

Meeting Date:	10 th July 2014
Meeting Location:	London KX
Meeting Title:	Phase One Planning Forum (South)
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 Clare Irvine Bushra Shafi Laura Williams	Town Planning Manager, HS2 Ltd Town Planning Manager, HS2 Ltd Planning Forum Secretariat Bill Manager, DfT Planning and Environment Assistant
Local Authority Attendees:	Steve Braund Therese Gallagher Don Murchie Bob Duxbury Peter Simons Iain Leech Ben Coakley Andy Kirkham	Chiltern District Council London Borough of Camden Westminster Borough Council Cherwell District Council Three Rivers District Council Hertfordshire County Council Chiltern District Council Aylesbury Vale District Council
Apologies		

Item		Action Owner
1.	Introductions	
	Introductions were made.	
2.	Review of notes & actions from last meeting	
2.1	The notes were agreed as an accurate record.	
2.2	The following updates were given on actions from the previous meeting:	
	<i>Meeting 8 – Issue 15 – keep on and add to Forward Programme</i>	HS2 Ltd
	<i>Meeting 11 – Item 3 – discussion in September</i>	Chair
	<i>Meeting 11 – item 4 – this action relates to comments on Draft Statutory Guidance and has been completed.</i>	
	<i>Meeting 11 – item 2.2 – confirmed this cannot be done as an automated email alert but HS2 will not notify members by email.</i>	HS2 Ltd
	<i>Meeting 12 – item 3 – this has not been undertaken by HS2 and would be more efficient for LPAs to undertake this exercise themselves.</i>	LPAs
	<i>Meeting 12 – Item 4 – to be taken forward.</i>	
	<i>Meeting 12 – Item 8 on AOB at July Meeting.</i>	
3	Draft Class Approval	

	<p>HS2 Ltd presented the content of the draft Class Approval.</p> <p>Action: LPAs to take away text and to consider in the next couple of months. It was agreed the LPAs would feed back to the forum in September.</p>	LPAs
4	<p>LPAs Feedback on Information Papers E1, B1, B3, & B4</p> <p>No proposals made by LPAs for changes to information papers, and agreement from LPAs with the view from the North meeting that EMR documents were more critical as they inform the content of the information papers.</p> <p>HS2 Ltd again explained that the Information Papers have been produced to provide readers with a concise description of the Project's position on key topics and issues related to HS2. In most part they summarise the position already stated in other documentation such as the ES and CoCP. They may however include new details about policy on certain issues including new commitments, which ultimately will be included on the register of Undertakings and Assurances.</p>	HS2 Ltd
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>The Chair suggested in Warwick that the Forward Plan was colour coded so that it was clearer where the documents are and who the actions are with between HS2 and LPAs.</p> <p>Action: HS2 Ltd to amend and circulate.</p> <p>From September the Planning Forums will be every 6 weeks</p> <p>It was noted there will be a meeting every week in September including the Forum and its sub-groups.</p> <p>Members of the Planning Forum agreed with the approach proposed by HS2 Ltd, subject to the above actions.</p>	HS2 Ltd
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>	<p>LPAs</p> <p>HS2 Ltd</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. 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