

Meeting Date:	9 July 2014
Meeting Location:	Warwick Hilton
Meeting Title:	Phase One Planning Forum (North)
Zone/Area References:	N/A
GIS/Land Registry Reference:	N/A
HS2 Ltd Contact Person:	Clare Irvine
Stakeholder:	Local Authority
Topic Keywords:	Planning Forum, Local Authority

Chair	Ted Allett	Independent Chair
Promoter Attendees:	Marian Hutchin Phil King Bushra Shafi	Town Planning Manager, HS2 Ltd Country Planning Manager, HS2 Ltd Bill Manager, DfT
Local Authority Attendees:	Sean Coghlan Dean Sargeant Dave Wigfield Walter Bailey Paul Harris Sara Board Samantha Amphlett Debbie Prince Alex Day Chris Wragg Clare O'Hanlon	Lichfield District Council Staffordshire County Council Solihull MBC Solihull MBC Stratford on Avon District Council Warwickshire County Council Warwickshire County Council Warwick District Council Buckinghamshire County Council Northamptonshire County Council South Northants District Council
Apologies		

Item		Action Owner
1.	Introductions	
	Introductions were made.	
2.	Review of notes & actions from last meeting	
2.1	<p>The notes were agreed as an accurate record.</p> <p>WCC raised their concern with the preparation of LEMPs by local authority (as stated at para. 4.2.1 of the Draft CoCP) rather than Community Forum area: their concern extends to how the decision to prepare the LEMPs by local authority boundary was determined.</p> <p>Action: HS2 to confirm which LA consultation responses had supported the change to basing LEMPs on LA boundaries.</p> <p>Action: HS2 to confirm the level of detail of the content of a LEMP by local authority area or community forum area.</p> <p>Action: HS2 to confirm how communities will be engaged in the development of the LEMPs without community forums.</p>	
2.2	<p>The following updates were given on actions from the previous meeting:</p> <p><i>Meeting 8, Issue 15:</i> To be added to forward programme.</p> <p><i>Meeting 11, Item 4:</i> HS2 Ltd clarified that this related to Draft Statutory Guidance comments and was now complete.</p> <p><i>Meeting 12, Item 4:</i> To be added to forward programme.</p> <p><i>Meeting 12, Item 6:</i> Meeting to be arranged with WCC to discuss draft LEMP.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>

3	<p>Draft Class Approval</p> <p>HS2 Ltd presented the content of the draft class approval. The Chair described the process for construction arrangements approvals on CTRL and Crossrail and felt the Class Approval would benefit both the Project and LAs.</p> <p>Action – HS2 Ltd to circulate the draft class approval text electronically.</p> <p>Action – LPAs to consider draft class approval text in parallel with Draft CoCP and feedback to future meeting.</p>	<p>HS2 Ltd</p> <p>LPAs</p>
4	<p>LPAs feedback on Information Papers E1, B1, B3 & B4, and any need for additional reinforcement of environmental controls</p> <p>Bucks CC stated that their focus was on the Environmental Minimum Requirements (EMRs) and that as the Information Papers describe what is in the EMRs, there is no need to amend the Information Papers at this stage.</p>	
5	<p>Document route map and forward plan for Forum business</p> <p>HS2 Ltd described the route for discussion, revision and finalisation of each document relevant to the Planning Forum and outlined a forward programme to May 2015 for discussion of each.</p> <p>SMBC queried at what stage common design elements would be discussed at Planning Forum, and if not until the detailed design stage, could generic design principles be discussed at Planning Forum in advance of that?</p> <p>SMBC queried at what stage the Community Fund would be discussed at Planning Forum?</p> <p>Action – HS2 Ltd to confirm information currently available on generic design principles and when information on generic design would be available to be discussed at Planning Forum, and include on forward programme.</p> <p>Action – HS2 Ltd to confirm when information on the Community Fund would be available to discuss at Planning Forum and include on forward programme.</p> <p>Action: HS2 Ltd to colour code document route map to show which documents are with LPAs for feedback, and which with HS2 for consideration.</p> <p>Members of the Planning Forum agreed with the approach proposed by HS2 Ltd, subject to the above actions.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
6	<p>Draft CoCP: call for comments and topic consultation plan</p> <p>HS2 Ltd asked Planning Forum members to provide specific comments on the Draft CoCP for September Planning Forum, recognising that this is an opportunity for lead authorities to be identified for each topic area.</p> <p>The forum or subgroup for discussion of each CoCP topic was proposed by HS2 Ltd, and the Chair suggested that discussion of the general requirements of the Draft CoCP (section 5) should also be assigned.</p> <p>Action: LPAs to feedback specific comments on the Draft CoCP to September Planning Forum.</p>	

	<p>Action: Forward programme to be updated to set out which topics would be discussed when at each forum or subgroup.</p>	
7	Updates	
7.1	Subgroups	
7.1.1	<p><i>Environmental Health Subgroup:</i> HS2 Ltd provided a summary of discussions at the June 2014 subgroup, and confirmed that the process to appoint an independent Chair was underway.</p> <p>Action: HS2 Ltd to circulate ToR of subgroup, and minutes from June meeting.</p>	HS2 Ltd
7.1.2	<p><i>Heritage Subgroup:</i> HS2 Ltd and the Chair provided a summary of discussions at the June subgroup.</p> <p>Action: HS2 Ltd to circulate meeting minutes.</p>	HS2 Ltd
7.2	<p>Parliamentary Process</p> <p>DfT outlined the parliamentary process through July. The timetable for September would be available on the Select Committee website in the coming weeks.</p>	
7.3	<p>HS2 Update</p> <p>Revised Safeguarding Directions were published on 26th June. All documentation, including GIS layers, had been distributed to local planning authorities.</p> <p>Property compensation consultation was launched on 8th July: letters issued to Chief Executives and Council leaders have been sent to Planning Forum members with the factsheet on consultation packages.</p> <p>Design vision workshop took place in London on 3rd July, where good design and behaviours were discussed. The result will be a report produced to outline a high level design vision for HS2. The Chair of the Design Panel is yet to be appointed, but the position has been advertised.</p>	
8	<p>AOB</p> <p>HS2 presented screen-shots of the updated Planning Forum section of the HS2 website. Work to update the pages will continue to ensure relevant information is available for Planning Forum members.</p> <p>Action: HS2 Ltd to continue to update the website and feedback to September Planning Forum.</p>	HS2 Ltd