

# TERMS OF REFERENCE HS<sub>2</sub> LTD HERITAGE SUB-GROUP

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# 1 Purpose

1.1.1 The purpose of the HS2 Phase One Heritage Sub-Group to the Planning Forum is to provide the means for engagement, consultation and information sharing on high level technical heritage matters.

1.1.2 The objectives of the Heritage Sub-Group are to:

- Enable engagement between the HS2 Archaeology and Heritage Manager and its consultants with Historic England and Local Planning Authority archaeological and heritage officers;
- Discuss principles and practices that could be applied at the Project level to enable a successful outcome; and
- To facilitate the integration of heritage matters into other aspects of the design process.

# 2 Membership

2.1.1 Membership of the Heritage Sub-Group is designed to be inclusive. Given the range of matters to be discussed, it will be necessary to invite some members to meetings only when issues relevant to their discipline are aired. This will make more effective use of everyone's resources. There is, for example a natural split between archaeological and built heritage matters.

2.1.2 Members of the Heritage Sub-Group comprise:

- HS2 Ltd;
- Historic England;
- Local Planning Authority principal or lead archaeologist;
- Local Planning Authority conservation/historic building officer;
- Other Local Planning Authority officers, by invitation, e.g. a representative of Historic Environment Record officers; and
- Specialist consultants to HS2 Ltd (by invitation).

## 3 Function

- 3.1.1 The Heritage Sub-Group will act as the focal point for HS2 Ltd's engagement with Government Statutory Agencies and Local Planning Authority (LPA) officers throughout the process of developing HS2.
- 3.1.2 The Heritage Sub-Group is the principal meeting for discussion with Historic England and Local Planning Authorities regarding HS2 heritage matters relating to operational and non-operational land.
- 3.1.3 The Heritage Sub-Group shall facilitate high level discussion between HS2 Ltd, Government Statutory Agencies and LPA officers in respect of the heritage work (incorporating heritage assets as defined in the National Planning Policy Framework, section 12) planned for Phase One of HS2.
- 3.1.4 The Heritage Sub-Group will be the forum for consultation on high level principles and practices to be employed throughout HS2 Phase One works.
- 3.1.5 The Heritage Sub-Group shall advise and act upon current and future anticipated policy and practice that may affect the development of HS2.
- 3.1.6 The Heritage Sub-Group shall assist as appropriate with third party issues that may arise from Planning Forum, Community Forums and bilateral meetings. This may include issues arising from consultants work, from environmental appraisals, assessments, design or that may relate to current and/or anticipated future policy and practice.
- 3.1.7 Planning Forum sub-group activity will be reported to the Planning Forum for support, and review. A sub-group 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.

## 4 Outputs

- 4.1.1 Outputs from the Heritage Sub-Group will vary over the lifetime of the project, but will include:
- Notes of meeting
  - Comment on Environmental Minimum Requirements, notably the draft Heritage Memorandum;
  - Comment on archaeology and heritage strategies, notably the Generic Written Scheme of Investigations for Phase One;

- Recommendations to HS2 Ltd and the Planning Forum on heritage matters; and
- Guidance and outline documents to HS2 Ltd on heritage principles, standards and practice.

## 5 Chair and meetings

- 5.1.1 The Archaeology and Heritage Manager for HS2 Ltd will Chair the meetings.
- 5.1.2 The Heritage Sub-Group will meet approximately quarterly, alternating between venues in London and Birmingham.

## 6 Record Keeping

- 6.1.1 HS2 Ltd shall provide secretariat to meetings.
- 6.1.2 Draft minutes will be circulated no later than two weeks after previous meeting.
- 6.1.3 Agreed minutes will be published on HS2 Ltd website.
- 6.1.4 The minutes shall consist of issues and actions to be circulated no later than two weeks after each meeting.
- 6.1.5 Draft agenda and any associated papers to be circulated two weeks in advance of the proposed meeting date.
- 6.1.6 Decisions at the Heritage Sub-Group are made by assent.
- 6.1.7 The Heritage Sub-Group will report on its activities to the Planning Forum annually and at such other times as may be considered necessary.