

HIGHWAYS SUB-GROUP of the HS2 PLANNING FORUM

Title:	Phase One Planning Forum, Highways Sub-Group (North and South) #7	
Date & Time	<p>North and South Meeting</p> <p>Friday 12th June 2015</p> <p>2:00 – 5:00 pm</p> <p>Warwick Hilton Stratford Rd Warwick CV34 6RE</p>	
Chair	Ted Allett	Independent Chair
Promoter Attendees:	<p>Richard Adam</p> <p>John Woodhouse</p> <p>Peter Tomlin</p> <p>Adam Ruane</p> <p>Mike Kelly</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
Highway Authority Attendees:	<p>Ashley Prior</p> <p>David Allen</p> <p>Adrian Malcom</p> <p>Muthiah Gunarajah</p> <p>Martin Steward</p> <p>Paul Hillman</p> <p>Don Murchie</p> <p>Kevin Hicks</p> <p>Keith Davenport</p> <p>Steve Braund</p> <p>Sarah Widdows</p> <p>David Grindley</p> <p>Andrew Savage</p>	<p>Solihull Metropolitan Borough Council</p> <p>South Northants Council</p> <p>London Borough Camden</p> <p>Hertfordshire County Council</p> <p>Highways England</p> <p>Highways England</p> <p>Westminster City Council</p> <p>Birmingham City Council</p> <p>Warwickshire County Council</p> <p>Chiltern District Council</p> <p>Buckinghamshire County Council</p> <p>Northamptonshire County Council</p> <p>Warwickshire County Council</p>
<i>Planning Forum Highways Sub-Group distribution list appended to minutes.</i>		

Item		Action Owner
1	Welcome and introductions Introductions were made.	
2	<p>Review of notes and actions from last meeting</p> <p>Authorities confirmed they were happy with the draft minutes from previous meeting. Minutes were agreed with no changes.</p> <p>The outstanding actions table was gone through by the Chair and the following additional points raised:</p>	

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	<p><i>March 14, Item 4:</i> HS2 Ltd advised that Information Paper E14 is likely to be published with Information Paper E28</p> <p><i>May 15, Item 2:</i> HS2 Ltd indicated that the revised CoCP should be circulated to the Subgroup before the next meeting (it will have been issued to Planning Forum the week before).</p> <p><i>May 15, Item 2:</i> HS2 Ltd explained that the commitment to pre-application consultation on temporary works is likely to be included in the CoCP. The additional wording would be included in the revised CoCP version to be circulated before meeting #8 in July.</p> <p>LB Camden asked whether pre-application consultation is included in the New Burdens criteria for funding. HS2 Ltd advised that the activity is included in Information Paper E28 and therefore would be funded, as it relates to consenting activities and processes (Schedules 4 and 31 (part1) of the HS2 Bill).</p> <p>Chair suggested that a highways specific document tracker, similar to that used for Planning Forum, would be useful to map the forward plan for the Subgroup.</p> <p>HS2 Ltd noted this request and it was agreed that it would be useful to expand on the the traffic management forward plan (previously circulated in February 2015) to include permanent highways matters.</p> <p>Action: HS2 Ltd to produce a highways document tracker for the next Subgroup meeting.</p>	HS2 Ltd
3	<p>Permanent Works</p> <p>HS2 Ltd presented on two aspects of permanent works, namely road design criteria and planning for consents and approvals.</p>	
3.1	<p>HS2 Ltd road design criteria</p> <p>HS2 Ltd explained that a 'Technical Standard – Roads' is currently being finalised, which takes into account comments provided by the Subgroup on the Rural Road Design Criteria earlier in the year.</p> <p>It was further explained that in addition to rural standards the Technical Standard will include the new HS2 Urban Street Design Criteria, which is closely aligned with Manual for Streets and MfS II.</p> <p>It was proposed by HS2 Ltd that an update would be provided at meeting #9 and a draft provided to authorities for comment.</p>	
3.2	<p>Planning Ahead for Consents and Approvals</p>	

<p>3-3</p>	<p>HS2 Ltd introduced their preliminary thoughts on the consents and approvals process under Schedule 4 and Schedule 31 Part 1 (protective provisions).</p> <p>It was explained that HS2 Ltd will be making proposals on the following matters and discussing them with the Subgroup in due course:</p> <ul style="list-style-type: none"> • Packaging of consents and approvals • Likely number of submissions for roads and public rights of way • Programme for consents and approvals • Pre-submission engagement • Typical contents of submissions (packages) <p>Other proposals may be made on:</p> <ul style="list-style-type: none"> • Stages and procedures associated with road safety audits • Technical approvals and ownership (i.e. HS2 / authority owned) • Departures from standard specifications <p>HS2 Ltd expressed their intention that engagement on the above is likely to start at meeting #9 and 10#.</p> <p>Chair highlighted that the programme for consents and approvals had been raised by authorities in the pre-meet. HS2 Ltd explained that the process needs to be discussed with the Subgroup and then approvals can be quantified along with packaging of consents.</p> <p>Camden expressed that HS2 Ltd should refer to the Crossrail lessons learnt document and focus on shortcomings and implementing good practice. HS2 Ltd noted this suggestion and highlighted that the intention is to build up HS2 processes from discussion at the Subgroup.</p> <p>LTMP Update</p> <p>HS2 Ltd provided a brief update on the feedback received on the geographical areas for LTMP's – noting that TfL had suggested some changes to London (London Fringe, London West and Euston).</p> <p>Buckinghamshire County Council suggested that (a) 'London Fringe' might be more appropriate than 'Colne Valley' LTMP. (b) the LTMPs should align with the CFA areas.</p> <p>HS2 Ltd acknowledged this suggestion and informed the Subgroup that consultation is still open and the areas are not yet fixed. Any further comments should be directed via email to Peter Tomlin.</p> <p>LB Camden asked whether LTMP's and LEMP's cover the same geographical area. HS2 Ltd explained what LTMP's are more likely to be aligned with highways authorities. LB Camden highlighted that this may cause confusion. Chair suggested that a table should be produced to cross-correlate the areas and that a compromise may have to be</p>	<p>Authorities</p>
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	<p>reached to avoid boundary conflicts.</p> <p>Action: HS2 Ltd to produce a comparison table once LTMP areas are more clearly defined.</p>	HS2 Ltd
4	<p>Signal Works Agreements</p> <p>HS2 Ltd introduced the matter of Signal Works Agreements which will be required in relation to temporary highways works, such as:</p> <ul style="list-style-type: none"> • Temporary or permanent signal installations • Temporary adjustments to existing signal schemes <p>It was explained the likely approach to signal works and which aspects will require agreement with highways authorities.</p> <p>HS2 Ltd explained that an exercise would have to be undertaken to understand the current circumstances in relation to signals at local authority level</p> <p>Action: HS2 Ltd to request that Highway Authorities provide information on the following:</p> <ul style="list-style-type: none"> • Procedure for signals works; • What services can or should be provided by the highway authority; • What the contractor scope can be or should be; and • Signals works agreements that will be required <p>Follow up meetings would be undertaken as necessary.</p> <p>The exercise will be used to demine whether it is possible to have a "model agreement" where there is common ground or other more bespoke agreements.</p> <p>Buckinghamshire CC asked who will be responsible for maintaining signals. HS2 Ltd expressed that maintenance is likely to vary on a site by site basis.</p>	HS2 Ltd / Authorities
5	<p>Highways Maintenance</p>	
5.1	<p>Update on draft Information Paper E28</p> <p>HS2 Ltd stated that the Information Paper E28 comments sheet had been circulated to Subgroup members prior to the meeting and clarified the IP would be updated based on comments received from authorities.</p> <p>HS2 Ltd explained that changes to Information Paper E28 would be to</p>	

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5.2	<p>provide clarification based on comments received. Further to this, Information Paper E14 will be published alongside E28 once finalised, as they should be read in conjunction with each other.</p> <p>Authorities expressed that they were meeting to discuss highways maintenance and E28 in an offline meeting on 17th June. Action: HS2 Ltd asked that any further comments or clarifications from highways authorities on E28 should be directed to HS2 Ltd by 19th June.</p> <p>Chair enquired as to how highways authorities could influence the Bill via the Subgroup. HS2 Ltd clarified that matters relating to the Bill should be directed via the petitioning process, for example via lead authorities if there is a consensus.</p> <p>Highways England raised that the definition of 'structure' in E28 did not go far enough, e.g. to cover integral earthworks (such as backfill). HS2 Ltd clarified that the definition of a 'structure' is set out in the Bill which has provided the basis for the Information Paper.</p> <p>Northamptonshire County Council expressed that HS2 Ltd's response to NCC 7.1 in the E28 comments table does not provide a sufficient answer. HS2 Ltd noted this, clarified that the Bill does provide for agreements and agreed that the wording should be reconsidered in the table.</p> <p>Proposed highway maintenance agreements</p> <p>HS2 Ltd provided a summary of key areas of common ground and a brief overview of main concerns for HS2 Ltd / DfT and highways authorities.</p> <p>Warwickshire CC were not content that Information Paper E28 provides the means to resolve the question of highways maintenance. LB Camden and Buckinghamshire CC expressed that E28 does not go far enough and that HS2 Ltd had not provided comments on the Highways Maintenance Agreement (WCC).</p> <p>HS2 Ltd responded by explaining that the purpose of E28 is to provide clarity on the position of the project. The intention is to work with authorities on the 'grey areas' as part of a discussion via the Subgroup. HS2 Ltd explained that the Subgroup will be working towards a common agreement suitable on a route-wide basis, with locally specific schedules captured in a second tier of agreements for each authority.</p> <p>LB Camden requested that HS2 Ltd look at the Highways Maintenance Agreement and cross-correlate with Information Paper E28 to determine any common group. HS2 Ltd noted this request and clarified the intention to carry out this exercise at some stage.</p> <p>Action: HS2 Ltd to circulate the data collection pro-forma to all</p>	<p>Authorities</p> <p>HS2 Ltd</p>
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<p>5.3</p>	<p>Subgroup members for information purposes.</p> <p>Update on maintenance data request</p> <p>HS2 Ltd updated the Subgroup on the intention to carry out an initial 'new burdens' assessment by collecting highway network / budget information from a sample group of authorities.</p> <p>It was explained by HS2 Ltd that a data request pro-forma had been circulated to Birmingham CC, Warwickshire CC, Buckinghamshire CC and LB Camden to request data. This would inform an initial assessment which would be followed by discussion through the Subgroup.</p> <p>HS2 Ltd clarified that full data collection would only be carried out once the construction programme for the project is clear and that HS2 Ltd will produce a full assessment report for consideration by DfT / DCLG.</p> <p>Birmingham CC expressed that the exercise may be more complex for their Council as maintenance is arranged via a PFI scheme. HS2 Ltd asked that the Council provide what they have and flag any issues.</p> <p>Highways England (HE) asked how they should approach the exercise. HS2 Ltd advised that it would be sensible for HS2 Ltd and HE to engage separately on the matter.</p>	
<p>5.4</p>	<p>Feedback to Select Committee</p> <p>HS2 Ltd explained that a progress report was sent to Select Committee at end of March and that DfT plan to send a paper to Select Committee updating them on discussions and current position before end of year</p> <p>Warwickshire CC expressed that they had not seen the DfT update report.</p> <p>Action: HS2 Ltd to circulate the DfT Select Committee report to the Subgroup with the minutes.</p>	<p>HS2 Ltd</p>
<p>6</p>	<p>Forward Plan</p> <p>HS2 Ltd displayed the HS2 indicative programme and noted that the programme had not changed since last shown in February 2015.</p> <p>Similarly the high level traffic management programme from February 2015 was shown. Chair suggested that a comparable exercise is carried out for permanent works. HS2 Ltd noted this request and it was agreed that the HS2 Ltd action under item 2 would cover this.</p> <p>It was agreed that the September Subgroup should be held on the 8th with the following on the 21st October (provisional date).</p>	

7	<p>AOB</p> <p>Chair raised several AOB items on behalf of the highways authorities:</p> <ul style="list-style-type: none"> • Additional provisions update. HS2 Ltd informed the Subgroup that AP2 is due mid-July and AP3 in September. • Traffic Assessments and ongoing data collection. HS2 Ltd explained that where new assessments were being undertaken as a part of the process related to Bill petitions and draft Undertakings and Assurances, these were being carried out and would be reported to the relevant highway authority in due course. Any surveys relevant to AP matters, or as an update to the ES would be reported in the forthcoming AP. • Supplementary Environmental Assessment scope. HS2 Ltd explained that the SES relates solely to the previously deposited HS2 ES and will mainly include new and updated survey information. • Future proofing as part of the development of HS2. HS2 Ltd expressed that blanket future proofing is not realistic given the remit of HS2 Ltd and matters such as cost and land acquisition. However specific local measures may be explored in discussion with relevant authorities on a case by case basis (but with HS2Ltd not wishing to raise expectations about what might be deliverable). It was agreed that the matter is more relevant to bilateral meetings rather than the Subgroup. <p>Action: HS2 Ltd to add maintenance liabilities refresher to future agenda.</p> <p>Highways England asked whether a representative from M6 Toll should attend the Subgroup given HS2 affects the M6 Toll network. HS2 Ltd agreed that M6 Toll should be invited to the meetings – HE agreed to forward the relevant contact details.</p>	HS2 Ltd