

Phase One Planning Forum – Highways Subgroup

Minutes #25 – 13th September 2017

Date & time:	Wednesday 13th September 2017 Authorities: 12:30 – 13:30 Forum: 13.30 – 16:00 The Hilton Warwick, Junction 15, M40, Warwick, CV34 6RE	
Chair:	Ted Allett	Chair
Promoter	Peter Tomlin	HS2 Ltd
Attendees:	Richard Adam	HS2 Ltd
	Hudson Taivo	HS2 Ltd
	Sean Cunniffe	HS2 Ltd
	Daniel Turner	HS2 Ltd
Guests:	None	
Highway Authority Attendees:	Rod Black Sarah Davis Steve Braund Nick Hopcraft Dipak Lad Adrian Malcolm David Grindley Richard Warren Julian Richardson Lee Palser Timothy Mackay Lewis Gunn Andrew Savage Keith Davenport	Buckinghamshire CC Buckinghamshire CC Chiltern & South Bucks DC Highways England Highways England London Borough of Camden Northampton CC Oxfordshire CC Oxfordshire CC Staffordshire CC Transport for London Transport for London Warwickshire CC Warwickshire CC

Item	Topic	Action Owner
1.	Introductions All attendees introduced themselves. Issues with the Agenda for Meeting #25 The chair invited HS2 Ltd to say a few words regarding the late issuing of the draft minutes and late issue of the agenda directly to the Highway Subgroup (HSG) members without having it reviewed by the Chairman first. HS2 Ltd apologised.	
2.	Review of notes and actions from last meeting Minutes and Actions from the previous meeting were reviewed. Minutes Meeting #24 Highways England noted that the documents tracker had not been issued with the minutes. Action – HS2 to issue the Technical Standards/Guidance Note etc. tracker. Post Meeting Note – The tracker was issued a day after the meeting, on 14-09-2013. LB Camden raised the issue of updating the Planning Forum Note 6 regarding confirmation that authorities along lorry routes would be notified and served with the relevant plans and documents even if they were not the approving authority.	HS2 Ltd

	<p>HS2 Ltd said that the updating of the PFN was a matter for the Planning Forum. However, it had been confirmed at previous Highway Subgroup meetings before and noted in previous minutes and Outstanding Action list that adjacent authorities would receive notifications from HS2 Ltd. This has now been extended to all authorities along a lorry route.</p> <p>LB Camden further raised that Schedule 17 pre-app discussions should include other authorities along the route, not just be copied in when planning applications were submitted. The Chair believed this was a new request and invited HS2 Ltd to consider it,</p> <p>Action: HS2 Ltd to consider LB Camden's request on Schedule 17 pre-application discussions.</p> <p>Outstanding Actions List</p> <p>Item 6/2 Rainbow maps from Nov 16, Dec 16 and July 17. Highway Authorities (HAs) expressed concern that this item has been outstanding for a long time. HS2 Ltd are looking for a resource to upload the maps on to the system.</p> <p>Action: HS2 Ltd to provide an update on Rainbow Maps at the next HSG meeting.</p> <p>Item 5/1 from May 17; Winter Gritting Routes. The requested meeting was held but the concerned HAs suggested further discussions need to be held in February 2018. HS2 Ltd noted that they have commissioned EDP to undertake a comparison of assumed lorry routes in the ES and gritting routes and will hold a follow up meeting when this has been completed.</p> <p>Action: HS2 Ltd to hold further winter plan meeting, likely to be in early 2018.</p> <p>Item 6 from May 17, Highway Subgroup Terms of Reference. This was still outstanding. HS2 Ltd to update the ToR document with the latest suggestions from HAs, give it an eB reference number and then share a clean copy of the document.</p> <p>Action: HS2 Ltd to update and circulated the ToR document to HSG members.</p> <p>Item 9c from July 17, Cancelled/Postponed Traffic Liaison Group (TLG) meetings. Some HAs repeated their concerns that meetings had been changed (both in time and place) or totally cancelled at short notices. HS2 Ltd has spoken to the relevant Traffic Managers to ensure that such incidents are avoided.</p> <p>See also AOB item on TLG meetings.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
3.	<p>Schedule 25 guidance feedback</p> <p>HS2 Ltd reported back on behalf of DfT that the feedback provided on the draft Schedule 25 guidance has been considered by DfT and was currently with their legal team for review.</p>	
4.	<p>Road Safety Fund feedback and update</p> <p>DfT has received feedback from HAs regarding the Road Safety Fund presentation at the July 2017 meeting. DfT thanks all contributions and is currently reviewing them. A recommendation will be put to Ministers this Autumn and an announcement made at that time.</p> <p>It was noted that discussions were taking place between HS2 and DfT regarding governance of the fund. It was requested by the HAs that Tom Hinds from the DfT be invited to answer any queries from HAs at a future meeting.</p> <p>Action – HS2 Ltd to put the RSF on the forward plan and invite DfT to attend to answer queries.</p>	<p>HS2 Ltd</p>
5.	<p>On-line reporting system</p>	

	<p>HS2 presented why the references in the RTMP concerning Traffic Enforcement Notices had been replaced by AssessNet (or any later reporting requirements) as the reporting tool for any incident associated with the project, including public complaints. Details are provided on the slides sent after the meeting.</p> <p>A number of queries arose concerning the complaints process and how issues were to be resolved, but this is a wider issue than dealt with in the presentation. HS2 Ltd to report back when these strategies have been fully published.</p> <p>HAs suggested that the issues raised above needed to be discussed in more detail and thus ought to be included in the agenda for the next HSG meeting.</p> <p>Action: Enforcement and Handling of Complaints to be included on the next meeting agenda.</p> <p>HAs also asked if they would have full access to the system. HS2 Ltd confirmed that this was not the case, but that incidents on the road network would be subject to review via TLG meetings.</p>	HS2 Ltd/Chair
6.	<p>Highway Condition Surveys</p> <p>HS2 Ltd presented a summary of the scope that was given to TRL and to the EDP (Engineering Development Partner) for carrying out highway condition surveys. Details are in the slides circulated after the meeting.</p> <p>HS2 confirmed that all immediate recommendations in the TRL report were being carried out, with certain matters to be considered as necessary in later years, such as frequency of further surveys.</p> <p>A key issue from the ensuing discussion was why HS2 Ltd were excluding all A roads from condition surveys unless HAs can demonstrate that specific A roads are not suitable for HS2 construction traffic. This is in accordance with the RTMP.</p> <p>The following concerns were also raised by HAs</p> <ul style="list-style-type: none"> • The full scope of work given to TRL had not been shared with the HAs prior to the work being carried out • The assumption that all A-roads were capable of carrying Heavy Good Vehicles (and thus HS2 construction traffic) was very simplistic. A more systematic risk assessment approach to determine traffic on some routes would be more suitable • HAs also disputed the examples cited in the slides which indicated that "unusual frequency of ordinary loads does not constitute extraordinary traffic" <p>As a result of these issues, HAs suggested that an agenda item would be required to explore them in more detail. HS2 Ltd agreed to include the issue on the agenda for the next meeting, but stressed that its position was unlikely to change.</p> <p>Action: HS2 Ltd to include Highway Condition Survey for A-Roads on the agenda for the next meeting.</p>	HS2 Ltd
7.	<p>HS2 Cycle Route Studies</p> <p>HS2 Ltd provided an update from the DfT regarding the National Cycleway Feasibility Study and the accompanying Technical Notes produced by Grimshaw and Associates. HS2 Ltd and DfT are not funded to implement any of the schemes in the Study. Local Authorities are encouraged to use the Study and the Technical Notes as a technical resource and seek alternative sources for funding these schemes. HS2 Ltd will also use the Study Report as a technical resource and identify which schemes in the report could be incorporated (or adapted as required) into the Main Works Civil Contracts (MWCC). These will be developed during detailed design.</p> <p>Action: HS2 Ltd to send slides with more details.</p>	HS2 Ltd

	Post Meeting Note: Slides were sent on 14-09-2017.	
8.	<p>Lorry route approvals – submissions, grounds for modifications and agreement to conditions</p> <p>HS2 Ltd noted that this item was on the agenda, to enable any immediate feedback on the submissions currently being developed.</p> <p>It was noted that it had now been agreed that the applications could be a map of routes, rather than a list of roads. This would alter the Planning Forum Note in due course.</p> <p>It was requested that HS2 Ltd provide an example showing the contents of a typical lorry route submission for approval.</p> <p>Action: HS2 Ltd to share an example of submission before the next HSG meeting.</p>	HS2 Ltd
9.	<p>Schedule 26 Lorry ban orders and permits</p> <p>HS2 Ltd noted that the operation of Schedule 26 had not been previously discussed, but was relevant to lorry routes being submitted in the near future.</p> <p>It was noted that Schedule 26 suggests that there are two type of permits – physical permits which would be displayed in the vehicle, and virtual permits which would be issued to vehicles for journeys to be made within 8 working days.</p> <p>This raised a number of issues about issuing permits and enforcement for which feedback from the HAs would be welcomed. Details provided on the slides circulated after the meeting.</p> <p>Action: HAs to provide feedback at the next meeting and, as appropriate, discuss at the next Local TLG meeting</p>	HAs
10.	<p>Highway asset data requirements (presentation)</p> <p>HS2 Ltd presented on HS2's Asset Data Requirements. All HS2 assets will be recorded on an electronic database and HS2 Ltd wants to extend this to include highway assets as well. HS2 Ltd asked HAs to consider how this can be achieved. Some of the issues to consider include the following:-</p> <ul style="list-style-type: none"> • What asset data do HAs require? • When would HAs want to receive this data? • When can HS2 Ltd and its contractors supply this data? • What industry-standard format(s) should be used to transfer data? <p>HS2 Ltd suggested setting up a Working Group comprising all authorities who would like to be involved. Most HAs already have their own asset databases. HS2 Ltd prefers to have one Working Group rather than multiple groups, but this is flexible if the authorities prefer alternative arrangements.</p> <p>Action: WCC to collate the contact details of all the HAs who wish to be involved. Details to be sent directly to Douglas Young.</p>	HAs/WCC
11.	<p>Technical standards, Guidance notes and Consent / approval forms updates.</p> <p>HS2 Ltd's responses to the comments from HAs on the above documents were circulated prior the meeting. A summary of the number of comments, issues raised and follow up actions to be taken was presented. Some of the Technical Standards and Guidance Notes will be revised to incorporate comments from the feedback received. Details are on the slides circulated after the meeting.</p>	

	<p>A slide which set out proposed information to be included on a notice regarding use of Schedule 25 powers (vehicle removals) was shown but not discussed. To be held over to the following meeting.</p> <p>Action: HS2 Ltd to update Technical Standards and Guidance Notes as and when required and update this on the documents tracker.</p>	HS2 Ltd
1.2	<p>Forward plan (update)</p> <p>The forward plan was discussed. This will be updated to include some of the issues discussed during the meeting.</p> <p>HS2 Ltd proposed moving the venue for future HSG meetings currently being held in Warwickshire to the West Midlands, preferably at HS2 Ltd's offices in Snow Hill, Birmingham. It was noted that the Planning Forum (North) meetings have already moved to Birmingham.</p> <p>Action: HS2 Ltd to confirm the venue of the next HSG meeting as soon as possible.</p>	HS2 Ltd
13.	<p>Any Other Business</p> <p>TLG meeting feedback – HAs suggested that there should be an agenda item in each meeting where feedback from the TLGs would be provided to other HSG members to ensure that everyone was aware of what was going on. At the moment only Highways England is represented at all TLG meetings so they are in a position to form an overall impression.</p> <p>Action – HS2 Ltd to include a 10 minute slot on future agendas for HAs to provide feedback on their TLG meetings.</p> <p>Contact with HS2 Ltd – A number of authorities expressed concern they were being contacted by several different people from within HS2 Ltd. They said they needed to have a contact list of the key people they need to discuss on HS2-related business. They also said the MWCC and EWC contractors were also making contact directly with the authorities seeking clarification on various issues, including application of the HS2 Act. HS2 Ltd emphasised that it has a continuing programme of briefings to make new staff, contractors and their designers aware of issues such as the Act regime for consents / approvals and the need for coordinated stakeholder engagement.</p> <p>Technical Standards, Guidance Notes and Forms. HS2 Ltd expressed concern that some of the documents being circulated after the HSG meetings were not being forwarded to the relevant departments within HAs resulting in some of the officers not being aware of the correct procedures to follow. This had the potential to delay consent applications.</p> <p>Action – HAs to ensure that the relevant officers working on Consents and other highways related matters have all the latest copies of the Technical Standards, Guidance Notes, Forms and other relevant material distributed at the HSG meetings.</p>	<p>HS2 Ltd</p> <p>HAs</p>
	<p>Meeting Ended: 16.05 Hrs</p> <p>Next Meeting on: Wednesday 8th November 2017 in London, venue to be confirmed.</p>	

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