

Phase One Planning Forum – Highways Subgroup Minutes #24 – 19th July 2017

Date & time:	Wednesday 19th July 2017 Authorities: 12:00 – 13:30 Forum: 13.30 – 16:00 The Holiday Inn, Carburton St, London, W1W 5EE	
Chair:	Ted Allett	Chair
Promoter Attendees:	Peter Tomlin Richard Adam Chris Whitworth	HS2 Ltd HS2 Ltd HS2 Ltd
Guests:	Tom Hinds	DfT
Highway Authority Attendees:	Craig Newton Sarah Davies Rod Black Christopher Simpson Muthiah Gunarajah Nick Hopcraft Martin Steward Dipak Lad Adrian Malcolm Julian Richardson Lee Palser Lewis Gunn Andrew Savage Keith Davenport	Birmingham City Council Buckinghamshire CC Buckinghamshire CC Hertfordshire CC Hertfordshire CC Highways England Highways England Highways England London Borough of Camden Oxfordshire CC Staffordshire CC Transport for London Warwickshire CC Warwickshire CC
Apologies:	Hudson Taivo Jenny Foster	HS2 Ltd Hertfordshire CC

Item	Topic	Action Owner
1	Introductions All attendees introduced themselves, with the chair welcoming a number of attendees for the first time.	
2a	Review of notes and actions from last meeting Minutes and actions from previous minutes were reviewed. The following issue was raised: From Item 7 of Meeting No #23 additional item 7) c. Action for resulting enforcement procedures Assessnet – explanation required on how the enforcement procedures will work. Action: Explanation of the enforcement procedures required for next meeting #25.	HS2 Ltd

<p>2b</p>	<p>Additional item - Road safety fund update</p> <p>DfT Presented on the Road Safety Fund and outlined detailed on the presentation slides:</p> <ul style="list-style-type: none"> • Background to road safety fund • Key question: Method of distribution, allocations and timing of payments • Next steps <p>Key aims and considerations where outlined:</p> <ul style="list-style-type: none"> • Leave a legacy of improved road traffic risk identification and safety improvement along the route • Support road safety schemes in the non-urban local authority areas along the Phase One line of route • Minimise any additional administrative burden • Consider the most appropriate mechanism • How the funding will be allocated and timings <p>Discussions covered the options for distributing funding including bid, as in CEF/BLEF, an OPTEMs-type approach (Olympic Park mitigation fund distribution) or a pre-set allocation with advantages and disadvantages explored.</p> <p>Action: Presentation slides circulated after meeting.</p> <p>Action: Feedback direct to Tom Hinds, DfT required for the 11th August.</p>	<p>HS2 Ltd</p> <p>HAs</p>
<p>3</p>	<p>Highway subgroup terms of reference</p> <p>HS2 Ltd current version No 2; version No 3 will include additional comments from Hertfordshire.</p> <p>Action: Updated document to be circulated before for next meeting.</p>	<p>HS2 Ltd</p>
<p>4</p>	<p>Schedule 25 guidance</p> <p>DfT clarified that the guidance which is statutory but not law and thus is guidance and not necessarily required to be followed.</p> <p>HS2 Ltd noted that an update on the RTMP had been included, concerning the removal of vehicles will be discussed via local TLG meetings in due course.</p> <p>Action: Comments required by 11th August.</p> <p>Highways England requested clarification about position of Schedule 25 with regard HE roads.</p> <p>Action: HS2 to contact Highways England to clarify.</p> <p>Action: Outline proposal to be provided on the "notice" that is required to be given before utilising Act powers.</p>	<p>HAs</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
<p>5</p>	<p>Highway asset data requirements</p> <p>HS2 Ltd introduced the subject of highway data asset requirements and the need for agreement on the handling of data including what asset data is required, when and in what format.</p> <p>Due to agenda constraints, the main presentation will be given at the next sub-group meeting (including a Q and A session), and possibly a follow-up workshop for subject matter experts from some or all authorities.</p> <p>Action: Presentation to be arranged for the next sub-group meeting #25.</p> <p>Action: Consideration to be given to the questions noted on the presentation slides for the next meeting to be collated for the 18th August for consideration.</p>	<p>HS2 Ltd</p> <p>HAs</p>

<p>6</p>	<p>Highway maintenance agreement</p> <p>HS2 Ltd presented on highway maintenance agreement as detailed on presentation slides.</p> <p>Draft V18 circulated on 18th June and response to comments circulated.</p> <p>HS2 Ltd's Legal & Company Secretariat to formalise form of agreement, contractors will prepare schedules for inclusion with individual agreements between each highway authority and Railway Operations directorate as future maintainer. The agreement comes into effect 12 months after practical completion or first opening traffic (whichever is the later), but different roads will open at different times so schedules may need to be updated in stages. The current version incorporating two final actions is 18a.</p>	
<p>7</p>	<p>Technical standards</p> <p>Update on comments for the following standards:</p> <p>Temporary Works – comments due 30/06/17 a number received.</p> <p>Retaining Structures – comments due 30/06/17 a number received.</p> <p>HS2 Train Load Models for Civil Engineering Design – comments due 18/07/17 none to date.</p> <p>Date for comment on all three standards extended to 28th July further to request for extension from HAs.</p> <p>Uploading to GOV.UK on hold pending planned new HS2 website.</p> <p>Action – HS2 response to comments to be circulated, draft responses to comments be added to agenda item at the next meeting #25.</p>	<p>HS2 Ltd</p>
<p>8</p>	<p>Guidance notes</p> <p>HS2 Ltd noted some missing comments from Highways England on the Road Safety Audits guidance note which will be incorporated in version Po3.</p> <p>Highway Boundary Considerations and Bridge Maintenance Demarcation Lines - comments date extended now due by 28th July.</p> <p>NRSWA on e/B review issue expected soon, Technical Approval of Highway Structures and Temporary Works on or near Highways due before next meeting #25.</p> <p>Highway Earthworks Approvals / Certification – new document in preparation.</p> <p>Possible need for a Traffic Regulations Orders being considered, if required to supplement the DfT's Schedule 25 guidance.</p> <p>Uploading to GOV.UK on hold pending planned new HS2 website.</p> <p>Action – HS2 response to comments to be circulated, draft response to be added to agenda item at the next meeting #25.</p>	<p>HS2 Ltd</p>
<p>9</p>	<p>Consent / approval forms</p> <p>HS2 Ltd presented on update on consents and approval forms permanent works, the forms will be submitted by the contractor. HW1 will be issued with minor refinement further to comments received.</p> <p>PHW2 (now HW2) and PHW3 (now HW3) also being updated following comments received.</p> <p>Action – HS2 response to comments to be circulated for PHW2 and PHW3.</p> <p>Further forms HW4 – HW11 are in planning for progression.</p> <p>Discussion on quality and assurance of the work was raised by highway authorities, HS2 Ltd noted that construction had to be completed to the reasonable satisfaction of the highway authority under the Act.</p>	<p>HS2 Ltd</p>

	<p>Highway authority query on site visits, HS2 Ltd noted that highway authorities are allowed to visit site during construction under the Act.</p> <p>It was noted that the temporary interference (TM1) submission form was being revised by HS2 Ltd following comments as they are now being used. For the certificate of satisfactory completion of temporary works, the same form used for permanent will be considered for use.</p> <p>If commencement of works are not being notified by EToN, then a notice will be issued.</p> <p>Current EtoN service provision through EDP – consideration will be given in future to procure direct with the service provider, the contractor being responsible for entering notice on EtoN.</p> <p>Concerns were expressed by the highway authorities with respect to the consents that the sharing of information was poor and un-coordinated, this related to a Schedule 17 with concerns raised on access suitability. HS2 stated the access is not a Schedule 17 consents issue and noted that these should be dealt with bilaterally at the area and sector level. However, any general issues can be raised for discussion but these should be tabled before the meeting for consideration.</p> <p>Highway authorities asked HS2 Ltd to reissue the document tracker.</p> <p>Action – HS2 to reissue document tracker.</p>	<p>HS2 Ltd</p>
<p>10a</p>	<p>Project update</p> <p>HS2 Ltd presented on update the programme, the award of the various civil contractors for Phase One works to four joint ventures covering the seven sectors.</p> <p>HS2 confirmed the Hybrid Bill for Phase 2a had been deposited which will involve the addition of two further highway authorities, Shropshire and Cheshire East, and is available on line at parliament.uk. The final announcement of Phase 2b route had also been made.</p>	
<p>10b</p>	<p>Forward plan:</p> <p>On the horizon currently includes highway asset data, forms and comments, Feb 2018 RTMP update, new burdens assessments, enforcement arrangements and control.</p> <p>Action: Consideration to be given feedback as to what is next for the group and priorities.</p> <p>Future possible agenda concerning direction signing to worksites.</p> <p>Action: Agreed Agenda for next meet #25: Highway condition surveys.</p>	<p>HAs</p> <p>HS2 Ltd</p>
<p>11</p>	<p>Any Other Business</p> <p>HS2 Ltd Draft Lorry Route assessment report will be issued to MWCC contractors in order to inform the preparation of ROMIS plans for next year. The EWC LTMPs have not been developed as expected since the EWC works are being let on packages and therefore individual packages may generate short LTMPs, which may then need to be included into later area-wide LTMP documents.</p> <p>Highway Authorities expressed concerns regarding lack of sight of ROMIS plans. HS2 explained that these would be prepared once MWCCs had confirmed their proposed lorry routes in LTMPs.</p> <p>If early routes were required, then EWC or others may prepare a short ROMIS statement.</p> <p>Highway Authorities asked for update on the inclusion of A roads in the Highway condition surveys HS2 Ltd informed the forum that they would not be included as part of the process.</p> <p>Highway authorities expressed concern of exclusion due to expectation of inclusion raised by TRL. It was noted by HS2 that the Highway Conditions Surveys will be commenced in the next few weeks by the Engineering Delivery Partner.</p> <p>Chair informed the group of the retirement of Martin Steward from Highways England, a warm thanks was given by the chair for the persistence and contribution to the forum with well wishes from all on an enjoyable retirement.</p>	

	<p>Meeting Ended at 16.15 Hrs</p> <p>Next Meeting No #25: 13th September, venue Warwick Hilton</p> <p>Provisional meeting forward dates: #26 on 8th November and #27 on 10th January 2018.</p>	
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