

Meeting Date:	13 February 2014
Meeting Location:	Warwick Hilton, Warwick
Meeting Title:	Phase One Planning Forum (North)
Zone/Area References:	N/A
GIS/Land Registry Reference:	N/A
HS2 Ltd Contact Person:	Daisy Benson
Stakeholder:	Local Authority
Topic Keywords:	Planning Forum, Local Authority

Chair	Ted Allett	Independent Chair
Promoter Attendees:	Roger Hargreaves Marian Hutchin Phil King Paul Gilfedder Daisy Benson Umrans Nazir	Director, Hybrid Bill Delivery, HS2 Ltd Town Planning Manager, HS2 Ltd Country Planning Manager, HS2 Ltd London Metropolitan Planning Manager, HS2 Ltd Planning Liaison, HS2 Ltd Bill Manager, DfT
Local Authority Attendees:	Jackie Copcutt Bob Duxbury Sara Board Adam James Pam Neal John Gregory Anna Stocks Matthew Williams Molly Carmichael Gary Fisher Paul Harris Sean Coghlan Dean Sargeant Joanne Todd David Wigfield Ben Coakley Steve Braund Esme Cushing	Buckinghamshire County Council Cherwell District Council Warwickshire County Council Warwickshire County Council Warwickshire County Council Warwickshire County Council Warwickshire County Council Warwickshire County Council Warwickshire County Council Warwickshire County Council Warwick District Council Stratford-on-Avon District Council Lichfield District Council Staffordshire County Council Birmingham City Council Solihull MBC Chiltern District Council Chiltern District Council Northamptonshire County Council
Apologies	Alexandra Day	Buckinghamshire County Council
	John Byrne	Aylesbury Vale District Council
	Chris Wragg	Northamptonshire County Council
	David Allen	South Northants District Council
	Clare O'Hanlon	South Northants District Council
	Ann Osola	Birmingham City Council
	Gary Woodward	Birmingham City Council
	Nick O' Donnell	LB Ealing
	Matin Miah	LB Hammersmith & Fulham
	John Callaghan	Wycombe District Council
	Liz Drake	Hertfordshire County Council

Item		Action Owner
1.	Introductions	
	Introductions were made.	
2.	Review of notes & actions of the last meeting	
2.1	The notes were agreed as an accurate record.	
2.2	Issue 15: The Chair enquired as to the next step in relation to fee regulations. Action: HS2 Ltd agreed to provide timeframe on the resolution of this issue to the March Planning Forum.	HS2 Ltd

	Further engagement with local authorities is planned. The Chair indicated that local authorities need to confer and decide what they are looking for from HS2 Ltd.	
2.3	Item 3: WCC query: Chair suggested that WCC read Information Paper and advise if this answers their earlier question.	DfT
	Missed actions from last meeting: Item 2.2 on exemplar LEMP and Item 4 on GIS data (completed) need to be recorded on actions list.	HS2 Ltd
3.	HS2 EMRS – overview of Draft EMRs	
	HS2 Ltd gave an overview presentation on the draft Environmental Minimum Requirements.	
3.1	General Principles	
	<p>The Chair highlighted the General Principles as a key document. The Chair summarised a number questions and issues discussed at yesterday's meeting (see attachment).</p> <p>Action: HS2 Ltd to collate in a consolidated table with the Environmental Memorandum and will respond to each item.</p>	HS2 Ltd
3.2	Environmental Memorandum.	
	<p>Chair sought feedback from local authorities.</p> <p>A Forum member from WCC commented that the heritage memorandum makes reference to the Environmental Memorandum addressing heritage assets but that the Memorandum predominantly highlights impact on landscape design not heritage.</p> <p>Action: HS2 Ltd to address in review of Heritage/Environment Memoranda.</p> <p>The Chair commented that Control of Environmental Effects Information Paper sets out enforcement mechanisms where there is a relevant approval and consent. An additional paragraph on this [in the Environmental Memorandum] could help local authorities.</p> <p>Action: HS2 Ltd to consider.</p> <p>Another Forum member [Chiltern DC] commented that Section 61 disputes being taken out of realm of the courts and put into the remit of the Secretary of State is a concern. Chair confirmed this is what happened on HS1 and Crossrail, but could remember no instance of it being invoked.</p> <p>HS2 Ltd commented that a National Environment Forum meeting is taking place in on 27 February. Comments from this Forum will be taken to that meeting. Forum members were urged to send through any additional comments to Daisy.</p> <p>A query was raised by WCC regarding overall approach to trial trenching/character risk based approach which was in the SMR but not in the ES, so how will it be ensured that the approach is followed through? What are the next steps for field evaluation and mitigation?</p> <p>Action: HS2 Ltd to discuss with heritage sub-group lead, and will respond via the Heritage sub-group.</p> <p>The Chair summed up the four key themes coming through in comments on the EMRs:</p> <ul style="list-style-type: none"> • Enforcement • Costs • Imbalance between responsibilities on local authorities and more caveated obligations on nominated undertaker • Caveated commitments 	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
3.3	Planning Memorandum	

	Item deferred to next meeting. Action: HS2 Ltd to re-circulate Planning Memorandum comments inviting comments from Forum members ahead of March Forum meetings.	HS2 Ltd
4.	Revised Memorandum of Understanding	
	HS2 Ltd updated the Forum that a letter had been sent out at the end of 2013 advising that the MoU had run its course and a revised version produced. This would allow Forum members to cover costs for attendance of planning forum meetings, subgroups and related work. HS2 Ltd encouraged local authorities to sign the letter. So far 4-5 authorities out of 27 have signed. The letter would have gone to chief executives by post. Action – generic MoU to be sent to Forum members by HS2 Ltd.	HS2 Ltd
5.0	HS2 Update	
5.1	Environmental Statement Consultation ES Consultation extended until 27 February following meetings with the parliamentary examiners. This impacts on the timeframes following that e.g. Second Reading and Select Committee.	
5.2	Hybrid Bill update When the ES consultation closes there needs to be an independent assessment made of responses and a summary report produced for Parliament. The aim of the report is to summarise issues raised during consultation and to inform MPs. This is expected to take 6 weeks. The report needs to be with Parliament 2 weeks before Second Reading debate. The time it takes to prepare a report depends on the volume of responses received. Date of Second Reading depends on how long the response assessment takes. Early April looks unlikely, late April, May or June seem more feasible but it is a Parliamentary process so is subject to change. Recess dates: 10 - 28 April (Easter), 1 - 6 May 2014. A query was raised by WCC about the limited file size for responses to the ES. HS2 Ltd responded that all IT systems with a firewall have a limit of 20 MB, but the team is investigating. Action – DfT/HS2 Ltd to clarify and update the Planning Forum via email.	DfT/HS2 Ltd
5.3	Highways sub-group update Sub-group will remain but no meetings planned as yet. Further meetings to be set up as and when necessary. This is unlikely to be before 6 months from now. If highways colleagues wish to raise routewide issues they are requested to bring them to the Planning Forum for discussion. Acoustics sub-group update — A LA member of the sub-group gave an update. A memorandum is being drafted based on the heritage memorandum and members are beginning negotiations on noise mitigations along the Phase One route. John Wade of LB Havering is to be invited to Chair – experience gained from Crossrail where he is sub-group chairman. Sub-group also looking for undertakings and assurances on what mitigation is going to look like, how track will be maintained and other areas. Approach taken by Promoter's consultant ARUP welcomed. Next meeting of sub-group is 21 March. Heritage sub-group – Chair gave an update. Main item is heritage memorandum, presentation on way forward on schemes of investigation. Next meeting is scheduled for May.	
5.4	Excavated materials meeting This meeting is scheduled for 21 March 2014. It will include the Environment Agency, a question and answer sessions on HS2 Ltd approach to excavated materials focussing on design of railway, management of surplus materials and connotations for local authorities. All members of the Forum have been invited to attend.	
5.5	Statutory Guidance update HS2 Ltd will present an outline of what will be contained in the statutory guidance at the March Forum meetings and seek comments. Further details will	HS2 Ltd

	be available at the April meeting for detailed discussion.	
5.6	Class approval HS2 Ltd will share a draft at the June meeting.	HS2 Ltd
	Planning Forum schedule – March 12 th (N) & 13 th (S) April 9 th & 10 th May 7 th & 8 th June 4 th & 5 th Action - meeting placeholders to be issued by HS2 Ltd.	HS2 Ltd
6.	Any other business None raised	