

HIGHWAYS SUB-GROUP of the HS2 PLANNING FORUM

Title:	Phase 1 Planning Forum Highways Sub-Group (North and South) #2	
Date & Time	North and South Meeting Thursday 06/11/14 2 – 4:45pm Camden Town Hall	
Chair	Ted Allett	Independent Chair
Promoter Attendees:	Richard Adam John Woodhouse- Peter Tomlin Mike Kelly Phil King James Fearnley Su Arnall	HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd Department for Transport
Highway Authority Attendees:	Simon Weaver Gez Romano Lee Palser- Council Andrew Savage David Grindley Muthiah Gunarajah Jason Sherwood Sarah Widdows Steve Braund Trevor Hulin Rachel Best Nick Boyle Don Murchie Adrian Malcolm Kevin Hicks	Transport for London Warwickshire County Council Staffordshire County Warwickshire County Council Northamptonshire County Council Hertfordshire County Council Oxfordshire County Council Buckinghamshire County Council Chiltern District Council London Borough of Brent London Borough of Brent London Borough of Hammersmith and Fulham and Royal Borough of Kensington and Chelsea Westminster City Council London Borough of Camden Birmingham City Council
Apologies		London Borough of Ealing London Borough Hillingdon Highways Agency Solihull Metropolitan Borough Council

Item		Action Owner
1.	Welcome and introductions 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.	

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	<p>A number of members noted that they had received different emails and attachments since the previous meeting and that there was an incomplete distribution list. HS2 Ltd apologised for this and would compile a distribution list to be appended to the Terms of Reference (ToR). This would be circulated prior to the draft minutes with an opportunity for Local Authorities to add any further contacts and to review at each meeting.</p> <p>Action 141106-01: HS2 Ltd to circulate a distribution list shortly after the meeting.</p> <p>Action 141106-02: - Local Highways Authorities (LHAs) to respond promptly to ensure all members can receive materials and documentation on time for the following meeting.</p>	<p>HS2 Ltd</p> <p>All LHAs</p>
2.	<p>Appointment of Chair (Item 3 on Agenda) Ted Allett, Independent Planning Forum chair was appointed interim Chair of the Sub-Group with the agreement of HS2 Ltd and the local authority members.</p>	
3. 3.1	<p>Minutes of Previous Meeting and Matters Arising A number of members noted that they had not received the papers that were sent around following the previous meeting. This included the GI briefing and also copy of the HS2 Rural Roads Design Criteria.</p> <p>Action 141106-03: Hs2 Ltd to send around the materials from meeting 1 and meeting 2 of the Highways Sub-Group.</p>	HS2 Ltd
3.2	<p>The forward agenda was discussed with the Sub-Group. Members requested that an update on progress with GI and highways consents is to be provided at meeting 3 and this be added to the agenda.</p> <p>Action 141106-04: HS2 to include an update on GI at Meeting 3.</p>	HS2 Ltd
3.3	<p>Highway Authority Resources Hs2 Ltd provided an update on local authority funding and the recent decision by HS2 Ltd and DfT to provide funding in the future to highway authorities to deal with highways and traffic consenting matters under the HS2 Bill.</p> <p>Action 141106-05: HS2 Ltd to circulate presentation slides for fees and all other presentations from this meeting.</p>	HS2 Ltd

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<p>4 4.1</p>	<p>Terms of Reference</p> <p>The ToR were discussed. LHAs confirmed that whilst they were broadly content with the current ToR, there still needed to be some changes to reflect what they considered was the remit of some other Sub-Groups and also the purpose of this Sub-Group.</p> <ul style="list-style-type: none"> • The clarity on location specific issues not to be discussed at the Sub-Group should not include the word petition and should match that of the Environmental Health sub-group terms of reference. • The Sub-Group also considered that the Select Committee may direct that matters of route wide concerns are to be discussed at the Sub-Group and then reported back to the committee. So, a reference point to this should be added to the Terms of Reference. • The Sub-Group also felt that target timescales should be added in to the Terms of Reference along the following lines: <ul style="list-style-type: none"> ○ 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. <p>Action 141106-06: HS2 Ltd to update the ToR and send once distribution list is completed:</p>	<p>HS2 Ltd</p>
<p>4.2</p>	<p>The Sub-Group also felt that the distribution list should be appended to the ToR and also to all meeting minutes, and this should be reviewed under AOB at each meeting.</p> <p>Action 141106-07: HS2 Ltd to append distribution list to the meeting minutes and ToR and include prompt in each agenda AOB to review distribution list and add/remove members.</p>	<p>HS2 Ltd</p>

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<p>5.</p> <p>5.1</p>	<p>Schedule 4 – Part 1 – Highway Accesses</p> <p>HS2 presented slides on the powers contained in the Bill and these will be circulated post meeting. A number of discussions took place during the discussion about these powers within the HS2 Bill including matters relating to the extent to which local highway authorities could seek modifications to highways consents.</p> <p>Highways authorities questioned the level of detail that would come with such submissions, including Road Safety Audits. HS2 Ltd confirmed that as part of the forward agenda, the details of principle surrounding the scope to be contained within submissions for approval would be discussed with authorities and that the purpose of these earlier meetings was to provide the context of the highways approvals set out in the HS2 Bill.</p> <p>HS2 confirmed that the proposed route-wide framework transport management plan that will be subject to future discussion will begin to set the standards for signage and other matters associated with temporary highways approvals during construction.</p>	
<p>6.</p> <p>6.1</p>	<p>Schedule 16 – Road traffic routes</p> <p>HS2 Ltd presented on road traffic routes and mud control measures.</p> <p>HS2 Ltd confirmed that road transport routes were subject to the qualifying planning authority approval under Schedule 16 of the Bill. It was clarified that the relevant planning authority would be the qualifying county council in two tier areas and in other locations it would be the qualifying unitary authority. Qualifying authority is an authority that has signed the planning memorandum.</p> <p>HS2 Ltd explained that it would be down to the planning authority to determine who it wished to consult regarding lorry routes approvals.</p> <p>London Borough of Brent questioned whether the new Old Oak Common Mayoral Development Corporation would have a role in these, or Transport for London. HS2 Ltd confirmed that Schedule 16 makes no provision for these authorities.</p> <p>HS2 clarified that copies of requests for approval for lorry routes would be sent to neighbouring authorities only and not to every authority along the proposed route</p> <p>HS2 pointed out that this is further explained in information paper B1 and also is contained in Schedule 16, paragraph 6 of the Bill.</p> <p>It was confirmed that Large Goods Vehicle has the same meaning as in part 4 of the Road Traffic Act 1988.</p>	

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	<p>Action 141106-08: Hs2 Ltd to provide a copy of Information paper B1 when circulating draft minutes</p> <p>Warwickshire County Council (WCC) and Buckinghamshire County Council (BCC) reported that the Environmental Statement states that construction routes “have been agreed with highways authorities” and that this was incorrect.</p> <p>HS2 Ltd asked WCC and BCC to highlight where these statements are in the ES reports so clarification from HS2 Ltd can be provided.</p> <p>Action 141106-09: BCC and WCC to advise HS2 Ltd where in the ES reports there are references to “lorry routes being agreed” by them</p> <p>Action 141106-10: HS2 Ltd to respond directly to WCC and BCC once references have been identified.</p>	<p>HS2 Ltd</p> <p>BCC/WCC</p> <p>BCC/WCC/HS2 Ltd</p>
<p>6.2</p>	<p>Schedule 16 - Road Mud Control Measures</p> <p>HS2 Ltd presented on road mud control measures contained in Schedule 16 of the Bill.</p> <p>It was explained that under Schedule 16 road mud control measures would be enforceable by the relevant Planning Authority and the nominated undertaker in the event of any breach by a contractor working on behalf of the nominated undertaker.</p> <p>Several Authorities queried the fact that normally the highways authority enforced road mud and that in two-tier areas this would not be practical. There was also concern that in the case of any claim, it may be the highways authority that would be subject to any damages claim, rather than the planning authority. HS2 Ltd representatives were of the view that the HS2 Bill did not disapply legislation that local highway authorities could use to ensure the safety of road users, but advised that it would clarify this at the next meeting.</p> <p>It was explained that road mud measures are also a component of the Draft Code of Construction Practice and that the Nominated Undertaker and contractors will be contractually required to comply with these by the Secretary of State.</p> <p>Action 141106-11: HS2 Ltd to confirm whether or not the HS2 Bill disapplies legislation that highway authorities would normally use to enforce matters which would affect safety of road users, such as mud on the highway etc.</p>	<p>HS2 Ltd</p>
<p>7</p>	<p>Schedule 24 – Lorry Banning Orders</p>	

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	<p>HS2 presented on Lorry Banning Orders. It was raised that some highways authorities had weight limit orders made under the relevant legislation for environmental reasons and others to protect structures, but that these did not provide for exemption permits .</p> <p>HS2 Ltd agreed to seek advice on this and provide further clarity at the next highways sub-group meeting.</p> <p>Action 141106-12: HS2 Ltd to provide further clarity on the Bill provisions in Schedule 24 at future meetings.</p>	HS2 Ltd
8.	<p>AoB</p> <p>Feedback on the pack of material issued by HS2 Ltd concerning ground investigation highway consents. It was requested that an additional 2 weeks be allowed for comments on the pack.</p> <p>Programme of future meetings. It was noted that the agenda for the next two meetings included matters related to both permanent and temporary works. It was suggested that, for clarity, these be separated. It was suggested that the next meeting would focus on permanent works consents and the following meeting on temporary works consents.</p> <p>Some local authorities requested that a programme for highway-related consents be produced by HS2 Ltd. HS2 Ltd advised that the programme is dependent on the parliamentary process but that it will provide an indicative, high-level programme of when consents are expected to be submitted relative to Royal Assent to share with the Highways Sub-Group.</p> <p>Action 141106-13: HS2 to prepare indicative, high-level programme for highway consents and other interactions with highway authorities</p>	HS2 Ltd
9.	<p>Date of Next Meeting</p> <p>The date of the next meeting was confirmed as 8th January 2014 at the Warwick Hilton. As agreed, a one hour pre-meet slot will be booked for use by Local Authorities.</p> <p>Action 141106-14: Invite details to be sent when confirmed.</p>	

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Present Distribution List		
Correct at: 11/11/2014		
Member Authority	Name	Email
LB Camden	Adrian Malcolm	adrian.malcolm@camden.gov.uk
LB Ealing	Russell Roberts	robertsr@ealing.gov.uk
LB Ealing	Nick O'Donnell	ODonnellN@ealing.gov.uk
LB H&F/K&C	Nick Boyle	Nick.Boyle@lbhf.gov.uk
LB Westminster	Don Murchie	dmurchie@westminster.gov.uk
LB Brent	Paul Richards	paul.richards@brent.gov.uk
LB Brent	Paul Mcdonagh	Paul.Mcdonagh@brent.gov.uk
LB Brent	Rachel Best	Rachel.Best@brent.gov.uk
LB Hillingdon	Jales Tipple	JTippell@Hillingdon.gov.uk
Buckinghamshire CC	Alex Day	ALEXDAY@buckscc.gov.uk
Buckinghamshire CC	Sarah Widdows	t-swiddows@buckscc.org
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Northamptonshire CC	David Grindley	dgrindley@northamptonshire.gov.uk
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Warwickshire CC	Gez Romano	gezromano@warwickshire.gov.uk
Staffordshire CC	Lee Palser	lee.palser@staffordshire.gov.uk
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TfL	Michael Colella	michaelcolella@tfl.gov.uk
TfL	Tim Thomas	TimThomas@tfl.gov.uk
TfL	Simon Weaver	SimonWeaver@tfl.gov.uk
TfL	Andy Best	andy.best@tfl.gov.uk
Highways Agency	Paul Hillman	Paul.Hillman@highways.gsi.gov.uk

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HS2 Ltd Attendees		
DfT	Su Arnall	Su.Arnall@dft.gsi.gov.uk
HS2 Ltd	Phil King	philip.king@hs2.org.uk
HS2 Ltd	Richard Adam	richard.adam@hs2.org.uk
HS2 Ltd	John Woodhouse	john.woodhouse@hs2.org.uk
HS2 Ltd	Peter Tomlin	peter.tomlin@hs2.org.uk
HS2 Ltd	James Fearnley	james.fearnley@hs2.org.uk
HS2 Ltd	Mike Kelly	Mike.Kelly@HS2.org.uk
District Council Attendees (optional)		
Chiltern District Council	Steve Braund	SBraund@chiltern.gov.uk
Chiltern District Council	Ben Coakley	bcoakley@chiltern.gov.uk
Warwick District	Debbie Prince	Debbie.Prince@warwickdc.gov.uk
South Northants	David Allen	David.Allen@SouthNorthants.gov.uk
Independent Chair		
HS2 Planning Forum	Ted Allett	HS2PlanningChair@aol.com

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Outstanding actions September 2014

Reference	Action	Owner
140917-01	<p>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.</p> <p>Note 11/11/14 – A complete distribution list will be compiled by 20/11/14. All slides from meeting 1 and 2 to be sent around then. Levels of performance to be written in to the Terms of Reference. This action is considered addressed and Captured below.</p>	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	<p>HS2 Ltd to suggest some wording to capture the point about expectations for decision making this within the ToR;</p> <p>Note 11/11/14 - Terms of reference updated, Action below reflects the sending round and confirmation of ToR.</p>	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	<p>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.</p> <p>Note – Terms of Reference updated to reflect the timescales agreed at meeting #2</p>	HS2 Ltd

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140917-08	<p>HS2 Ltd to prepare a briefing note on GI highway consents for circulation to the Sub-Group.</p> <p>Note: At meeting 2, it was agreed that this would be an agenda item at meeting 3.</p>	HS2 Ltd
140917-09	<p>HS2 Ltd to circulate the list of future discussion items to members of the Sub-Group for comment ASAP.</p>	HS2 Ltd
140917-10	<p>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>	HS2 Ltd
140917-11	<p>HS2 Ltd to add an item on highway land ownership to the Forward Programme for future discussion by the Sub-Group.</p> <p>Note: Added to Meeting 4</p>	HS2 Ltd
140917-12	<p>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> <p>Note: Ted Allet was confirmed as Chair</p>	LAs
140917-13	<p>HS2 Ltd to record on the Action Log the need to discuss local authority cost recovery.</p> <p>Note: Phil King gave discussion on this at meeting 2. Action in meeting 2 to send around slides that were shown to Planning Forum.</p>	HS2 Ltd
140917-14	<p>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)</p>	LBC/ HS2 Ltd
141106-01	<p>HS2 Ltd to circulate a distribution list shortly after the meeting.</p>	HS2 Ltd
141106-02	<p>Local Highways Authorities to respond promptly to ensure all members can receive materials and documentation on time for the following meeting.</p>	HS2 Ltd

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141106-03	<p>HS2 Ltd to send around the materials from meeting 1 and meeting 2 of the Highways Sub-Group.</p> <p>The forward agenda was discussed with the forum. The forum requested that:</p> <ul style="list-style-type: none"> An update on progress with GI and highways consents is to be provided at meeting 3 and this be added to the agenda. 	HS2 Ltd
141106-04	HS2 to include an update on GI at Meeting 3.	HS2 Ltd
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141106-07	HS2 Ltd to append distribution list to the meeting minutes and terms of reference and include prompt in each agenda AOB to review distribution list and add/remove members.	HS2 Ltd
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141106-09	BCC and WCC to advise HS2 Ltd where in the ES reports there are references to "lorry routes being agreed" by them.	BCC/WCC
141106-10	HS2 Ltd to respond directly to WCC and BCC once references have been identified.	HS2 Ltd
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141106-13	HS2 to prepare indicative, high-level programme for highway consents and other highway interactions with highway authorities.	HS2 Ltd
141106-14	Invite details to be sent when confirmed.	HS2 Ltd