

MINUTES

Meeting date	[Wednesday 17/09/2014, 2-4pm]
Meeting location	[Warwick Hilton Hotel, Stratford road, Warwick, CV34 6RE]
Meeting title	[Phase 1 Planning Forum Highways Sub-Group (North and South) #1]
HS2 contact or group	[Phil King]
Stakeholder	[Council Representatives]
Topic keywords	[Highways]

Attendees

Chris Simpson – Warwickshire County Council
Lee Palsler- Staffordshire County Council
Andrew Savage- Warwickshire County Council
David Grindley- Northamptonshire County Council
Chris Wragg- Northamptonshire County Council
Muthiah Gunarajah- Hertfordshire County Council
Jason Sherwood- Oxfordshire County Council
Walter Bailey- Solihull Metropolitan Borough Council
Dave Bradbury- Solihull Metropolitan Borough Council
David Allen- South Northants District Council
Debbie Prince- Warwickshire District Council
Steve Braund- Chiltern District Council
Ben Coakley- Chiltern District Council
Alex Day- Buckinghamshire County Council
Nick Boyle- London Borough of Hammersmith and Fulham and Royal Borough of Kensington and Chelsea
Don Murchie- Westminster City Council
Adrian Malcolm- London Borough of Camden
Kevin Hicks- Birmingham City Council
Ted Allett- Planning Forum Chair
Richard Adam- HS2 Ltd
John Woodhouse- HS2 Ltd
Peter Tomlin- HS2 Ltd
Mike Kelly- HS2 Ltd
Phil King- HS2 Ltd
Louise Portelly- HS2 Ltd

Highway Authorities which did not attend or were missed off invite:

- Transport for London
- LB Ealing
- LB Hillingdon
- Highways Agency

Meeting notes (key topics)

Item	Matter Discussed	Action Owner
1.	<p>Welcome and introductions</p> <p>HS2 Ltd led the introductions and gave the fire safety briefing. The Sub-Group noted the proposed agenda circulated by HS2 Ltd in advance of the meeting. Several of the members confirmed attendance of previous Highways Sub-Group meetings. The focus previously had been mainly on explaining the Protective Provisions in Schedule 31 of the HS2 Bill and that now the meetings would be focused on preparing highway authorities for their involvement in the delivery phase of HS2.</p> <p>Action: HS2 Ltd, as a matter of general procedure will circulate all slides presented to the Sub-Group after the meeting and, where appropriate, placed on HS2 Ltd’s website. In addition, minutes from this group will be circulated to the Planning Forum.</p>	HS2 Ltd
2.	<p>Draft Terms of Reference (ToR) overview</p>	
2.1	<p>Membership</p> <p>Depending on the proposed agenda, there may be different HS2 Ltd representatives attending each meeting in addition to those core members present today. It was noted that one person from TfL had been invited but that HS2 Ltd would need to ensure the appropriate persons from TfL were invited to future meetings. DfT will send a nominated representative, depending on availability. The members were in agreement that a representative should come from the Highways Agency. It would be particularly relevant when discussing trunk road strategies. The attendance of Local Planning Authority officers may also be appropriate on occasions where discussions will relate to the planning powers contained in the HS2 Bill.</p> <p>Action: HS2 Ltd to amend the circulation list to include a representative from TFL, LA members to suggest best contact.</p>	HS2 Ltd
2.2	<p>Purpose</p> <p>HS2 Ltd clarified that ‘highways’ includes PRoW as well as roads. In the future HS2 Ltd and its contractors will seek many highway consents and approvals from highway authorities along the line of route and there should be a common, streamlined approach agreed to seeking these approvals. HS2 Ltd confirmed that any recommendations from this group will be reported to the Planning Forum for ratification. The Planning Forum may choose to consider matters discussed at the Highways Sub Group but HS2 Ltd considered that the Sub-Group was best placed to consider, advise and agree technical matters relating to highways and transport. .</p> <p>Clarification was given about who has formal authority for consenting purposes. The Planning Authorities will have formal authority after Royal Assent for highway-related planning consents. Highway Authorities are responsible for all other highway consents. Northamptonshire County Council, advised the sub-group that as is the case with the Planning Forum, it is important that delegated authority is given to officers who attend this Sub-Group meeting so that decisions can be made. HS2 Ltd emphasised that the Sub-Group will not be asked or expected to make decisions at meetings without prior</p>	

	<p>notice. The Utility/Highways interface was discussed, advanced engagement is important but it was acknowledged that there are complex timing issues to be considered.</p> <p>Action: HS2 Ltd to suggest some wording to capture the point about expectations for decision making this within the ToR;</p> <p>Action: HS2 Ltd to circulate the Planning Forum and Highways Sub-Group ToR to members of the Highways Sub Group for information;</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>
2.3	<p>Matters Excluded from the Remit of the Sub-Group Terms of Reference</p> <p>Concern was expressed from some members of the Sub-Group about the Draft Terms of Reference excluding the discussion of petition matters at the Sub-Group. HS2 Ltd emphasised that petition items of local authorities will not be discussed at the Highways Sub-Group; as is the case with all other sub-groups and the HS2 Phase 1 Route-Wide Planning Forum. HS2 Ltd confirmed that one of the main purposes of the meeting will be to provide further clarity on the Bill and to present HS2 Ltd.'s position on route-wide/common items of concern expressed by the Sub-Group. HS2 Ltd recognised that changes to the draft Terms of Reference could make this point clearer. South Northants District Council suggested some wording that could be included with the ToR, reflecting the conclusions reached here.</p> <p>Action: Local authorities to email any more suggested changes to the Draft Terms of Reference to HS2 Ltd as soon as possible.</p> <p>Action: HS2 Ltd to amend and circulated revised Draft Terms of Reference prior to the next meeting.</p>	<p>LAs</p> <p>HS2 Ltd</p>
2.4	<p>Meetings</p> <p>Meeting frequency was discussed. A consensus was reached and it was decided that, taking the timing of the Planning Forum into consideration, it would initially be best if this sub-group met every 6 weeks. This will allow sight of the Planning Forum minutes as well as allowing the minutes from this group to be presented at the Planning Forum. HS2 Ltd has considered the timings issue in relation to the wider HS2 programme. It was agreed that the minutes would be circulated for comment as soon as possible to allow for actions to be completed and followed-up. HS2 Ltd confirmed that there will be flexibility in the agenda for urgent items to be discussed. As reported to the September 2014 Route Wide Planning Forum HS2 Ltd confirmed that the HS2 Ltd website is soon to be updated, which should allow minutes from the other forums to be easier to find.</p> <p>Action- HS2 Ltd will endeavour to circulate the draft agenda two weeks prior to the next meeting and the final agenda one week before the meeting. Draft meeting minutes will usually be circulated with the draft agenda.</p>	<p>HS2 Ltd</p>
3.	<p>Ground Investigations and Highway Consents</p> <p>It has been estimated that the first packages of GI works will commence during January 2015 and will continue over a period of 4 years with the initial aim to have the works completed within 2 years.</p> <p>HS2 Ltd requested that the Highways Sub-Group should come to an agreement on how the GI works highway consents will be granted under current legislation, as well as what the proforma will consist of and the terms and conditions.</p> <p>The priority areas were outlined in the presentation. The current intention is that HS2 Ltd's contractors will be applying for the consents under Section 171 of the Highways Act. Supporting these applications will be a mini-traffic management plan which the contractors will have to comply with, in line with the CoCP and other documentation</p>	

	<p>already issued to local authorities. It is currently anticipated that the mini TMPs will align with a route-wide Transport Management Plan for HS2 construction.</p> <p>It was emphasised that the LA's will still have their relevant NRSWA or TMA notice period, which may be up to three months for programming. HS2Ltd agree that this will be built into the programmes.</p> <p>The Sub-Group requested that a briefing note be prepared and circulated by HS2 Ltd summarising the matters discussed above.</p> <p>Action- HS2 Ltd to prepare a briefing note on GI highway consents for circulation to the Sub-Group</p>	HS2 Ltd
4.	<p>Future Work Programme</p> <p>HS2 Ltd shared thoughts of future agenda items for the next 6 meetings for discussion. Comments/suggestions are welcomed. The standard length of future meetings was agreed to be 2 hours. It was also concluded that the meeting room should be booked for 4 hours to allow LA representatives to meet for an hour prior to the start of the meeting. The room will then be available for an hour after the scheduled length of the meeting to allow for continued discussion of the Sub-Group if felt necessary.</p> <p>Action: HS2 Ltd to circulate the list of future discussion items to members of the Sub-Group for comment ASAP.</p> <p>Action: HS2 Ltd to circulate the HS2 Rural Roads Design Criteria document to be members of the Sub-Group. (NB. HS2 Ltd is currently checking whether or not this can be released for information purposes without the requirement for local authorities to have signed a confidentiality agreement).</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>
5.	<p>Local Highway Authority Additional Requests</p> <p>Northamptonshire County Council sought clarification on highway land ownership for scheme adoptions.</p> <p>Action: HS2 Ltd to add an item on highway land ownership to the Forward Programme for future discussion by the Sub-Group.</p>	HS2 Ltd
6.	<p>Chair of Future Meetings</p> <p>It was suggested by HS2 Ltd that as it was currently not possible for HS2 Ltd to appoint an independent chairperson for the meeting, that in the short-term a Local Authority representative would be well placed to chair future meetings.</p> <p>Action: Local Authorities to discuss before the next meeting (in the first hour) who is best placed to become the Chair of future meetings having regard to the chairperson requirements specified by HS2 Ltd .</p>	LAs
7.	<p>AoB</p> <p>Warwickshire County Council (WCC) suggested that the wider costs to local authorities of technical involvement with HS2 should be considered by this group. HS2 Ltd confirmed that this issue was being considered in light of local authority petitions and that the matter would be reported back to the group when a decision on this had been taken by DfT and HS2 Ltd.</p> <p>Action: HS2 Ltd to record on the Action Log the need to discuss local authority cost recovery.</p>	HS2 Ltd
8.	<p>Date of Next Meeting</p> <p>The date of the next meeting was confirmed as 6th November 2014 in London. (It was agreed that as with the Planning Forum, the meeting of the Highways Sub-Group would rotate between Warwick and London). NB: As agreed, HS2 Ltd will book the</p>	

	<p>meeting room from 1pm for use by local authorities. The actual sub-group meeting will begin at 2pm.</p> <p>Action: London Borough of Camden advised that they would see if a suitable meeting room could be made available at their offices for next meeting. (NB. HS2 Ltd would still check availability of other venues in case a suitable room could not be found).</p>	<p>LBC / HS2 Ltd</p>
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Highways Sub-Group Action Log – September 2014

Reference	Action	Owner
140917-01	HS2 Ltd, as a matter of general procedure will circulate all slides presented to be Sub-Group after the meeting and, where appropriate, placed on HS2 Ltd's website. In addition, minutes from this group will be circulated to the Planning Forum.	HS2 Ltd
140917-02	HS2 Ltd to amend the list to include a representative from TFL, LA members to suggest best contact.	HS2 Ltd
140917-03	HS2 Ltd to suggest some wording to capture the point about expectations for decision making this within the ToR;	HS2 Ltd
140917-04	HS2 Ltd to circulate the Planning Forum and Highways Sub-Group ToR to members of the Highways Sub Group for information	HS2 Ltd
140917-05	Local authorities to email any more suggested changes to the Draft Terms of Reference to HS2 Ltd as soon as possible.	LAs
140917-06	HS2 Ltd to amended and circulated revised Draft Terms of Reference prior to the next meeting.	HS2 Ltd
140917-07	HS2 Ltd will endeavour to circulate the draft agenda two weeks prior to the next meeting, the final agenda one week before the meeting. Draft meeting minutes will usually be circulated with the draft agenda.	HS2 Ltd
140917-08	HS2 Ltd to prepare a briefing note on GI highway consents for circulation to the Sub-Group.	HS2 Ltd
140917-09	HS2 Ltd to circulate the list of future discussion items to members of the Sub-Group for comment ASAP.	HS2 Ltd
140917-10	HS2 Ltd to circulate the HS2 Rural Roads Design Criteria document to be members of the Sub-Group. (NB. HS2 Ltd is currently checking whether or not this can be released for information purposes without the requirement for local authorities to have signed a confidentiality agreement).	HS2 Ltd
140917-11	HS2 Ltd to add an item on highway land ownership to the Forward Programme for future discussion by the Sub-Group.	HS2 Ltd
140917-12	Local Authorities to discuss before the next meeting (in the first hour) who is best placed to become the Chair of future meetings having regard to the chairperson requirements specified by HS2 Ltd.	LAs
140917-13	HS2 Ltd to record on the Action Log the need to discuss local authority cost recovery.	HS2 Ltd
140917-14	London Borough of Camden would check if a suitable meeting room could be made available at their offices for next meeting. (NB. HS2 Ltd would still check availability of other venues in case a suitable room could not be found)	LBC/ HS2 Ltd

