

## ENVIRONMENTAL HEALTH SUBGROUP of the HS2 PLANNING FORUM

<b>Title:</b>	<b>Environmental Health Subgroup (North and South) Meeting #8</b>	
<b>Date &amp; Time</b>	North and South Meeting Friday 22 <sup>nd</sup> January 2016 2 – 4 pm One Pancras Square, London	
<b>Chair</b>	Ted Allett	Interim Independent Chair
<b>Promoter Attendees:</b>	Paul Gilfedder Tom Marshall Chloe Lewis Christian Bonard Leila du Toit Pamela Lowery Hannah Davies	HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd
<b>EHP Attendees:</b>	Julia Caraco Bernice Larkin Dominic Towey Greg Pilley Julian Smith Steve Braund Helen Masterson Claire Parsons Richard Peers Stephen Whiles Dean Walters Neil Wait Neil Green Lindsey Hone Muhammad Islam Rizwan Yunus	South Bucks District Council and Chiltern Solihull Metropolitan Borough Council Solihull Metropolitan Borough Council Three Rivers District Council Wycombe District Council Chiltern District Council London Borough of Camden Westminster City Council Staffordshire County Council North Warwickshire Borough Council North Warwickshire Borough Council Lichfield District Council Aylesbury Vale District Council Aylesbury Vale District Council London Borough of Hillingdon London Borough of Ealing
Planning Forum Environmental Health Subgroup distribution list appended to minutes.		

Item		Action Owner
1.	<b>Welcome and introductions made</b>	
2.	<b>Review of notes and actions from last meeting</b>  Authorities confirmed they are happy with the minutes from last meeting. Minutes were agreed with no changes.  The Chair read through the outstanding actions and stated that all items	

## ENVIRONMENTAL HEALTH SUBGROUP of the HS2 PLANNING FORUM

	<p>apart from item 6 will be actioned as of this meeting. Item 6 is to be a future agenda item. HS2 Ltd confirmed that they will be providing an update on the engagement framework under the CoCP and complaints handling agenda item today.</p> <p>No other points were raised on actions.</p>	
3.	<p><b>Construction Update</b></p> <p>HS2 Ltd presented an update on the Construction Directorate. The presentation covered the organisation structure, geographic distribution, and recapped on progress within the Directorate, including growth and resourcing, procurement activities and current work streams. Priorities for the next 12 months were outlined and discussed, with indicative timeline of target dates shown.</p> <p>The Chair asked what was happening to the Euston office. HS2 Ltd confirmed that the Euston office will remain in the resource plan.</p> <p>LBC asked when HS2 Ltd will be utilising office space at the National Temperance Hospital site. HS2 Ltd clarified that this is not yet happening.</p> <p>LBC asked that slides of the PowerPoint be made available after the meeting.</p> <p><b>Action:</b> HS2 Ltd to distribute slides following the meeting.</p> <p>SCC asked whether Head of Environment roles have been appointed for areas other than Area South. HS2 Ltd confirmed that a candidate is due to join for Area Central in early February and that the role in Area North is likely to be filled by the Engineering Delivery Partner.</p> <p>CDC asked about the HS2 Ltd strategy in relation to assurance. HS2 Ltd confirmed that it will focus compliance with EMRs and other requirements.</p> <p>LBC asked how HS2 Ltd sees the local authorities providing information to HS2 Ltd in order to improve the assurance process. LBC suggested holding workshops on this. HS2 Ltd confirmed that this meeting is an appropriate venue to share learnings, or smaller workshops.</p> <p>CDC asked why the House of Lords is not shown on the timeline in the presentation. HS2 Ltd stated that this is because date is determined by the political agenda. HS2 Ltd confirmed however that it is likely to be commence during the spring.</p> <p>LBC asked if utility works pre-RA sit under the Construction Directorate.</p>	HS2 Ltd

## ENVIRONMENTAL HEALTH SUBGROUP of the HS2 PLANNING FORUM

	<p>HS2 Ltd confirmed that utilities do fall within the scope of Construction Directorate.</p> <p>LBC asked whether the same requirements will be placed on utility companies pre- Royal Assent and post Royal Assent. HS2 Ltd confirmed that if works are undertaken pre- Royal Assent they will be done either using Permitted Development rights or with a planning application, and that usual legislation will apply. Post Royal Assent works will need to comply with the HS2 Ltd EMRs.</p> <p>LDC asked what the HS2 Ltd timetable for engagement with relevant stakeholders is. HS2 Ltd confirmed that engagement has already started within the Area Teams. HS2 Ltd confirmed that for example LBC has met with the HS2 Ltd Construction Directorate environment team.</p> <p>LBH asked how soon after award of EWC did HS2 Ltd expect works to start. HS2 Ltd confirmed that they are planning to start enabling works and other construction works after gaining Royal Assent.</p> <p>LBH asked how HS2 Ltd are doing some activities pre- Royal Assent, such as Ground Investigations. HS2 Ltd confirmed that some works such as Ground Investigations are being conducted pre- Royal Assent where permission has been granted by the land owner and with the correct planning permissions in place.</p> <p>LBC raised concern that conflicting information is being given to contractors in relation S61s from experience in the Camden area. HS2 Ltd confirmed that adequate information should be reaching the contractors, however that this will be reviewed.</p> <p><b>Action:</b> HS2 Ltd to review engagement with contractors conducting Ground Investigation works.</p> <p>The Chair asked if the norm of notifying Authorities of enabling works should be to Environmental Health. CDC commented that a single point of contact may need to be set up in each authority who would be responsible for coordinating information from HS2 Ltd to relevant departments.</p> <p><b>Action:</b> Authorities to agree single points of contact for HS2 Ltd to notify them on Ground Investigation works.</p>	<p>HS2 Ltd</p> <p>LAs</p>
4.	<p><b>Route-Wide Assurances Update</b></p> <p>LBC previously circulated the construction route-wide assurances.</p> <p>CDC stated that they will need to sign off assurances in relation to operational and construction noise, however they are still waiting for a</p>	

## ENVIRONMENTAL HEALTH SUBGROUP of the HS2 PLANNING FORUM

	<p>few points to be clarified by Select Committee.</p> <p>The Chair confirmed that following Select Committee there will be an agreed statement as to what the assurances are.</p> <p>It was identified that it is necessary to check whether the Information Papers have been incorporated into the Undertakings and Assurances.</p> <p><b>Action:</b> The Chair will forward Adam's email on Information Paper changes to subgroup.</p> <p>The Chair has also received the 'seven letters'. The Chair explained that the 'seven letters' will provide text around the assurances that LBC circulated. HS2 Ltd confirmed that it was agreed at the Planning Forum that that these can be circulated to authorities.</p> <p><b>Action:</b> The Chair will circulate the 'seven letters', with a caveat noting that they may be subject to minor changes.</p>	<p>Chair</p> <p>Chair</p>
5.	<p><b>Special Cases Update (see updated Information Paper E23)</b></p> <p>There was an action on the authorities from the last meeting to feed in their thoughts on special cases (Item 4 of the outstanding actions log).</p> <p>The pre-meeting to the subgroup concluded that the authorities want clarification as to whether HS2 Ltd would like generic or site specific examples of special cases, and if it is site specific examples, how does that differ from LEMPs. HS2 Ltd confirmed that discussion at the last meeting in September was related to generic cases, and was trying to identify if there are any categories not captured in E23.</p> <p>The Chair and HS2 Ltd clarified that E23 is surrogate for policy, in which types of special cases will be included, which will be used as a prompt for special cases in the LEMPs. Actual special cases will be included in the LEMPs.</p> <p>LBH asked in relation to the definition of a habitable room in E23, why kitchens are not included as habitable rooms. HS2 Ltd confirmed that this has been discussed with LBC, and where a kitchen is attached to a living room, the entire kitchen/living room would be classified as a habitable room. Only when the kitchen is completely separate to the living room is it not considered to qualify for noise insulation.</p> <p>Authorities agreed that they would like clarity added to this distinction in E23. They also stated that kitchens with sitting/dining areas should also be classified as habitable even if the living room was separate.</p>	

## ENVIRONMENTAL HEALTH SUBGROUP of the HS2 PLANNING FORUM

	<p><b>Post meeting note:</b> The definition of eligible habitable rooms in the Noise Insulation Regulations includes combined kitchen dining areas. HS2 Ltd will apply these definitions of such rooms when applying its policy.</p> <p><b>Action:</b> Item to be discussed at future meeting.</p>	
6.	<p><b>Code of Construction Practice and LEMPs Update</b></p> <p><b>Code of Construction Practice</b></p> <p>HS2 Ltd confirmed that they received comments from authorities on the draft CoCP documents in December. HS2 Ltd proposed a plan going forward of setting up a small working group between NEF members and a selection of the subgroup to work through some of the comments. HS2 Ltd propose going into more detail in the Planning Forum, however think that a working group would be a better place to work through some of the comments.</p> <p>CDC raised concern that this would be a repetition to subdivide the task again, and asked that some consolidation be done by HS2 Ltd first.</p> <p>LBC asked if HS2 Ltd could provide an interim report to summarise progress. HS2 Ltd stated that they have a finite amount of time to redraft the CoCP as it needs to be published by the House of Lords so there may not be time to do this.</p> <p>The Chair suggested that HS2 Ltd should decide which comments to respond to in the next iteration, and issue a table detailing these comments. HS2 Ltd stated that the purpose of the working group would be to break the cycle of passing comments back and forth, and to discuss to agree.</p> <p>CDC requested to see final comments from HS2 Ltd on each section of the CoCP. HS2 Ltd confirmed that responses were provided from the Local Authorities and were circulated by Therese on 17<sup>th</sup> December. HS2 Ltd confirmed that the position of HS2 Ltd will not alter as many of the comments are similar.</p> <p><b>Action:</b> HS2 Ltd to provide table of responses to comments to Theresa to circulate to Planning Forum. HS2 Ltd confirm that these comments will largely be unchanged from before but HS2 Ltd aim to get these circulated to LA's by mid-February.</p> <p>Discussions will continue in the Planning Forum.</p> <p>The offer of workshops is noted by the authorities.</p>	HS2 Ltd

## ENVIRONMENTAL HEALTH SUBGROUP of the HS2 PLANNING FORUM

	<p>HS2 Ltd confirmed that assurances will feed into 4<sup>th</sup> draft of CoCP, which will be published before the House of Lords Select Committee.</p> <p><b>LEMPs</b>  HS2 Ltd confirmed that to date, first revisions have been sent to the Authorities for comment. HS2 Ltd confirmed that they have received comments back on some of these through meetings held with various Local Authorities.</p> <p>Some authorities stated that they have not receive the first revisions of the LEMPs. These authorities are: LBE, LBH, AVDC, CDC, WDC, and possibly WCC, who were unsure.</p> <p>Authorities suggested this may be due to different teams within the authority receiving the documents for review.</p> <p><b>Action:</b> HS2 Ltd to check which LEMPs have been sent out to date and send out any outstanding ones as soon as possible.</p> <p>HS2 Ltd confirmed that Euston Station will be incorporated into the LBC LEMP. LBC confirmed they had not realised this.</p> <p>HS2 Ltd confirmed that the LEMPs will be revised to second drafts following the House of Commons Select Committee.</p> <p>HS2 Ltd confirmed that engagement in relation to the LEMPs will continue through detailed design and construction, and that the proposal is to pass LEMPs to the EWC when appointed, and to develop the LEMPs in collaboration with the EWC.</p> <p>LBE asked if the LEMPs will be a live document. HS2 Ltd confirmed that the LEMPs will be live documents.</p> <p>LDC asked for confirmation that notes following the last meeting have reached HS2 Ltd. HS2 Ltd confirmed that they have received these comments.</p> <p><b>Community Engagement Framework</b>  HS2 Ltd stated that the draft Community Engagement Framework document has gone through the governance process, and will be discussed at the Planning Forum. It was confirmed that it relates to construction at Royal Assent only.</p> <p>The Chair confirmed that the document will be introduced during, and circulated following, the Planning Forum. HS2 Ltd have asked for Local Authorities to review and comment on the document through the leading Local Authority (Camden) by next Planning Forum meeting (TBC but likely to be end March).</p>	HS2 Ltd
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7.	<p><b>Crossrail Lessons Learnt</b></p> <p>The Chair summarised that this was discussed at the subgroup pre-meeting. The Chair summarised that the authorities have not been through the relevant sections of the document, and that the relevant sections were identified at today's meeting.</p> <p>The Chair stated that this issue will be deferred to another meeting, and will likely be a major subject for a pre-meet.</p> <p>HS2 Ltd confirmed that they are keen to get both 'sides of story' in terms of lessons learnt and London best practice, and welcome input from the Authorities.</p> <p>The Chair stated that there is a workshop planned between Crossrail and technical authorities that some members of the subgroup are attending. The intention is to create a best practice guide for S61s.</p> <p>LBC clarified that the lessons learnt are focussing on those that are 'inter-Borough'.</p> <p>The authorities and HS2 Ltd discussed that it is not yet clear what the output of the Crossrail learning legacy will look like.</p>	
8.	<p><b>Forward Plan</b></p> <p>HS2 Ltd introduced a presentation of the forward plan for 2016.</p> <p>The Chair noted that all items on the 'Planning Forum Document Route Map' slide should be coloured blue (i.e. the action is with HS2 Ltd/DfT).</p> <p>LBC asked how often this subgroup will meet. The Chair confirmed that authority input is needed on several item for which longer pre-meets may be required. The Chair suggested that one item to be progressed is the noise insulation policy, while another will be on comments on the CoCP once the table of comments has been received by the authorities.</p> <p>The Chair suggested that the meeting is bi-monthly due to the number of items that need to be progressed.</p> <p>The Chair asked if the authorities would prefer a longer pre meet or a separate morning meeting.</p> <p>CDC suggested that individual topics continue to meet separately in the morning, with a general pre-meet before the subgroup.</p> <p>Authorities stated that this venue is preferable due to proximity to LBC</p>	

## ENVIRONMENTAL HEALTH SUBGROUP of the HS2 PLANNING FORUM

	<p>offices, where the morning meetings are generally held.</p> <p>It was concluded that the subgroup will meet bi-monthly for the next 6 months, with an authority topic meeting in the morning, which will be opened up to all authorities, and a pre-meet at 1pm before the subgroup as usual. During the pre-meet the authorities will feed back to the chair on issues discussed at the morning meeting. The subgroup meetings will remain at 2-4pm.</p> <p>The priority topic for the next EHP morning meet is go through the Crossrail lessons learned.</p> <p>CDC asked for clarification as to the term 'relevant authority'. HS2 Ltd confirmed that the relevant authority is the authority who is determining that submission.</p> <p>LBC and CDC asked if this interpretation can be broadened to enable sharing of good practice between authorities who may have similar applications. The Chair stated that this is more a good practice agreement and not related to interpretation of the term 'relevant authority'.</p> <p>AVDC asked for clarification as to what makes an authority 'relevant', and asked for clarification on whether the authority needs to sign up to anything. HS2 Ltd responded that they have given commitment to work with all local authorities.</p> <p>The Chair asked for clarification as to whether Authorities need to sign up to something. HS2 Ltd confirmed that authorities do not need to sign up to the HS2 assurances, however they may need to sign up for service level agreements.</p> <p>The Chair prompted that the subgroup decide on a date for the next meeting, and that a date for the following meeting is pencilled in.</p> <p>The next meeting was confirmed March 17<sup>th</sup>. The following meeting was pencilled in for May 12<sup>th</sup>.</p> <p>The Chair prompted suggestions for forward discussions.</p> <p>HS2 Ltd provided the following ideas for discussion:</p> <ul style="list-style-type: none"><li>- The principles of the HS2 Ltd EMS</li><li>- The HS2 Community Engagement Framework</li><li>- Special Cases and the methodology behind TAPs. Maria Fidelis School (LBC) could be used as an example.</li></ul> <p>The Chair suggested that he and HS2 Ltd discuss agenda for next meeting outside the subgroup.</p>	
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## ENVIRONMENTAL HEALTH SUBGROUP of the HS2 PLANNING FORUM

	<p>LBC raised concern that the noise insulation and temporary rehousing policy has not yet been written and the issue needs to be progressed quickly due to development occurring in the LBC area.</p> <p>The Chair asked HS2 Ltd to confirm if they are going to produce draft policy. HS2 Ltd confirmed that Information Paper E23 is the draft policy.</p> <p><b>Action:</b> Authorities to produce a sets of comments on E23 and provide to HS2 Ltd for consideration.</p> <p>LBC asked if a smaller working group can be held on this issue in order to progress things quickly. The Chair asked the authorities to confirm if they would be happy to have a sub working group meeting before next meeting in order to gather ideas. Authorities confirmed that this is ok.</p> <p><b>Action:</b> LBC to email the subgroup to invite others to be part of the subgroup on the noise insulation and temporary rehousing policy. Issue will become an agenda item at the next meeting on the 17<sup>th</sup> March.</p>	<p>LAs</p> <p>LBC</p>
9.	<p><b>AOB</b></p> <p><b>Construction Commissioner</b> HS2 Ltd confirmed that a job advert is currently out for the project Construction Commissioner. The Commissioner will be responsible for impartial investigation of construction related grievances.</p> <p><b>Action:</b> HS2 Ltd to circulate job description and updated Information Paper (G3) on this role.</p> <p>LBC asks why the role is advertised as being for 8 days over a month, which is a limited scope given job and experience of similar projects. HS2 Ltd stated it was probable that was the initial expectation of the role, prior to any construction commencing.</p> <p><b>Action:</b> HS2 Ltd to investigate why the role of Construction Commissioner is only advertised as 8 days over a month.</p> <p><b>Chair of the EHO Subgroup</b> HS2 Ltd confirmed that on 25<sup>th</sup> Jan the permanent role for Chair of this subgroup will be advertised.</p> <p>LBC asked on what basis this role will be, for example bi-monthly? HS2 Ltd confirmed that they need to check the job description for this information.</p> <p><b>Action:</b> HS2 Ltd to check the job description for the Chair of the EHO</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>

## ENVIRONMENTAL HEALTH SUBGROUP of the HS2 PLANNING FORUM

	<p>subgroup.</p> <p><b>Independent Advisory Service</b></p> <p>LBC asked if HS2 Ltd can expand on the Independent Advisory Service. HS2 Ltd confirmed that they have no further update.</p> <p>LBC raised concerns that the Independent Advisory Service currently proposed will not have adequate technical capability. LBC suggested that a more appropriate charity to provide advice would be Shelter (rather than Citizen's Advice), who provide housing and legal advice.</p> <p>CDC ask for HS2 Ltd to provide a copy of the letter being provided to Select Committee on the Independent Advisory Service.</p> <p><b>Action:</b> HS2 Ltd to provide a copy of the letter being provided to Select Committee on the Independent Advisory Service.</p> <p>The Chair referenced the example of the Independent Advisory Service used by Thames Tideway, who has Chainbow to perform this role. The Chair noted that the Construction Commissioner may be best suited to perform the role of providing independent advice on noise insulation rather than a charity. LBC agreed with this suggestion.</p> <p><b>Other</b></p> <p>The Chair stated that Richard Hiscock has moved on. The Subgroup would like to record their thanks to him, and asked that minutes of this meeting be forwarded to him.</p> <p>LBC voices concern that this meeting has been largely noise orientated. The Chair suggested that at the Crossrail lessons learned meeting this can be discussed.</p> <p>LBC confirm that the 'seven letters' contain some air quality assurances. CDC confirm that this has now been circulated.</p>	HS2 Ltd
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