

<b>Meeting Date:</b>	12 February 2014
<b>Meeting Location:</b>	One KX, London
<b>Meeting Title:</b>	Phase One Planning Forum (South)
<b>Zone/Area References:</b>	N/A
<b>GIS/Land Registry Reference:</b>	N/A
<b>HS2 Ltd Contact Person:</b>	Daisy Benson
<b>Stakeholder:</b>	Local Authority
<b>Topic Keywords:</b>	Planning Forum, Local Authority

<b>Chair</b>	Ted Allett	Independent Chair
<b>Promoter Attendees:</b>	Marian Hutchin Phil King Paul Gilfedder Daisy Benson Umrans Nazir	Town Planning Manager, HS2 Ltd Country Planning Manager, HS2 Ltd London Metropolitan Planning Manager, HS2 Ltd Planning Liaison, HS2 Ltd Bill Manager, DfT
<b>Local Authority Attendees:</b>	Chris Durban Therese Gallagher Jas Mahil Don Murchie Hayley McNichol Brian Owen Kim Harding Iain Leech Peter Simons	LB Brent LB Camden LB Westminster LB Westminster LB Islington Hertfordshire County Council Hertfordshire County Council Hertfordshire County Council Three Rivers District Council
<b>Apologies</b>	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
<b>1.</b>	<b>Introductions</b>	
	Introductions were made.	
<b>2.</b>	<b>Review of notes &amp; actions of the last meeting</b>	
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. <b>Action:</b> HS2 Ltd agreed to provide timeframe on the resolution of this issue to the March Planning Forum. Further engagement with local authorities is planned.	HS2 Ltd
2.3	Item 8: The Department for Transport's representative on the Planning Forum is due to change at the next meeting. DfT will confirm details.	DfT
<b>3.</b>	<b>HS2 EMRS – overview of Draft EMRs</b>	
	HS2 Ltd gave an overview presentation on the draft Environmental Minimum Requirements (EMRs). A Forum member asked who the promoter was bound to and how? HS2 Ltd responded that the Secretary of State reports to Parliament, the nominated undertaker will be contractually bound to the SoS through a development agreement, and the EMRs would then be contractual	

	<p>obligations for contractors to comply with. This would provide a clear chain of accountability.</p> <p>A member of the Forum asked who decided if another Environmental Impact Assessment (EIA) is required if there is a change to the design/scheme. HS2 Ltd responded that the nominated undertaker does the work to establish if an EIA is required. If the local authority doesn't think this is correct they can raise the matter with DfT.</p>	
3.1	<b>General Principles</b>	
	<p>Consolidated comments raised by Forum members are attached.</p> <p><b>Action</b> - HS2 Ltd to respond</p>	HS2 Ltd
3.2	<b>Environmental Memorandum.</b>	
	<p><b>Action</b> – Chair to forward LAs' comments submitted by John Byrne (Aylesbury Vale) to HS2 Ltd. Any further comments to be sent directly to HS2 Ltd.</p> <p><b>Action</b> – HS2 Ltd to tabulate comments.</p> <p>HS2 Ltd noted that the next meeting of the National Environmental Forum is scheduled for the 27th February. It was agreed that Forum comments on the EMRs should be shared with this Forum.</p>	<p>Chair</p> <p>HS2 Ltd</p>
3.3	<b>Planning Memorandum -</b>	
	<p>Item deferred to next meeting. HS2 Ltd to re-circulate Planning Memorandum comments inviting comments from Forum members ahead of the March Forum meetings.</p> <p>A query was raised regarding process for amending the Hybrid Bill. DfT responded that this could usually be run in parallel with the parliamentary processing of the Bill itself. It would require an additional provision and usually the production of an additional environmental statement..</p>	HS2 Ltd
4.	<b>Revised Memorandum of Understanding</b>	
	<p>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 at planning forum meetings, sub-groups 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.</p> <p><b>Action</b> – generic MoU letter to be sent to Forum members by HS2 Ltd.</p>	HS2 Ltd
5.	<b>HS2 Update</b>	
5.1	<p>Environmental Statement Consultation</p> <p>ES Consultation extended until 27 February following meetings with the parliamentary Bill examiners.</p>	
5.2	<p><b>DfT update on Hybrid Bill</b></p> <p>An assessor appointed by Parliament will summarise responses in a report to Parliament this is likely to take about 6 weeks to complete. An estimated 10,000 responses have been received so far. A minimum of two weeks after provision of the summary report before Second Reading. Therefore Second Reading is expected around Easter, and Select Committee will be nominated on the day/day after. Petitioning period is likely to be around 3-4 weeks. The petition analysis period is likely to be a minimum of 4 weeks. During that period there will be a discussion with Select Committee about the order they hear petitions. Based on previous bills about two weeks in advance of a petitioner appearing in front of committee, the Promoters will write to them responding to their petition. All dates are set by Parliament, but note that the following recess dates: 10 April 2014 - 28 April (Easter), and 1 - 6 May 2014.</p>	
5.3	<p><b>Highways sub-group update</b></p> <p>Sub-group will remain but no meetings planned as yet. Further meetings to be set up as and when necessary.</p> <p><b>Acoustics sub-group</b> – a member of the HS2 Planning team will attend those meetings in future for continuity. An attendee from the sub-group will attend the planning forum meeting tomorrow to update and in future to provide stronger</p>	

	<p>link. Discussions at last meeting around methodologies in the ES – some differences in approach between local authorities and HS2 Ltd.</p> <p><b>Heritage sub-group</b> – most recent meeting highlighted need for greater circulation of information between Planning Forum members and sub-group. Discussion held about whether HS2 Ltd can do more to facilitate understanding of HS2 issues and ease of finding information via websites.</p>	
5.4	<p><b>Excavated materials meeting</b></p> <p>This meeting is scheduled for 21 March 2014. It will include the Environment Agency, a question and answer session on HS2 Ltd approach to excavated materials focussing on design of railway, management of surplus materials and implications for local authorities. All members of the Forum have been invited to attend.</p>	
5.5	<p><b>Statutory Guidance update</b></p> <p>HS2 Ltd will present an outline of what will be contained in the guidance at the March Forum meetings and seek comments. Further details will be available at the April meeting for detailed discussion.</p>	HS2 Ltd
5.6	<p><b>Class approval</b> – HS2 Ltd will share a draft at the June meeting.</p>	HS2 Ltd
	<p>Planning Forum schedule –</p> <p>March 12<sup>th</sup> (N) &amp; 13<sup>th</sup> (S)</p> <p>April 9<sup>th</sup> &amp; 10<sup>th</sup></p> <p>May 7<sup>th</sup> &amp; 8<sup>th</sup></p> <p>June 4<sup>th</sup> &amp; 5<sup>th</sup></p> <p><b>Action</b> - meeting placeholders to be issued by HS2 Ltd.</p>	HS2 Ltd
6.	<p><b>Any other business</b></p> <p>None raised</p>	