

Meeting Date:	7 th May 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 Michael Scanlon Darren White Clare Irvine Bushra Shafi	Town Planning Manager, HS2 Country Planning Manager, HS2 West Midlands Manager, HS2 Environment Planning Forum Secretariat Bill Manager, DfT
Local Authority Attendees:	Ted Manders Sean Coghlan Tracey Aldworth Debbie Prince David Wigfield Louise Robinson Bob Duxbury Clare O'Hanlon Samantha Amphlett Matthew Williams Esme Cushing	Stafford Borough Council Lichfield District Council Aylesbury Vale District Council Warwick District Council Solihull MBC Birmingham City Council Cherwell District Council South Northants Council Warwickshire County Council Warwickshire County Council Northamptonshire County Council
Apologies	Clare O'Hanlon	South Northants District Council

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	<p>The following updates were given on actions from the previous meeting:</p> <p><i>Exemplar Local Environmental Management Plans (LEMPs):</i> Agenda item.</p> <p><i>Fee Regulations:</i> HS2 Ltd to issue clarification letter of MOUs clarifying retrospective payment would apply once signed MOU received by June 2014.</p> <p>Action – HS2 Ltd to issue clarification letter.</p> <p><i>Control of Environmental Effects Information Paper:</i> HS2 Ltd confirmed that this was still under consideration. The second round of Information Papers are now available on the HS2 website and comprise of 60+ papers covering a range of topics.</p> <p>HS2 confirmed that the Information Papers have been produced to provide readers with a concise understanding of what HS2 Ltd's position is on key topics and issues. In most part they summarise the position already stated in</p>	HS2 Ltd

	other documentation such as the ES and CoCP. They may however include new details about our policy on certain issues, including new commitments, which ultimately will be included on the register of undertakings and assurances.	
3	<p>Local Environmental Management Plans (LEMP)</p> <p>HS2 Ltd led a presentation on an urban example (London Borough of Camden) of a LEMP. HS2 Ltd clarified that the LEMPs will evolve after Royal Assent as the detailed design develops. HS2 Ltd emphasised that the LEMPs will not introduce new controls but will provide local detail on the principles of construction for relevant topic areas.</p> <p>As the CoCP commits to the preparation of LEMPs, HS2 Ltd confirmed that their delivery in consultation with the relevant LA is an EMR.</p> <p>Action – HS2 Ltd to circulate electronic copies of the example urban and rural LEMPs.</p> <p>Action – HS2 Ltd to present LEMPs at Environmental Health subgroup (June).</p> <p>Action – HS2 Ltd to present rural example at June Planning Forum meeting.</p> <p>Action – Ecologically sensitive areas to be discussed at the Environmental Health subgroup.</p> <p>Action – HS2 Ltd to confirm programme for preparation of LEMPs and engagement for local authorities.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
4	<p>Draft Statutory Guidance: Crossrail examples</p> <p>HS2 Ltd went through examples of how the planning regime and request for approval process had worked in practice on Crossrail. LPAs' comments on the Draft Statutory Guidance were as follows:</p> <p><u>Sections 1-3</u>: No comment.</p> <p><u>Section 4</u>: LPAs consider that text should be explicit about what is not covered by the planning regime, e.g. plant and machinery, temporary structures, not looking at the environmental effects again as these have already been considered. Also include what is deemed to be reasonable giving some rural examples, as Crossrail examples are all urban, e.g. will LAs be able to insist on stone or dressed stone finishing for some bridges in local areas?</p> <p>The Chair observed that the first bullet repeats what is in the Planning Memorandum Section 5. HS2 Ltd agreed that where there is text repeated between the Planning Memorandum and the Statutory Guidance, if the text is necessary in both, it should be the same.</p> <p><u>Section 5.3</u>: LPAs want more detail on how internal design of listed buildings is addressed.</p> <p>LPAs want clarification on what is considered to be an enhancement.</p> <p><u>Section 5.4</u>: LPAs want to understand what is considered to be 'maintenance and operation': for example, are balancing ponds, car parks etc included.</p> <p><u>Section 6.1</u>: LPAs consider 'more important' is not appropriate terminology.</p> <p><u>Section 7.2</u>: As at section 4 Chair noted Planning Memorandum repetition where wording should be the same.</p>	

	<p><u>Section 8:</u> LPAs consider that list of standard/model conditions should be included in the Guidance.</p> <p><u>Section 9:</u> Discussion on validation process and role of Planning Forum papers to set out content of submissions etc.</p> <p>Action – HS2 Ltd to provide rural examples from CTRL at June Planning Forum, as they were provided from Crossrail today.</p> <p>Action – HS2 Ltd to track comments/ questions in table and feedback to Planning Forum at a future meeting.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>
5	<p>Environmental Health Sub-Group</p> <p>Revised draft Terms of Reference were discussed, with HS2 Ltd proposing minor changes. Revised draft to be circulated for discussion at Environmental Health subgroup meeting on 12th June.</p> <p>Discussion on Draft CoCP and programme for review and discussion with Planning Forum and subgroups.</p> <p>Action – HS2 Ltd to circulate revised draft ToR for the EH Subgroup in advance of 12th June subgroup meeting.</p> <p>Action – HS2 Ltd to set out programme for engagement on CoCP at subgroups and Planning Forum.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>
6	HS2 Updates	
6.1	Phase One Scheme Update	
6.1.1	<p>HS2 Ltd stated that Environmental Survey letters have been issued to landowners who previously agreed access for surveys to continue through Summer 2014.</p> <p>HS2 Ltd updated on currently proposed Additional Provisions and that letters had gone out to LPAs, MPs and landowners potentially affected. AVDC considered that the letter issued to LPAs was not helpful. HS2 Ltd to clarify information provided.</p> <p>DfT clarified that the Select Committee would sit before the Summer recess. CDC understood Parliamentary Agents would not meet ahead of the Summer recess. It was made clear that nothing was settled at the moment.</p> <p>HS2 Ltd confirmed that a draft Construction Arrangements class approval would be shared at the July meeting rather than June meeting.</p> <p>Action – HS2 Ltd to clarify information provided in the Additional Provision letters.</p>	<p>HS2 Ltd</p>
7	<p>AOB</p> <p>The Chair is to develop branding for website, welcoming any comments on what needs to be improved.</p> <p>The Secretariat is working on a Directory of membership – details of key LPA contacts will be brought to June meeting.</p>	