

Membership

- HS2 Ltd representatives
- Department for Transport representatives
- Local authority representatives along the Phase 2a line of route

Function

The planning forum acts as the focus for liaison with HS2 2a line of route authorities on town planning, environment and related matters of cross boundary and route-wide generic interest.

The nature of issues addressed at the forum will change and evolve along with the development stages of the project. The main outputs for each stage are described below.

Throughout the life of the forum strategic progress items, such as updates on public consultations, will form part of the agenda. Members are invited to suggest route-wide issues for the agenda. Recognition is also given to the possible wider interest of certain local issues and consideration will be given to updates on such issues if they are of interest to more than one authority.

Planning forum sub group/liaison meeting activity will be reported to the planning forum for support, and review. A sub-group/liaison meeting may present recommendations to the planning forum for agreement, which will be supported by the relevant material and technical officers to enable a decision to be reached.

It is recognised that forum representatives will be have decision making constraints and processes that have to be followed in accordance with their authority's procedures.

Planning forum arrangements for Phase 2B are to be confirmed. The importance of liaison between Phase 1, Phase 2A and Phase 2B is recognised.

These Terms of Reference can be reviewed by the forum as required.

Outputs

Outputs from the planning forum will vary in nature over the lifetime of the project.

Parliamentary process (End 2017- end 2019)

- Guidance notes on principles and practice
- Draft Environmental Minimum Requirements
- Route wide undertaking proposals
- Draft statutory guidance
- Notes of meetings
- Draft Class Approval

Implementation & Delivery

- Guidance & outline documentation on the exercise of powers
- Notes on principles and practice e.g. Standard design item statements, process policies, information papers
- Reports on monitoring of implementation of practices
- Lessons learnt reports
- Notes of meetings

Chair

- The forum will have an independent chair

Meetings

- The forum will meet quarterly unless otherwise decided by its members

Decision Making

Decisions are reached by consensus. In the event that all members of the forum do not reach consensus then this will be appropriately minuted. Comments/feedback received and given by DfT/HS2 Ltd will also be minuted as a matter of course.

Sub Groups and Liaison Meetings

Sub groups or liaison meetings will be established to focus on specific topic based cross boundary or route wide issues as required. Frequency will be subject to need. Sub groups currently in operation are as follows:

- Environmental Health (including Sound, Noise and Vibration and the CoCP)
- Highway
- Heritage

Record keeping

- HS2 Ltd to provide secretariat to meetings
- Draft minutes to be circulated no later than two weeks after previous meeting
- Agreed minutes to be published on HS2 Ltd website.