule 17 applications since the May forum. Approximately 50% of determined submissions in the preceding 6 months were determined in under 8 weeks and approximately 25% between 8 and 16 weeks. Overall, the performance shows an improvement compared to the position at the July Planning Forum.</p> <p>██████████ (HS2) noted that some late approvals have a significant effect on programme and cost (for example a lorry routes application in Solihull) whereas other late</p>		

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	<p>determinations have been mitigated within the programme.</p> <p>■ (HS2) also presented charts showing Schedule 17 applications awaiting determination. It was highlighted that 3 of the 6 outstanding applications had been determined the morning of this Planning Forum.</p> <p>■ (HS2) also shared a Schedule 17 submissions chart, which indicates that the planned number of main works submissions had increased from July and August. The performance in terms of actual vs. planned submissions in August was poor, however the September target for submissions has been hit. ■ (HS2) noted that there is expected to be an uplift in the quantity of submissions over the next few months.</p> <p>■ (HS2) noted that the quarterly forward plans are a best estimate at a point in time. IPTs will continue to update LAs on Sch 17 submission programmes at a more granular level as part of their regular engagement.</p> <p>■ (HS2) presented an update on the status of appeals demonstrating the time required for determination noting that the majority of appeal decisions are taking longer than is set out in the guidance. This has led to programme delays, most recently as a result of delays in receiving appeal decisions relating to lorry routes in Bucks. ■ (HS2) noted that the PINS target for a written representation appeal is 67 days.</p> <p>■ (HS2) noted that HS2 needed to improve the quantity of the submissions and noted that a consents working group has been set up within HS2 to capture lessons learnt and improve performance. ■ noted that every delay in receiving a decision results in an element of disruption and cost. ■ (HS2) questioned what the Planning Forum can do to reduce the number and impact of delayed decisions.</p> <p>■ (WNC) noted that some Schedule 17 applications are comprised of a significant amount of detail which require a longer timescale to review and determine. Also noted that new Members in WNC consider that engagement is not sufficient and local communities feel isolated. Members should be fully engaged in process and local communities should be brought on board.</p> <p>■ (DfT) echoed concerns of delays in determinations of applications and appeals.</p> <p>■ (HCC) noted that it is crucial for LPAs to attend Planning Forum in order to discuss issues and find solutions. ■ (Chair) noted he had recently invited LB Hillingdon but so far they have not attended.</p> <p>■ (Chair) updated the Forum on the key conclusions of a working group held on 8 July. Five factors were identified as less significant in contributing to delays:</p> <ul style="list-style-type: none">• quality of pre-app• changes from the ES scheme	
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	<ul style="list-style-type: none">• timings of submissions• completeness of submissions• accuracy of plans <p>Four major factors contributing to delays were identified:</p> <ul style="list-style-type: none">• timing and extent of additional information requests• extent of consultation beyond LA officers• political involvement• resources <p>■ (WNC) noted that pre-app discussions have been good. However as works continue to evolve the submission versions often differ from the details presented in the pre-app discussions. ■ (WNC) noted that pre-app discussions are with officers and not with the local community. Also suggested that HS2 should present the content of Schedule 17 applications to Members at the appropriate stage.</p> <p>■ (HCC) noted that community engagement lookaheads would assist with engaging with the local community.</p> <p>■ (NWC) noted that some Schedule 17 applications do not include details of some specific issues such as highways or drainage. While these are consented under a different Schedule, it may create a disconnect and sense of lack of information for making a decision.</p> <p>■ (HS2) noted that Schedule 17 applications are often highly technical and require officers to determine the application rather than going to the local community who may not fully familiar with the technical background. ■ also noted that EKFB have set up member information groups to provide that level of engagement. This engagement needs to take place within the timeframe of applications to avoid delays.</p> <p>■ (HS2) noted that the four major factors identified are unsurprising and noted that addressing the extent of information relies on good quality pre-application. To address issues regarding with new members, a learning process on Schedule 17, the ES and EMR requirements could be developed. ■ (HS2) questioned what could be done differently to share resources between authorities to protect the critical path of HS2.</p> <p>■ (Chair) suggested that the Performance Breakout sessions should continue and that new Councillors would benefit from project briefings. ■ reiterated that the project will not keep to program if each Schedule 17 application is treated like a planning application. PG (HS2) noted that there are challenges with community engagement but noted that qualifying LPAs have signed up to commitments through the Planning Memorandum to have regard to the cost and programme of the project.</p>	
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<p>5.</p>	<p>Local Authority Feedback and Issues Arising</p> <p>■ (HS2) raised a point regarding formal Community Engagement lookaheads which have stopped being produced. Secondly, the Construction Commissioner’s leaflet is requested as a PDF. ■ (Chair) noted that the next Construction Commissioner Steering Group will be in October. ■ (LBC) intends to raise the need to update and distribute the leaflet. ■ (SCC) and ■ (LBC) to be contacted for an update.</p> <p>■ (HS2) noted that complaints information is available online as well as details on the role of the Construction Commissioner.</p> <p>■ (HS2) confirmed all contractors maintain a lookahead on their engagement events. ACTION: ■ (HS2) to reiterate to teams that Community Engagement lookaheads need to be issued in a timely manner.</p> <p>■ (NWC) queried the complaints process and at what stage a complaint is raised to the Construction Commissioner. ■ (HS2) noted it was the responsibility of the individual to escalate to the Construction Commissioner if felt necessary.</p>	<p>HS2</p>
<p>6.</p>	<p>Common Design Elements and Design Approaches Update</p> <p>■ (HS2) provided a summary of progress to date, noting that the Piers and Parapets CDE Planning Forum Notes (15 and 16) were approved by the Planning Forum in December 2020.</p> <p>It was noted that a change is required to PFN 16 in respect of road overbridge parapets. ■ (HS2) explained that this is due to a change in the vehicle impact requirements and the need to change the inner profile of the parapet for use on road overbridges.</p> <p>■ (HS2) explained that the lineside noise barrier CDE work is ongoing. The noise barrier working group of EKFB and BBV is considering whether a PFN can be finalized which would describe a CDE. HS2 will continue to monitor and advise on design developments.</p> <p>Planning Forum Design Group core members comprise ■ (WNC), ■ (Bucks C) and ■ (SMBC). The Group will be convened within the next two months and will look at:</p> <ul style="list-style-type: none"> • Road overbridge parapets • Fencing design approach – first version has been through HS2 governance and will come to the Design Group shortly • Lineside noise barriers <p>■ (HS2) noted that GSM-R masts will be the subject of a CDE in due course. ■ (HS2) to provide update on tendering for masts at the February Planning Forum.</p>	<p>HS2</p> <p>HS2</p>

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<p>7.</p>	<p>Planning Forum Notes Update</p> <p>■ (HS2) noted that all PFNs aside from PFN 6 have been agreed and uploaded to the website. PFN 6 has 2 outstanding issues from the last Planning Forum.</p> <p>Firstly paragraph 4, a proposed change put forward by LB Camden to require that approval is needed for routes to be used by local suppliers located between or to the side of the special/trunk road network and an HS2 construction site, where the 24LGV movements/day threshold is exceeded. ■ noted that The legislation sits above the PF Note in the hierarchy of HS2 related documents, and therefore Camden’s understanding of the legislation is that if more than 24 movements are generated to a site (even from a local supplier), then according to the Act, a Sch 17 lorry route application is required. The reason for the amendment to the wording in para 4 of the PF note is to reflect this inaccuracy.</p> <p>■ (HS2) noted that initial wording, requiring that the most appropriate route be used as discussed at the relevant Traffic Liaison Group, was debated at length in 2016 and was agreed as a means of supporting local businesses. Transport liaison groups were set up to discuss such matters and agree local lorry routes and PFN 6 was drafted accordingly.</p> <p>■ (HS2) indicated that the proposed wording from LB Camden could result in additional Schedule 17 applications being required leading to delays to programme and/or local businesses and suppliers potentially missing out in favour of larger suppliers with approved lorry routes. HS2’s view therefore is that the existing text in PFN 6 should remain. If there are specific local concerns on lorry routes, these should be raised at the traffic liaison groups.</p> <p>■ (LBC) noted there have been instances of lorries using non-approved routes. PG (HS2) noted that compliance issues in Camden area were discussed but corrective actions have been implemented.</p> <p>■ (Chair) questioned whether the proposed change was consistent with the Act in that it could create multiple approved routes to a particular site.</p> <p>■ (HS2) reiterated that a change to the existing wording as proposed, would mean that if a local supplier was required to apply for an approved lorry route, which at current timescales requires a 6–9-month lead in, this may present a significant barrier to serving HS2 contracts.</p> <p>■ (LBC) noted that lorry route application lacked details of where suppliers are coming from. ■ (Chair) noted that at the stage of a lorry route application, it is not possible to know the origin of all suppliers. ■ (LBC) questioned whether amendments could be made to approved routes applications once origins of suppliers are known. ■ (Chair) noted that the purpose of the lorry routes applications were to identify the most appropriate routes to site from the Strategic Road Network regardless of origin of supplier. ■ (Chair) suggested an</p>	<p>HS2 / Chair</p>
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	<p>off-line meeting between him, HS2 and LBC to discuss the matter further with a view to reaching an agreement.</p> <p>■ (HS2) noted a further proposed change to Para 7 of PFN 6 to match PFN 17. LB Camden have proposed alternative wording: however HS2 consider the proposed text to be inconsistent with PFN 17. ■ (LBC) said that the proposed change was an attempt to simplify the wording. ■ (Chair) concluded that the amendment to para 7 of PFN 6 is not to be taken forward. ACTION: However the wording in PFN 17 should be considered again to ensure it is appropriate.</p>	<p>Forum</p>
<p>8.</p>	<p>Community Engagement</p> <p>■ (HS2) informed the Forum that the HS2 Community Engagement Strategy has been updated. HS2 have engaged with stakeholders to identify what they wanted to see in the updated strategy. Requests were, to be more succinct, use respectful language, firm up and measure commitments and set clearer expectations.</p> <p>The updated strategy is expected to be launched at the end of October with a further update following an internal launch to be fed back at the next Planning Forum.</p> <p>■ (HS2) presented slides showing statistics on the number of enquiries and complaints received on Phase One broken down by topic, as well as figures for the HS2 complaints referral process.</p> <p>■ (HS2) noted that an update was being made to the complaints procedure in the next month to introduce complements and comments box. The exemptions process is being expanded. An update has been made to Step 1 of the complaints process and complainant will now be notified of the outcome of the complaint at this first stage in order to provide more insight into the outcome of complaints.</p> <p>■ (WNC) queried the procedure for urgent queries to the Helpdesk and a 3-day response time. ■ (HS2) confirmed HS2 are looking to introduce a corporate KPI for 70% of urgent cases being dealt with in two days. An update on performance on this is to be provided at the next Planning Forum.</p>	<p>HS2</p> <p>HS2</p>
<p>9.</p>	<p>Appeals and Judicial Reviews Update</p> <p>■ (HS2) noted five appeal decisions were issued on 29/9 including:</p> <ul style="list-style-type: none"> • APP/HS2/9 SCS Hillingdon lorry routes (resubmission) (LB Hillingdon) • APP/HS2/10-13 Small Dean and Small Dean Viaduct, Chiltern Tunnel North Portal, Little Missenden, Chesham Vent Shaft, North Portal lorry routes (Bucks) • APP/HS2/14 A422 Brackley Road Worksite lorry route (Bucks) 	

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	<ul style="list-style-type: none"> • APP/HS2/15 LBH Dews Lane lorry route (LB Hillingdon) • APP/HS2/16 – Wendover Green lorry route (Bucks) <p>All appeals were allowed with no conditions. There is one further live appeal with PINS (APP/HS2/17 – Waste Lane lorry route (Solihull)).</p> <p>■ (HS2) noted that the detail in the Inspectors’ reports provide clear guidance on the necessary content of lorry route submissions and on how such applications should be determined. If followed, significant and costly delays to the project could be avoided. A digest on the content of the appeals is to be prepared. ■ (HS2) requested any particular or specific queries to be sent across in order to be addressed in the appeals digest. ■ (HS2) further reiterated that the guidance is clear on what is required for a lorry routes application and further delay should be avoided.</p> <p>A decision is awaited from the Court of Appeal on the SCS Lorry Routes APP/HS2/5 (LB Hillingdon).</p> <p>■ (HS2) indicated that a Stage 1 letter under the disqualification process has been sent to one authority.</p>	HS2
10.	<p>Forward Plan / AOB</p> <p>The Chair noted that the last Planning Forum in 2021 will take place on 25th November.</p> <p>The Chair suggested that partial approvals, planning consents performance and common design elements are items to be covered at the next meeting.</p> <p>■ (HS2) noted there are no specific items to add to the standing items for the agenda.</p> <p>■ (HS2) noted that a rotation of representation from IPT Client Directors will attend the Planning Forum to give a detailed update on the progress of the works.</p> <p>AOB</p> <p>■ (HS2) added that contact details in PNF 12 appendix B for Natural England are to be updated to HS2@naturalengland.org.uk.</p>	HS2
	End	