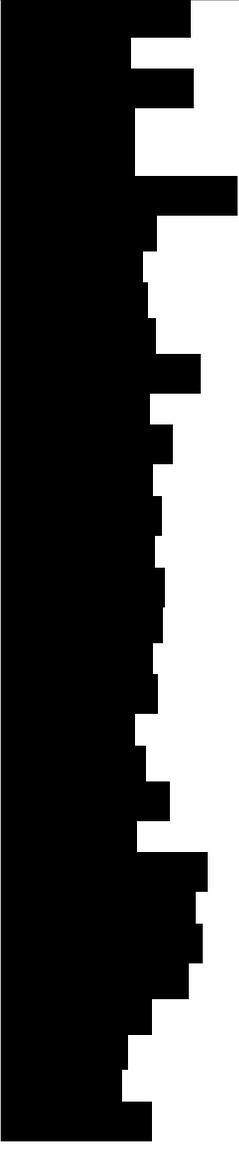
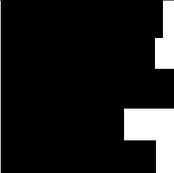


## INDEPENDENT PHASE ONE PLANNING FORUM FOR HS2

<b>Title:</b>	<b>Independent Phase One Planning Forum for HS2</b>	
<b>Date &amp; Time</b>	Thursday 25th November 2021 13:00 – 15:30  Microsoft Teams Meeting	
<b>Chair</b>	Ted Allett	Independent Chair
<b>Promoter Attendees:</b>		<p>HS2 Ltd Align JV HS2 Ltd (Town Planning Manager) BBVS HS2 Ltd (Town Planning Manager) SCS HS2 Ltd (Town Planning) HS2 Ltd (Town Planning Manager) HS2 Ltd (Project Director - Civils) HS2 Ltd (Town Planner) HS2 Ltd HS2 Ltd (Senior Town Planning Manager) HS2 Ltd (Senior Town Planning Manager) SDSC Euston HS2 Ltd (Town Planning Manager) LM JV HS2 Ltd (Town Planning Manager) EKFB HS2 Ltd (Lead Architect) HS2 Ltd (Phase 1 Town Planning Lead) HS2 Ltd (Delivery Director, Civils) HS2 Ltd (Town Planner) HS2 Ltd (Head of Town Planning) Fusion JV HS2 Ltd (Town Planning Manager) HS2 Ltd Head of Public Response EKFB HS2 Ltd (Town Planning Manager) Schofield Lothian Department for Transport (DfT) HS2 Ltd (Town Planning Manager) HS2 Ltd (Town Planning Manager)</p>
<b>Local Authority Attendees:</b>		<p>Stratford-on-Avon District Council (SDC) Three Rivers District Council (TRDC) Westminster City Council (WeCC) Warwickshire County Council (WCC) Solihull MBC</p>

## INDEPENDENT PHASE ONE PLANNING FORUM FOR HS2

	[REDACTED]	<p>London Borough of Camden (LBC)          West Northamptonshire Council (WNC)          North Warwickshire Borough Council (NWBC)          London Borough of Hammersmith and Fulham (LBHF)          Buckinghamshire Council (Bucks C)          Hertfordshire County Council (HCC)          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)          Birmingham City Council (BBC)          Buckinghamshire Council (Bucks C)          Warwick District Council (WDC)          Lichfield District Council (LDC)</p>
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Item		Action Owner															
1.	Introductions – were made.																
2.	<p>Review of minutes &amp; actions from the last meeting.            Minutes of September Planning Forum to be amended to include correct email address for Natural England. Subject to this, the minutes 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: 10%;">Date</th> <th style="width: 50%;">Action</th> <th style="width: 40%;">Status</th> </tr> </thead> <tbody> <tr> <td>Sep 19</td> <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>Sep 19</td> <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>Sep 19</td> <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.</td> <td>Update under Item 6.</td> </tr> <tr> <td>Nov 20</td> <td>Common approach to fencing (some high-level outputs) to be on the next Planning Forum agenda.</td> <td>Update under Item 6.</td> </tr> </tbody> </table>	Date	Action	Status	Sep 19	Consider referencing the reverse side of the noise barrier in the next update to the Planning Forum Note.	Update under Item 6.	Sep 19	Consider opportunities within Noise Barrier CDE to replace ‘where appropriate’ with ‘as agreed’ or similar.	Update under Item 6.	Sep 19	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.	Update under Item 6.	Nov 20	Common approach to fencing (some high-level outputs) to be on the next Planning Forum agenda.	Update under Item 6.	<b>HS2</b>
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## INDEPENDENT PHASE ONE PLANNING FORUM FOR HS2

	Mar 21	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.	
	Mar 21/ Sep 21	Lineside noise barrier CDE design development. Update to be provided at the next meeting.	Update under Item 6.	
	May 21	Signage strategy for HS2 to brought Planning Forum at a later date.	For later Planning Forum.	
	May 21	Partial decisions. The Chair will arrange an additional meeting with a wider selection of authorities to discuss the practicalities of administering such decisions.	Meeting held: progress awaiting Bucks lorry route appeal decision from PINS (now issued). Chair now awaiting confirmation from LBC on their position on this point.	
	Jul 21	The Chair proposed drafting an interim report covering findings on causes of delays for sharing with PF.	Update on outcome of further workshops by Chair under Item 4.	
	Jul 21	HS2 to consider proposal for new PFN to address the issue of start times and types of vehicles arriving at construction sites and feedback.	Proposal being considered. HS2 response to be provided at January Planning Forum	HS2
	Jul 21/ Sep 21	HS2 and LPAs to reconsider proposed change to PFN 6 (requirement for lorry route approval for local suppliers) and feedback at next PF.	Meeting to be arranged between PF Chair, LBC and HS2 to discuss – yet to be arranged. Chair awaiting confirmation from LBC on their position on this point.	Chair
	Jul 21	HS2 and LPAs to consider the proposed change to PFN 6 to introduce requirement for direction of travel arrows on plans.	Agreed, to be included in revised PFN.	HS2
	Jul 21	HS2 to place link to the Planning Forum page clarifying construction site authorisations on the local HS2commonplace site.	Action completed. Link located within the 'In Your Area' menu under 'Managing Impacts of Construction'.  <a href="https://www.hs2.org.uk/in-your-area/managing-impacts-of-construction/">https://www.hs2.org.uk/in-your-area/managing-impacts-of-construction/</a>	

## INDEPENDENT PHASE ONE PLANNING FORUM FOR HS2

	Jul 21	HS2 town planning to liaise with the Sponsorship Team about introducing a meeting for Council Members.	Not considered to provide much value and not proposed to be taken forward at present.	HS2
	Sep 21	HS2 to reiterate to teams that Community Engagement lookaheads need to be issued in a timely manner.	Complete. Three-month construction lookaheads are shared. Reminders have gone to the Local Teams to reiterate the importance and value of these being issued in a timely manner.	
	Sep 21	HS2 to provide update on tendering process for GSM-R masts at February 2022 Planning Forum.	Update to be provided at the January or March Planning Forum.	
	Sep 21	HS2 to provide further update on revised Community Engagement Strategy launched at the end of October 2021.	Complete. Notification and link to refreshed CES issued on 1-Nov.	
	Sep 21	HS2 to provide update on introduction of a corporate KPI of 70% of urgent helpdesk queries being dealt with in two days.	Update under Item 8	
	Sep 21	HS2 to prepare digest of the content of recent appeal decisions. LPAs to send any specific queries on appeal decision for inclusion in the digest to HS2 Planning Team.	Complete. No specific queries received from LPAs. Digest issued with meeting agenda on 23rd Nov 2021.	
	Sep 21	HS2 to amend PFN12 Appendix B to update contact details for Natural England.	Complete: updated on gov.uk website.	
<b>3.</b>	<b>HS2 Project Update</b>			
	David Emms (HS2 Project Director, Civils) presented slides showing progress on Phase One for enabling works, main works contractors and stations contractors, and presented the key themes to achieving critical path for 2022.			
<b>4.</b>	<b>Planning Consents Performance</b>			
	MD (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. MD noted that around 50% of submissions lasting for over 24 weeks are lorry route applications. Approximately one third of determined submissions in the preceding six months were determined in under 8 weeks and approximately 25% between 8 and 16 weeks. MD reiterated that a small percentage of submissions taking more than 16 weeks to be determined have caused significant delay to the programme.			

## INDEPENDENT PHASE ONE PLANNING FORUM FOR HS2

<p>MD (HS2) also presented charts showing Schedule 17 applications awaiting determination: the position was broadly similar to that at previous Planning Forums. MD encouraged continued engagement to improve efficiencies in determinations and improve quality of both pre-app engagement and quality of submissions, citing a recent workshop between Bucks, HS2 and EKFB where several efficiencies were identified</p> <p>MD (HS2) also shared a chart showing actual Schedule 17 submissions vs. planned submissions shown in quarterly forward plans. Performance was very good in September but lessened in October and November.</p> <p>MD (HS2) presented an update on the status of appeals demonstrating there are two live appeals for Waste Lane lorry route (Solihull) and Bromford Tunnel East Portal (North Warwickshire). Both are critical submissions. MD (HS2) noted that DfT have advised that PINS have trained a number of inspectors on the HS2 regime which should assist with appeal determinations.</p> <p>The Chair asked what the target determination period was for PINS to decide appeals. MD confirmed it is 67 calendar days for appeals dealt with by written representations.</p> <p>The Chair noted that the figures for upcoming submissions were always optimistic, on this and previous large projects.</p> <p>ML (HS2) acknowledged that delays in completing design was a factor in the differences in planned submissions and actual submissions. However, it was noted that pre-application discussions vary significantly between LPAs and consistency was needed. It is also important for HS2 to have resource discussions with LPAs to identify how the critical path can be met and the most important submissions for the overall programme can be considered in an appropriate timescale as timely consents is top of the programme risk register.</p> <p>MD (HS2) added that capacity constraints within JVs was one reason for not meeting planned submissions. However, it was noted that there was sometimes an 'optimism bias' in the forward planning of submissions. In some cases planned submission dates are not met as a result of pre-application discussions taking longer than hoped for. ML (HS2) noted that a PowerBi system is being developed to give the HS2 a clearer picture on planned submissions which should assist with making forward plans more accurate. ML (HS2) requested that LPAs consider how to provide the resources needed and noted that if LPAs over-resourced on the basis of HS2 forward plans, HS2 would need to bear that cost.. The Chair noted the point but also that the issue is on staff availability. ML (HS2) requested any SLA issues from LPAs to be collated and sent directly to him in order for issues to be resolved and trust to be created between LPAs and HS2.</p> <p>MB (Bucks C) questioned whether any common themes have been identified for applications being refused. The Chair noted that this linked to the performance meetings he has held.</p>	<p><b>Chair/HS2</b></p>
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## INDEPENDENT PHASE ONE PLANNING FORUM FOR HS2

	<p>The Chair provided a summary of his conclusions from the planning performance meetings:</p> <ul style="list-style-type: none"> <li>• Most LPAs do not respond directly to comments from the public but they are included in delegated reports and are given consideration. Some delegated reports are made public, some are not.</li> <li>• Requests for further information are sometimes driven by inconsistencies in submitted information, particularly on large submissions. HS2 had requested that third party additional information requests are reviewed by LPA officers to determine if they are material considerations.</li> <li>• Councilor involvement was increasing, but it was noted that concerns are often construction not Sch 17 related. Point made that trust is needed between officers &amp; councilors and between officers &amp; HS2.</li> <li>• Noted that special processes were generally not in place for meeting the eight week target for Sch 17 determinations. Only one LPA had a written process for dealing with Sch 17 applications. Applications are otherwise treated in a similar way to TCPA applications that also have an eight week target determination period. Concern had been raised by HS2 that there is often little transparency from the LPA as to when a decision might be made.</li> <li>• Deviation from the ES was noted as a major factor that leads to additional information and is a factor in some applications resulting in appeals. This is discussed under Item 10 of this Planning Forum.</li> <li>• Resourcing is an issue, with most LPAs experiencing difficulties finding the necessary staff. Some authorities are also having problems reaching funding agreements with HS2. More accurate and better lookaheads would assist.</li> <li>• Due to the size of some submissions, an eight week determination period is sometimes unrealistic.</li> </ul> <p>DW (WNC) seconded the comments above and also highlighted that attention to detail in submissions would assist with determinations to avoid delays attributed to having to seek clarification on details.</p>	
<p><b>5.</b></p>	<p><b>Local Authority Feedback and Issues Arising</b></p> <p>CE (WCC) highlighted a concern with the NHW8 and NHW9 process which does not have a mechanism to inspect works after completion. The Chair confirmed this is a matter under discussion at the Highways Subgroup.</p>	
<p><b>6.</b></p>	<p><b>Common Design Elements and Design Approaches Update</b></p> <p>MS (HS2) provided a summary of progress to date, noting that discussions regarding changes to design of parapets for road overbridges are to take place from January 2022 once contractors are available and will take place through Planning Forum Design Group. The current parapet CDE is still available for use.</p>	

**INDEPENDENT PHASE ONE PLANNING FORUM FOR HS2**

	<p>MS (HS2) indicated that work continues in pursuit of a CDE for lineside noise barriers, with a PFN likely to be able to be proposed. It could propose two types of lineside noise barrier, Type A for less sensitive areas and Type B for more sensitive areas, to be agreed with LPAs. Both types would comprise concrete panels with steel posts with Type B being more refined.</p> <p>MS (HS2) noted that a fencing design approach has gone through first draft and is awaiting confirmation from the HS2 security team and governance approval. Hopeful this will be before Christmas.</p> <p>DW (WNC) reiterated a request for full scale mockups for review and raised a concern that there is limited detail on what the colour of parapets would be. MS (HS2) noted that a statement has been made previously on concrete use highlighting that the colour cannot be exactly defined – the note can be re-issued. The Chair recalled that the colour would be dictated by the aggregate found through the supply chain to mix the concrete. DW (WNC) noted that whilst it may not be for approval, relevant detail of the appearance of concrete, either through a sample or photograph, should be provided as part of the Sch17 application process. MD (HS2) agreed that this detail could be appropriate and noted there is an example of a model condition covering the provision of materials samples in Planning Forum Note 5.</p> <p>MB (Bucks C) noted the unsightliness of filler on the parapets of a recently completed bridge and questioned whether the construction method could be altered to eliminate the need for filler. MS (HS2) to raise the concern with the relevant project team and noted that continuity of concrete shading was important for the appearance of the structures.</p>	<p>HS2</p> <p>HS2</p>
<p><b>7.</b></p>	<p><b>Approach to ES Compliance</b></p> <p>SM (EKFB) provided an update on the approach to ensure compliance with the Environmental Statement. SM explained that the process is as follows:</p> <ul style="list-style-type: none"> <li>• The ES was prepared and accepted by Parliament during the Bill process, with associated EMRs agreed.</li> <li>• MWCCs were then appointed and took the Bill scheme into the Scheme Design stage. An assurance process is carried out at this stage including confirmation that the Scheme Design accords with the EMRs.</li> <li>• Detailed design is then undertaken and again an assurance process takes place with a further assurance that the design complies with the EMRs regarding the ES.</li> <li>• At the construction stage, self-assurance is undertaken by the contractors and overseen by HS2 Ltd.</li> <li>• The Sch17 process comes between scheme design and detailed design. Should any significant changes take place, additional assurance checks are made by the HS2 team as part of the Sch17 process.</li> </ul>	

**INDEPENDENT PHASE ONE PLANNING FORUM FOR HS2**

	<p>DR (LBC) queried if the process only applied to significant changes or whether lorry route applications include compliance reports on approved lorry numbers. MD (HS2) clarified that if predicted lorry route numbers are below what was predicted in the ES, then there is no need to provide a further assessment. SM (EKFB) noted that at TLG meetings, reports on lorry numbers are provided and compliance against the ES. PG (HS2) noted that the data given to LPAs on lorry routes are not for the purpose of ensuring ES compliance. Should concerns be raised that lorry movements are creating significant environmental effects, this should be raised: however, the ES/EMRs govern the approved levels for lorry movements.</p> <p>EL (NWBC) questioned whether there is a process for reviewing cumulative impacts of detailed design stage changes. SM (EKFB) noted that the assurance process described includes a cumulative impact assessment. ES checks are also undertaken internally during construction where changes are made to ensure compliance is maintained.</p> <p>EL (NWBC) queried how changes to construction assumptions which do not require a Schedule 17 consent are recorded or relayed back to the public. PG (HS2) noted that public understanding of the change is explained through the community engagement teams. MD (HS2) noted that where there are concerns about ES compliance, informal discussion with the LPA can assist in responding to any queries. Engagement between HS2 and LPA officers is encouraged.</p> <p>DW (WNC) noted that Schedule 17 applications are subject to the EIA 2017 Regulations in that the LPA must satisfy itself that it has sufficient information to approve an application. Where there has been a change, local authorities can formally request HS2 provide suitable detail to show how any change continues to be addressed by the ES. HS2 agreed that this is correct.</p>	
<p><b>8.</b></p>	<p><b>Community Engagement</b></p> <p>SG (HS2) advise that the complaints procedure has been updated, including:</p> <ul style="list-style-type: none"> <li>• a feature to notify complainant of the outcome;</li> <li>• expanding exemptions where there is an alternative mechanism to assist with a complaint;</li> <li>• introducing a timescale of how a complaint is dealt with when a complaint is brought to the attention of HS2; and</li> <li>• the introduction of a compliments and comments section.</li> </ul> <p><a href="https://www.hs2.org.uk/contact-us/how-to-complain/">https://www.hs2.org.uk/contact-us/how-to-complain/</a></p> <p><a href="https://www.hs2.org.uk/documents/giving-us-your-feedback/">https://www.hs2.org.uk/documents/giving-us-your-feedback/</a></p> <p>SG (HS2) updated on new KPI to provide a response to 70% of urgent helpdesk enquiries within 2 working days. Urgent matter defined as an incident that is</p>	

## INDEPENDENT PHASE ONE PLANNING FORUM FOR HS2

	<p>construction related and is it happening now or in the next few days. Current performance against KPI from October was at 86%.</p> <p>SG (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>JF (HCC) asked if any statistics were available on the compensatory schemes including the prolonged disruption scheme. SG (HS2) noted this will be discussed under Item 10</p>	
9.	<p><b>Appeals and Judicial Reviews Update</b></p> <p>MD (HS2) noted two appeals are currently live, on the Waste Lane lorry route in the vicinity of Balsall Common (Solihull) and Bromford Tunnel East Portal (North Warwickshire).</p> <p>There are three live Judicial Reviews (APP/HS2/14 A422 Brackley Road, APP/HS2/16 Wendover Green Lorry Route, APP/HS2/10-13 A413 Lorry Routes. It is hoped these may get rolled up into a single JR.</p> <p>The updated appeals digest has been circulated to Planning Forum members: this provides a summary of all HS2 appeal decisions. The details of all appeals and JR decisions are available on the Planning Forum gov.uk website.</p> <p>MD emphasised that it is incumbent on all parties to work collaboratively to ensure works can progress with recourse to lengthy and costly appeals.</p>	
10.	<p><b>Prolonged Disruption Scheme (PDS)</b></p> <p>N.B Planning Forum slides incorrectly titled Prolonged Disturbance Scheme rather than Disruption.</p> <p>AM (HS2) noted that since its inception, there have been no cases qualifying for the PDS. The PDS is the final stage of a set of mitigation measures applied to the scheme. Assessments are undertaken by HS2 to identify any properties that are eligible.</p> <p>DR (LBC) queried whether the assessments could be shared with LPAs.</p> <p>AM (HS2) noted that the assessments are an ongoing process as the scheme progresses.</p> <p>DR (LBC) highlighted that the PDS relates primarily to noise but disruption is caused by more than noise.</p> <p>JF (HCC) expressed surprise that no households had been identified as eligible for the PDS. She felt that the scheme should be widened to cover other</p>	

## INDEPENDENT PHASE ONE PLANNING FORUM FOR HS2

	<p>disruption. AM (HS2) noted that the contractors have responsibilities to take all reasonable measures to minimise disruption and where it is caused, mitigation/compensation in the form of noise insulation, temporary housing and then the PDS is available. There is also a special cases process if residents are to be unduly affected. LPAs can make such cases known to contractors and the HS2 so that they can be addressed.</p> <p>DR (LBC) noted that there should be a mechanism for addressing cumulative disturbance over time. JF (HCC) also raised concerns about the effectiveness of the PDS. The Chair suggested that a meeting could be convened with LPAs and Department for Transport to provide some further detail on the PDS and for concerns to be raised. TH (DfT) would look into identifying a suitable contact from DfT and for AM (HS2) to identify an environmental health contact to support the meeting.</p>	<b>DfT/HS2</b>
<b>11.</b>	<p><b>Forward Plan / AOB</b></p> <p>Dates for 2022 Planning Forums were suggested as follows:</p> <ul style="list-style-type: none"> <li>• 27th January</li> <li>• 17th March* (see note below)</li> <li>• 26th May</li> <li>• 28th July</li> <li>• 29th September</li> <li>• 24th November</li> </ul> <p>HS2 to review dates in light of 2022 half term dates and update Planning Forum at next forum. [Post meeting note – proposed dates do not conflict with 2022 half term dates].</p> <p>[Post Meeting Note: HS2 have been advised that in order to avoid any perceived conflict with the pre-election period prior to the May 2022 local elections, the date of the March Planning Forum should be brought forward from the 31<sup>st</sup> to the 17<sup>th</sup> March]</p> <p>MD (HS2) noted that an update from Neil Wait on the HS2 Environmental Subgroup is to take place at the January 2022 Planning Forum.</p> <p>DW (WNC) noted that EMR Annex 1 and Code of Construction Practice section 5.1.2 states that regular meetings are to take place between contractor, nominated undertaker, LPA and representatives of the local community. He was not aware that such meetings are taking place. SG (HS2) to provide a response to the query at the next Planning Forum.</p>	<b>HS2</b>          <b>HS2</b>
	<b>End</b>	