

## ENVIRONMENTAL HEALTH SUBGROUP of the HS2 PLANNING FORUM

<b>Title:</b>	<b>Environmental Health Subgroup (North and South) Meeting #12</b>	
<b>Date &amp; Time</b>	Routewide Meeting Friday 23 <sup>rd</sup> September 2016 1.30 – 3.30 pm One Pancras Square, London	
<b>Chair</b>	Peter Carey	Independent Chair
<b>Promoter Attendees:</b>	Christian Bonard Chloe Lewis Neil Wait Leila du Toit Paul Gilfedder Pamela Lowery Andrew Medley Hannah Davies Michael Flynn Craig Turton	HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd
<b>EHP Attendees:</b>	Somayya Yaqub John Penny Steve Braund Julian Smith Helen Masterson Dean Walters Steven Whiles Richard Peers Rizwan Yunus  Richard Hiscock Lindsay Vallis Claire Parsons Stephen Inch Muhammad Islam Gareth Davies Ted Allett	London Borough of Hammersmith and Fulham South Northamptonshire Council Chiltern District Council Wycombe District Council London Borough of Camden North Warwickshire Borough Council North Warwickshire Borough Council Staffordshire County Council London Borough of Hammersmith and Fulham/Royal Borough of Kensington and Chelsea Aylesbury Vale District Council Aylesbury Vale District Council Westminster City Council Greater London Authority London Borough of Hillingdon Lichfield District Council Planning Forum Chair

Item		Action Owner
1.	<b>Welcome and introductions made</b>  The Chair welcomed attendees and introductions were made.	

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<p>2.</p>	<p><b>Review of notes and actions from last meeting</b></p> <p><u>Review of minutes</u></p> <p>It was noted that some attendees had not received a copy of the minutes before the meeting. HS2 Ltd clarified that minutes are sent to the SPOC of each Authority following the meeting. It was confirmed that the list of SPOCs will be circulated with the minutes of each meeting for the Authorities to update if necessary (refer to action ga of the July 2016 meeting).</p> <p><u>Review of outstanding actions</u></p> <p>The Chair requested that where an item has been closed in the action log, that a note be added indicating how it had been closed.</p> <p><b>Action:</b> HS2 Ltd to ensure that where an action has been closed in the action log that a note is added clearly indicating how it had been closed.</p> <p>The Chair ran through the outstanding actions. Comments were made on the following:</p> <p>March 2016, item 2h: HS2 Ltd confirmed that discussions in relation to independent advisory service are ongoing as part of the petitioning process. The Chair noted that the item is to remain open, and HS2 Ltd are to formalise their position once the House of Lords Select Committee is over.</p> <p><b>Action:</b> HS2 Ltd to formalise the position on the provision of route wide independent advisory service once the House of Lords Select Committee is over. [Note: in the action log this will be recorded as an update to action number 2h from March 2016].</p> <p>May 2016, item 2d, and July 2016, item 2d: The Authorities asked whether there will be a Camden specific study undertaken as a result of the Select Committee report. LBC requested details of the proposed scope, specifically to ensure that works with the greatest noise impacts will be included. HS2 Ltd stated that they will formalise a response providing an update on this item. The Chair indicated that these items should remain open.</p> <p><b>Action:</b> HS2 Ltd to formalise an update on the Camden specific study that was referred to in paragraph 229 of the Select Committee report, including a description of the proposed scope. [Note: in the action log this will be recorded as an update to action number 2d from May 2016].</p> <p>July 2016, item 5a: The Chair noted that this item should be closed.</p> <p>There were no comments on any other actions.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
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<p>3.</p>	<p><b>Data sharing strategy</b></p> <p>HS2 Ltd presented slides on the project's data sharing strategy, and specifically in relation to noise and air quality data.</p> <p>The Chair opened the room to questions.</p> <p>LBHF queried whether the Authorities will need to request data from HS2 Ltd each time they want information, or whether a single request can be made for an entire period. HS2 Ltd confirmed that a single request will be able to cover a site and/or period, thereby reducing the number of requests the Authority need make.</p> <p>AVDC asked how complaints data will be made available. HS2 Ltd confirmed that the monthly report will contain details of any complaints received, including action taken. HS2 Ltd reiterated that this highlights the importance of liaising and agreeing the template for the monthly report.</p> <p>The Authorities asked whether the requirements discussed will be in the CoCP. HS2 Ltd confirmed that the requirements discussed will be in the CoCP and therefore cannot be deviated from.</p> <p>The GLA asked why alerts on trigger levels can't be sent to the Authority at the same time as the site manager. HS2 Ltd responded that the triggers used will be a nuisance prevention measure not linked to Local Air Quality Management health impacts, and therefore there is no requirement for immediate reporting to the Authority. HS2 Ltd added that the Authority will however be able to log into the live reporting system and see data at any point they choose. If a trigger level alert is activated, the Authority will receive the contractor's investigation report.</p> <p>The GLA also asked why the live streams of data can't be made publically available. HS2 Ltd responded that the public will be provided with a copy of the monthly report. The provision of un-interpreted data may not be that useful to the community, and may cause unnecessary concern.</p> <p>The GLA responded that they believe information should be openly available, but that the steer should come from the Authorities.</p> <p>LBC stated that they are supportive of the approach to the provision of information to residents as the interpretation of data is important.</p> <p>The Authorities asked how long it will take for false alarms to be recognised. HS2 Ltd confirmed that it is envisaged that the process will be to investigate on site and to pass the information to the Authority</p>	
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	<p>within 24 hours.</p> <p>The Chair reminded the subgroup that HS2 Ltd is managing the effects of the project, not the Authorities.</p> <p>CDC noted that they have written a paper on what data the Authorities would like. CDC stated that they will circulate the paper following the meeting.</p> <p><b>Action:</b> CDC to circulate the paper written on what data the Authorities would like from HS2 Ltd during the course of the project.</p> <p>LBH noted that there may be a conflict between S61s and the data sharing strategy. HS2 Ltd confirmed that there will be no conflict because information exchange under S61 will be subject to usual criteria.</p> <p>It was decided that a sub-group should be established for the discussion of the air quality monthly report template, while the template for the monthly noise report will be managed through the S61 guidance working group.</p> <p><b>Action:</b> HS2 Ltd to establish a sub-group for the discussion of the monthly air quality report template.</p> <p><b>Action:</b> HS2 Ltd to ensure that the noise monthly report template is discussed in the S61 working group.</p> <p>The Chair suggested that discussion of the templates become a future agenda item.</p> <p><b>Action:</b> HS2 Ltd to ensure that the monthly noise and air quality report templates is to become future agenda item.</p> <p>It was decided that a working group should be established for the review of HS2 Ltd's proposed data sharing strategy. CDC, LBHF, LBH and the GLA nominated themselves for attendance.</p> <p><b>Action:</b> HS2 Ltd to circulate the draft data sharing strategy to CDC, LBHF, LBH and the GLA for comment. If necessary, a meeting to discuss comments will be held.</p>	<p>CDC</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
4.	<p><b>Environmental document plan</b></p> <p>HS2 Ltd presented a spreadsheet of deliverables identified throughout the CoCP. HS2 Ltd noted that the list is not yet finalised, and in advance of the next meeting it will be shared with the Authorities. A schematic</p>	

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	<p>will also be produced before the next meeting for ease of interpretation. The item will be on the agenda of the next meeting.</p> <p><b>Action:</b> HS2 Ltd to share the finalised document plan spreadsheet with Authorities in advance of the November subgroup meeting. Item to be on the agenda of the November subgroup meeting.</p>	HS2 Ltd
5.	<p><b>Information Paper E23: Noise Insulation and Temporary Rehousing policy – comments by Authorities</b></p> <p>The Chair noted that the publically available version of the document is dated 2<sup>nd</sup> December 2015. The draft currently being discussed is an updated draft from 19<sup>th</sup> August 2016.</p> <p>CDC provided a brief history of the document and its revisions to the subgroup.</p> <p>HS2 Ltd noted that the document needs to go through internal governance before the end of Select Committee.</p> <p>The main changes to the document included further detail on the temporary re-housing policy and procedure, a change to the structure of the Appendix - headings rather than as a Q&amp;A, and a Glossary which is contained in a new Appendix C.</p> <p>The Authorities ran through some of the comments made on the latest revision of the document. These included concerns on the level of detail, however noted that the change from a Q&amp;A format is a successful one.</p> <p>The Chair asked what avenue individuals who have been turned down as a special case have, and whether they could go to the Construction Commissioner for advice. The Chair noted that it might be appropriate to include a line in the document noting that there is someone to go to in order to seek advice. HS2 Ltd stated that they will check whether it is excluded from the scope of the construction commissioner to provide advice in relation to special cases.</p> <p><b>Action:</b> HS2 Ltd to confirm whether the provision of advice in relation to rejected special cases is included in the remit of the Construction Commissioner.</p> <p>The Chair concluded that the next steps are for CDC to circulate the document to the subgroup and send initial responses on the revised document back to HS2 Ltd. A working group will then be held during early October to allow for any comments to be incorporated prior to document finalisation.</p> <p><b>Action:</b> CDC to circulate the revised IP23 document to the subgroup,</p>	<p>HS2 Ltd</p> <p>CDC</p>

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	<p>and to send initial responses back to HS2 Ltd.</p> <p><b>Action:</b> HS2 Ltd to set up a working group meeting to discuss comments on IP23 during the second week of October.</p>	HS2 Ltd
6.	<p><b>S61 Guidance Feedback</b></p> <p>The Chair noted that the working group on the S61 guidance met the day before the subgroup meeting (22<sup>nd</sup> September 2016).</p> <p>CDC asked whether the document can be shared with the EHO subgroup. HS2 Ltd suggested that the draft is currently too early to share.</p> <p>The Chair asked whether there is a time constraint for the completion of the guidance. HS2 Ltd confirmed that the appointment of the Enabling Works Contractors is the primary time constraint.</p> <p>HS2 Ltd asked when comments will be returned on the document. CDC confirmed that they will complete the comments table and return by the end of September.</p> <p><b>Action:</b> CDC to return comments on the s61 guidance document to HS2 Ltd by the end of September.</p> <p>It was noted that a follow up meeting will be required, and that the item should form part of the next agenda.</p> <p><b>Action:</b> HS2 Ltd to organise a follow up meeting to discuss the s61 guidance document and for the topic to form part of the agenda at the next meeting.</p>	<p>CDC</p> <p>HS2 Ltd</p>
7.	<p><b>Complaints Handling</b></p> <p>HS2 Ltd presented a set of slides on the complaints handling process.</p> <p>The presentation made reference to the Independent Complaints Assessor and the Authorities asked who the Independent Complaints Assessor was. HS2 Ltd confirmed that they would not be used for construction complaints, but rather for complaints linked to maladministration.</p> <p>The presentation included a schematic diagram of the complaints handling process. The Authorities had the following comments in relation to what was shown:</p> <ul style="list-style-type: none"> <li>- Timescales associated with each Stage were not shown;</li> <li>- Different acronyms had been used to those used in the</li> </ul>	

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	<p>Community Engagement Framework; and</p> <ul style="list-style-type: none"> <li>- The links between all parties on the schematic need reconsidering.</li> </ul> <p>AVDC asked whether the Construction Commissioner would refuse to comment on a case unless it had been through both stages of review. HS2 Ltd responded that this would be the case, as the Construction Commissioner will only look at unresolved cases that have already gone through the HS2 Ltd complaints process.</p> <p>The Planning Forum Chair noted that the presentation should be given at the next Planning Forum, in revised format.</p> <p>It was decided that once a revised schematic has been finalised, this shall be shared with the subgroup. An update on the item shall be given at the next EHO Subgroup.</p> <p><b>Action:</b> HS2 Ltd to revise the schematic outlining the complaints handling process and circulate to the subgroup. The item shall be on the agenda of the November subgroup.</p>	HS2 Ltd
8.	<p><b>Community Engagement Framework</b></p> <p>HS2 Ltd stated that members of the HS2 Community Engagement Team had presented at the last Planning Forum meeting (11th / 15th Sept) and received further comments on the document.</p> <p>HS2 Ltd confirmed that the 3<sup>rd</sup> revision of the Community Engagement Framework is being worked on internally and will be finalised in the next couple of months.</p> <p>HS2 Ltd suggested that the topic is tracked through the Planning Forum to avoid the duplication of comments, and that only updates are provided at the EHO Subgroup. The Chair agreed that this is a sensible approach, and noted that the members of the EHO Subgroup will need to liaise with the members of the Planning Forum in order to make comments.</p> <p>HS2 Ltd confirmed that an updated version of the document will be presented at the next Planning Forum and the comments spreadsheet will be circulated to LA's to show where changes have been made in the document. An update will be provided at the next Environmental Health Sub-Group meeting.</p>	
9.	<p><b>Air Quality Update</b></p> <p>HS2 Ltd presented a set of slides on updates to the air quality policy.</p>	

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	<p>One of the topics in the update was the report commissioned into dust monitoring and trigger levels produced by Kings College London and commissioned by HS2 Ltd. HS2 Ltd stated that there is an option for Gary Fuller of Kings College to present the study and its findings to the Authorities. The Authorities agreed that this would be beneficial, and the Chair suggested that it is combined in some way with the next subgroup, possibly at the pre-meet. HS2 Ltd confirmed the report will be circled with the meeting minutes.</p> <p><b>Action:</b> HS2 Ltd to organise for Gary Fuller to present the findings of the report into dust monitoring and trigger levels at the next subgroup.</p> <p><b>Action:</b> HS2 Ltd to circulate the Kings College dust trigger levels study.</p> <p>HS2 Ltd confirmed that the commitment of the project is to use current best practice and therefore the project won't be adopting the new trigger level suggested by Kings College. The report has however been submitted to the authors of the current best practice guidance (IAQM and GLA) for review. If these bodies incorporate the study in their guidance, only then would the project use the new suggested trigger level.</p> <p>There was technical discussion between the GLA and HS2 Ltd in relation to the intricacies of dust and particulate monitoring. The Chair requested that these discussions take place at the presentation by Gary Fuller, for it would a more appropriate time to have focused technical discussions.</p> <p>LBC asked whether PM<sub>2.5</sub> was investigated as part of the Kings College study. HS2 Ltd clarified that it was not part of the study as the study focused on PM<sub>10</sub> monitoring.</p> <p>LBHF asked whether the Authorities will be able to see the justification of the trigger level used at each site, as well as the dust risk level. HS2 Ltd confirmed that the risk level will be available in the monthly report.</p> <p>HS2 Ltd advise the group of an Arup report commissioned by HS2 Ltd to investigate the use of low emission vehicles in London. The report formed the evidence base for recent assurance to extend vehicle emissions standards for construction vehicles in London. The report will shortly be published on GOV.UK and a copy will be circled with the minutes of this meeting.</p> <p><b>Action:</b> HS2 Ltd to circulate the Arup low emission vehicles in London report.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
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10.	<p><b>HS2 Update</b></p> <p>HS2 Ltd presented a set of slides containing a project update.</p> <p>HS2 Ltd stated that they have engaged their Engineering Deliver Partner (EDP) to undertake further baseline sound measurements around stationary systems to help with their design. HS2 stated that the EDP would like to meet with Authorities to discuss their monitoring proposals, and that an e-mail will be issued to subgroup members detailing the proposed work ahead of these meetings.</p> <p><b>Action:</b> HS2 Ltd to email the Subgroup in relation to meeting to discuss stationary systems.</p> <p>LBC noted in response that there is a large call on Authority time and the SLA is not yet in place, and asked whether these requests can be charged to the MOU. HS2 Ltd stated that this is why HS2 Ltd had been pushing to get the SLA agreed. HS2 Ltd stated that it would seek clarification on this issue and provide a response to the Authorities.</p> <p><b>Action:</b> HS2 Ltd to clarify whether requests coming from the EHO subgroup can be charged through the SLA.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>
11.	<p><b>Forward Plan</b></p> <p>Suggested future agenda items:</p> <ul style="list-style-type: none"> <li>- Document hierarchy</li> <li>- Complaints handling</li> <li>- Experience from ongoing works – suggested 10 minute limit</li> <li>- Scope of the subgroup post Royal Assent</li> <li>- Kings College study presentation</li> <li>- Information paper E31 review &amp; Air Quality Strategy</li> </ul>	
12.	<p><b>AOB</b></p> <p>CDC asked whether IPs can be amended post Royal Assent. HS2 Ltd confirmed that the U&amp;As are fixed, however IPs can be updated post Royal Assent.</p> <p>HS2 Ltd noted that Tom Marshall from the acoustics team has left HS2. The Authorities stated that they wish to thank Tom for his previous work with the subgroup.</p> <p>The Chair asked when the updated CoCP is likely to be shared. HS2 Ltd confirmed that it needs to go through internal governance, following</p>	

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	<p>which it will be shared with the Authorities. HS2 Ltd clarified however that it won't be published until post RA.</p> <p><b>Action:</b> HS2 Ltd to circulate the updated CoCP once it has gone through internal governance.</p> <p>LBC wished to give praise to a recently received Gantt chart of the works in Camden provided by HS2 Ltd. LBC suggest that this is an effective means by which to inform residents of ongoing and upcoming works.</p> <p>The Chair raised the Terms of Reference of the subgroup which had not been formally adopted. The Chair asked for comments, and suggested that they be formally adopted. The Chair suggested that they are revisited when the activities of the subgroup change.</p> <p><b>Action:</b> HS2 Ltd to update the Terms of Reference to reflect that they have been formally adopted and to circulate to the subgroup.</p> <p>The next meeting is scheduled for Thursday the 3<sup>rd</sup> November 2016. The meeting after is provisionally scheduled for Thursday the 26<sup>th</sup> January 2017.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>
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