

HS2 Phase One Planning Forum: Highways Sub-group

TERMS OF REFERENCE

[AS AGREED BY SUB GROUP IN MEETING 08.01.15]

Membership

- HS2 Ltd staff;
- Department for Transport representatives;
- Local highway authority officers;
- Highways Agency;
- Transport for London;
- Other representatives as appropriate (examples include utility companies or other local authority representatives where relevant to the discussion)

Purpose

The Highways Sub-group of the HS2 Phase One Planning Forum has been established to:

- facilitate engagement between members of the sub-group on matters related to local highway authority roads and public rights of way;
- seek agreement on a common approach to route-wide principles, standards, practices and processes associated with highway consents and approvals;
- present recommendations on highway-related planning consents and approvals to the Planning Forum;
- to identify and discuss areas of common interest and concern to local highways authorities along the whole line of route; and

to progress matters as raised and directed by the Select Committee. The nature of matters to be addressed by the sub-group may evolve as the project develops. It is not the purpose of the Highways Subgroup to discuss location specific issues and mitigation, which will be considered through bilateral meetings.

Meetings

The sub-group will meet as necessary (initially expected to be at approximately six-weekly intervals) and will elect one of its members to chair its meetings. HS2 Ltd will provide secretariat support to the sub-group.

The business of each meeting will include:

- Agree record of previous meeting;
- Review of progress and actions, including any updates from the Planning Forum;
- Discussion of topics as listed on agenda;
- Agreeing actions, action owners and target dates;
- Time, place and draft agenda for next meeting.

Members are requested to provide material for discussion through the secretariat at least ten days in advance of the meeting in order for the agenda to be finalised and attachments circulated.

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Timescales and performance

HS2 Ltd and forum members agree to the following timescales:

- Draft meeting minutes and any material discussed (including presentation slides and agreed changes to the forward agenda) from the previous sub-group meeting to be circulated by HS2 Ltd 2 weeks after the date of the meeting;
- Draft Agenda for following subgroup meeting to be circulated by HS2 Ltd two weeks prior to next subgroup meeting.
- Final agenda and any materials for discussion to be circulated by HS2 Ltd one week prior to next subgroup meeting.

Circulation will be to the the Highways sub forum distribution list. Appended to the Terms of Reference.

Appendix 1: Highways Sub-Group members.

HS2 Phase One Planning Forum: Highways Sub-group

Appendix1: Highways Sub-Group Members

Present Distribution List		
Updated: 08/01/15		
Member Authority	Name	Email
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TfL	Tim Thomas	TimThomas@tfl.gov.uk
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Highways Agency	Philippa Bloom	Philippa.Bloom@highways.gsi.gov.uk
Highways Agency	Martin Steward	Martin.Steward@highways.gsi.gov.uk
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Independent Chair		
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