

Phase One Planning Forum – Highways Subgroup

Minutes #29 – 13th June 2018

Date & time:	Wednesday 13th June 2018 Authorities: 12:30 – 13:30 Subgroup: 13.30 – 16:00 Two Snowhill, Snow Hill Queensway, Birmingham, B4 6GA	
Chair:	Ted Allett	Chair
Promoter Attendees:	Richard Adam (RA) Peter Tomlin (PT) Hudson Taivo (HT) Daniel Turner (DT) Gary Moreira (GM)	HS2 HS2 HS2 HS2 HS2
Guests:		
Highway Authority Attendees:	James Hodson (JH) Julian Richardson (JR) Nick Hopcraft (NC) Hema Seetharam (HS) David Grindley (DG) Lewis Gunn (LG) Keith Davenport (KD) Josephine Miller (JM) Alex Harper (AH) Rod Black (RB) Sarah Davis (SD)	Midland Expressway Ltd Oxfordshire CC Highways England Highways England Northamptonshire CC Transport for London Warwickshire CC Warwickshire CC Opus International (Representing Hertfordshire CC) Buckinghamshire CC Buckinghamshire CC

Item	Topic	Action Owner
1.	<u>Introductions</u> All attendees introduced themselves and which organisation they represented.	
2.	<u>Review of previous Minutes and Actions</u> The previous minutes were accepted with no amendments requested. Rainbow Maps – These have successfully been re-issued, if any HA has not received them contact HS2 directly to resolve. Winter Plan – PT reported that after cross checking the lorry routes with the gritting routes, it was found that there are not significant differences identified – for the data that was provided to EDP. The issue is to be devolved down to contractors to discuss with highway authorities locally. Action – HS2 Ltd to circulate winter gritting route plans. ES assessment year – PT confirmed that if no new planning permissions were required then any new environmental assessment would be undertaken as if it had been done when the ES was produced and therefore no new assessment year would be assessed. RSF – PT has responded via email previously, and has confirmed that the CEF cannot be matched with the RSF, due to rules regarding how the CEF can be used.	HS2 Ltd

<p>3.</p>	<p><u>Route-wide Traffic Management Plan - Phase 1 & 2a</u></p> <p>Comments have been received from HA's regarding the recent amendments to phase 1 which will be circulated.</p> <p>HS2 had considered how the Phase 2a RTMP would be produced in accordance with the draft phase 2a CoCP.</p> <p>Having considered the benefits of only having one set of standards, the Phase 1 RTMP will be extended to include phase 2a. The sequence of consultation on the revised document was discussed. It was agreed that the Phase 1/2a document would be consulted on with the Phase 2a authorities and then amendments consulted on with the phase 1 Authorities.</p> <p>Action - Comments that were received by HS2 Ltd from HA's, on the phase 1 amendments, are to be collated and circulated following consultation on the amendments.</p>	<p>HS2 Ltd</p>
<p>4.</p>	<p><u>Technical Standards</u></p> <p>RA gave an update on the current status of documents that have been / will be updated (see presentation slides for more info).</p> <ul style="list-style-type: none"> - Roads (P04), and Bridge Design Basis (P06), Comments received, Response sheets being prepared. - PRow's (P04), Highway & Access Design (P04), Temporary Works (P04), & Retaining Structures (P05), will be circulated for review and comment when ready. <p>Documents will be circulated with tracked changes where practicably possible to aid reviews.</p>	
<p>5</p>	<p><u>Guidance Notes</u></p> <p>RA gave an update on the current status of various notes that have been / will be updated (see presentation slides for more info).</p> <p>Notes to be circulated for review and comment when ready are:</p> <ul style="list-style-type: none"> - Technical Approval of Highway Structures (version P02) - Road Safety Audits (version P03) - Bridge Maintenance demarcation Lines (version P03) - Handover Packages for Highway Authorities (version P01) - Car and Cycle Parking (version P01) <p>Highway-related Departures (version P03) will be reissued imminently for information only.</p> <p>Highway Boundary Considerations (version P02) has no known changes at this stage.</p> <p>Altering the Public Rights of Way Network (version P02), & Application of NRSWA to HS2 (version P02), were reissued on the 11/06/18 with response sheets.</p> <p>Stopping-up of Highways (version P01) was circulated for review and comment on the 11/06/18.</p> <p>Action - HA's to provide comments to HS2 Ltd on Guidance note; Stopping-up of Highways (version P01), by the end of Friday the 06/07/18.</p>	<p>HA's</p>
<p>6</p>	<p><u>Forms</u></p> <p>RA gave an update on the current status of various Forms (see presentation slides for more details).</p> <p>These forms will be circulated for review and comment when ready if updated:</p> <ul style="list-style-type: none"> - TM1 	

	<ul style="list-style-type: none"> - HW1 - HW5 - HW8 - HW11 <p>These Forms will be prepared as required:</p> <ul style="list-style-type: none"> - HW6 - HW7 - HW13 <p>These Forms are being considered and will be circulated for review and comment if / when progressed:</p> <ul style="list-style-type: none"> - Form HW15 'Agreement to Retaining Temporary Highway Works as Permanent Improvement'. - Form HW16 'Request for Resolution of Dispute by Secretary of State'. - Form BR1 'Advance Agreement of Approval in Principle (AIP) of Highway Structures'. - Form TM2 'Commencement notice/extension of works/minor changes/emergency works'. - Form TM3 'Notice of reinstatement'. <p>These forms were circulated for review and comment on the 11/06/18:</p> <ul style="list-style-type: none"> - Form HW0 'Agreement in Principle for Highway-related Departures'. - Form HW12 'S33 P1 Property of Highway Authority' (version P01). <p>HS2 Ltd is currently working on how its review and acceptance of consent submissions is communicated to HA's on the forms.</p> <p>HS2 Ltd operates a 'responsible client' model, taking a risk-based approach to reviewing consent-related documentation from contractors. The extent of reviews of the contractor's self-certified designs is dependent on factors such as the scope / nature of the works and the contractor's performance in meeting quality requirements, with the purpose being to concentrate on higher-risk activities.</p> <p>However, HS2 Ltd remains accountable as nominated undertaker for all works carried out under Act powers.</p> <p>HA's raised a question regarding consents that get obtained where the work is not carried out within the dates specified on the consent submissions, PT explained that once a consent is obtained or deemed, or if the consultation end date has passed for consultation only submissions, then as long as the works and plans specified within the submission do not change, a new submission would not be needed. However contractors would be expected to consult with HA's on revised dates, to ensure lack of conflict with other activities within the local area.</p> <p>.</p> <p>Action - HA's to provide comments to HS2 Ltd on forms; HW0 'Agreement in Principle for Highway-related Departures' & HW12 'S33 P1 Property of Highway Authority' (version P01), by the end of Friday the 06/07/18.</p>	<p>HA's</p>
<p>7</p>	<p><u>Document Tracker</u></p> <p>RA gave an update on the document tracker.</p> <p>Action - RA to date the next circulation of the tracker, so that hard copies would be dated to aid identification of the correct version.</p>	<p>HS2 Ltd</p>
<p>8</p>	<p><u>Dispute Resolution</u></p> <p>PT presented on where the High Speed Rail (London to West Midlands) Act stood on the issue of Dispute Resolution, Contractors would be expected to avoid disputes via various means and methods first. If this does not resolve the dispute it would then be escalated (see presentation slides for more info)..</p> <p>In accordance with the RTMP, a dispute resolution procedure had been considered by HS2 and was presented to the Highways Sub Group (see presentation slides for more info).</p>	

9.	<p><u>Highway asset data - update</u></p> <p>The 2nd meeting of an Asset Data Working Group was held on the 22/05/18, the main points that have come from this are:</p> <ul style="list-style-type: none"> - Highways England data specification is probably too detailed for local highway authorities. - Hertfordshire CC data specification may be best basis for local highway authorities. - Highways England currently reviewing HS2 AD4s (Asset Data Dictionary Definition Documents) to undertake a gap analysis, expected to be completed at the end of June. <p>Actions identified within this meeting:</p> <ul style="list-style-type: none"> - Definitive list of assets that will transfer to highway authorities. - Demarcation lines for non-transferred assets where highway authorities still have an interest. - Notification of temporary assets to highway authorities. - Process if highway authorities wish to retain temporary assets as permanent improvements, Form HW15 'Agreement to Retaining Temporary Highway Works as Permanent Improvement' 	
10	<p><u>Feedback from Local TLG meetings</u></p> <p>It was reported that in general TLGs have significantly improved, the issue of best practice was discussed, & area north and area central TLGs have mechanisms that could benefit each other.</p>	
11	<p><u>Forward Plan</u></p> <p>PT presented on an indicative programme, there are currently no changes to assumed dates, based on Main Civils Works NTP being end February 2019.</p> <p>The topic of insurance claims that involve the public within areas of HS2 activities was raised as a point of discussion for the forward plan.</p>	
	<p><u>A.O.B</u></p> <p>Next Meeting to be held on Wednesday the 19th September, 12:30 – 16:00.</p> <p>London Venue to be confirmed.</p>	