

## Phase One Planning Forum – Highways Subgroup Minutes #23 – 24<sup>th</sup> May 2017

<b>Date &amp; time:</b>	<b>Wednesday 24<sup>th</sup> May 2017</b> <b>Authorities: 12:00 – 13:00</b> <b>Forum: 13.30 – 16:00</b> <b>The Hilton Warwick, Junction 15, M40, Warwick, CV34 6RE</b>	
<b>Chair:</b>	Ted Allett	Chair
<b>Promoter</b> <b>Attendees:</b>	Peter Tomlin Richard Adam Hudson Taivo	HS2 Ltd HS2 Ltd HS2 Ltd
<b>Highway Authority</b> <b>Attendees:</b>	Craig Newton Laura Leech Rod Black Jenny Foster Christopher Simpson Muthiah Gunarajah Nick Hopcraft Martin Steward Dipak Lad Adrian Malcolm David Grindley Richard Warren Lee Palsler Timothy Mackay Andrew Savage Keith Davenport	Birmingham City Council Buckinghamshire CC Buckinghamshire CC Hertfordshire CC Hertfordshire CC Hertfordshire CC Hertfordshire CC Highways England Highways England Highways England London Borough of Camden Northampton CC Oxfordshire CC Staffordshire CC Transport for London Warwickshire CC Warwickshire CC

Item	Topic	Action Owner
1	<p><b>Introductions and Meeting Start Time</b></p> <p>All attendees introduced themselves.</p> <p>HS2 Ltd representatives arrived for the meeting at 13.30 Hrs (as stated in the calendar invite) but the Agenda stated that the meeting should have started at 13.00Hrs (with pre-meeting at 12.00Hrs). Apologies were given by HS2 Ltd for the confusion.</p> <p><b>Action:</b> HS2 Ltd to ensure that in future there is no misalignment between the Agenda and the calendar invite.</p>	HS2 Ltd
2	<p><b>Review of notes and actions from last meeting</b></p> <p><b>a) Late Minutes and Agendas for meetings</b></p> <p>The Chair stated that the minutes for the previous meeting were issued very late; almost seven weeks after the previous meeting and just over a week before the next meeting. The agenda was also issued late. HS2 Ltd apologised for the delay in issuing the minutes and assured the Highway Subgroup that future minutes will be issued in reasonable time. See also Item 6 of these minutes.</p> <p><b>b) Review of the previous Minutes</b></p> <p>Minutes and actions from previous minutes were reviewed. The following issue was raised:</p> <p>From Item 5b) of Meeting No. 22 Highways England stated that the <b>Post Meeting Note correction</b> about the number of bridges crossing the HE assets in the Enabling Works Contract should state 4 rather than 3 bridges. HE had previously stated that there were 5 bridges.</p>	

	<p>HS2 Ltd suggested that no correction of the minutes was required: the number of bridges stated was correct at the time of writing the minutes and the scope of works is still evolving.</p> <p><b>c) From the Outstanding Actions</b></p> <p><b>i) Lorry Routes</b> – Item 5 from the February meeting stated that a Planning Forum Note (PFN) will clarify that all Authorities along a lorry route will be notified on submission. However, Highway Authorities stated that they don't have any written confirmation that they are able to approve lorry routes outside their areas. They want this fact to be minuted and confirmed in writing.</p> <p><b>Action</b> – HS2 Ltd confirmed that Highway Authorities approve lorry routes outside their areas in accordance with the Act. This will be reflected in the planning forum note or a letter confirming this; the final version of these minutes can also be used as written confirmation.</p> <p><b>ii) Routewide Traffic Management Plan (RTMP)</b> – Item 4a from the March meeting. Highway Authorities wanted to know if there will be further discussion or agenda item on the RTMP comments sent to HS2 Ltd. HS2 Ltd stated that responses to the comments have been issued, and that the RTMP has already been subject to consultation. Therefore it is not proposed to have a further agenda item on the comments received.</p> <p>However, HAs proposed that at least an annual review of how any specific issues within the RTMP are working in practice is required. HS2 Ltd agreed that this can be put on the forward plan.</p> <p><b>Action:</b> HS2 Ltd to include an annual review of the RTMP in the forward plan.</p> <p><b>iii) Winter Gritting</b></p> <p>The planned meeting to discuss winter gritting routes is still to happen. HS2 Ltd had proposed to have the meeting in August when the scope of enabling works would be better defined and following appointment of MWCC contractors. However, Highway Authorities proposed end of June as a more appropriate time in order to allow for planning and procurement etc.</p> <p><b>Action</b> – HS2 Ltd to arrange a meeting at the end of June to discuss Winter Gritting with NCC, WCC and LBC.</p> <p><b>Post Meeting Note</b> – it is understood that discussion on winter gritting in Hertfordshire relates to new roads (Schedule 33), not gritting on lorry routes.</p> <p><b>iv)</b> All other issues on the Outstanding Actions list were either confirmed as complete, ongoing or were discussed in detail during the meeting.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
<p>3</p>	<p><b>Guidance Notes and Update</b></p> <p>HS2 Ltd presented an update on the status of the Guidance Notes that have been shared or are planned to be shared with the Highways Authorities. The ones discussed were:</p> <ul style="list-style-type: none"> <li>• Temporary Works on or near Highways – which should be ready for review by the next meeting</li> <li>• Bridge Maintenance Demarcation Lines – also to be ready for review by the next meeting</li> <li>• Highway Boundary Considerations – already sent to the HSG members. Comments for this should be sent to HS2 Ltd alongside those for the Bridge Maintenance Demarcation Line Guidance Note since these two are related.</li> <li>• Technical Approval of Highway Structures – currently in second draft within HS2 Ltd.</li> </ul> <p>A tracker with the status of these and other Guidance Notes was issued prior to the meeting.</p> <p><b>Action:</b> HS2 Ltd to issue the above Guidance Notes as soon as they are ready.</p> <p><b>Action:</b> An updated version of the 'Guidance Note – Road Safety Audits' responding to previous HSG comments will also be circulated for information shortly.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>

4	<p><b>Highway Maintenance Agreement</b></p> <p>HS2 Ltd provided an interim update on the comments received from the Highway Authorities on the latest version of the Highway Maintenance Agreement.</p> <p>It is hoped that a final update can be provided by the end of week ending 02/06/2017.</p> <p><b>Action:</b> HS2 Ltd to issue Highway Maintenance Agreement Version 18 to the Highway Authorities.</p>	HS2 Ltd
5	<p><b>a) Forms</b></p> <p>HS2 Ltd provided an update on the current status of Consent and Approval Forms HW1, HW2 and HW3 as well as other planned forms. Details of Hw1, 2 &amp; 3 are summarised in the slides circulated with the minutes. HW1 had already been sent out for the Highway Authorities' comments. HW2 and HW3 will be circulated a few days after the meeting. Responses to be sent directly to HS2 Ltd by the 30/06/2017.</p> <p><b>Action:</b> HS2 Ltd circulated forms HW1, HW2 and HW3 to the HSG on the 25<sup>th</sup> of May 2017. Therefore the action is on the Highway Authorities to send comments by the 30<sup>th</sup> of June. Comments can be sent directly to the HS2 Planning Forum email address.</p> <p><b>b) Temporary / permanent consents and approvals</b></p> <p><i>(This item was not on the published agenda – but added as it helps explain the use of Forms)</i></p> <p>Most provisions of Schedule 4 and 33 Part 1 of the HSR Act can apply to both temporary and permanent works if the need arises. To help clarify this, HS2 Ltd presented some typical sketches where temporary or permanent consents might be required and what forms to use in each situation. These sketches are included in the slides provided with these minutes.</p> <p><b>i) What is the difference between a consent and an approval?</b></p> <p>Highway Authorities wanted to know. HS2 Ltd explained that 'consents' and 'approvals' are not further defined beyond the words as used in the Act. However, in general terms consents refer to the actual construction of the works, while approvals refer to the submissions (of plans and specifications, for example). These approvals are not expected to be detailed technical checks as submissions will have already been through HS2 Ltd's design review process.</p>	HAs
6	<p><b>Review of Highway Subgroup Terms of Reference (ToR)</b></p> <p>The Chair proposed some changes to the Highway Subgroup ToR as circulated in an email from HS2 Ltd on the 18<sup>th</sup> of May. Some of the suggested changes included changing reference to the Highways Agency and replacing it with their new name of "Highways England" and changing the frequency of meetings from every six weeks to every two months. The changes were sent via a Word document as tracked changes. All HSG members present were supportive of the proposed changes. The Chair invited further comments on the draft ToR.</p> <p>The Chair also highlighted the current position in the ToR regarding the issuing of minutes and agendas for the HSG meetings. Draft minutes should be issued within two weeks of the date of the meeting. The agenda should be issued at least two weeks before the date of the next meeting. HS2 Ltd agreed to seek to meet these targets.</p> <p><b>Action:</b> HS2 Ltd will get an eB* reference number for the ToR once finalised, and circulate them to the HSG members.</p> <p>(*eB stands for enterprise Bridge – a document control system using by HS2 Ltd).</p>	HS2 Ltd
7	<p><b>General Update given Purdah</b></p> <p><b>a) Road Safety Funds</b></p> <p>DfT has been asked to make a presentation to the next HSG meeting in July, requiring an earlier start time.</p>	

	<p><b>Action:</b> Next meeting planned to start at 12.00Hrs not 12.30Hrs. It will be in London at a venue still to be confirmed.</p> <p><b>b) Schedule 25 TRO - DfT Guidance Note</b></p> <p>The Draft Guidance Note on TROs has been published by DfT. Comments from Highway Authorities have been requested. Formal consultation close on the 11<sup>th</sup> of August and comments should be sent to <a href="mailto:TROs@hs2.org.uk">TROs@hs2.org.uk</a>. Comments should be sent to Warwickshire CC who will then pass on a combined comments document to the TROs email address. It was requested that the comments include the whether the Note would be published as Statutory Guidance?</p>	<p>HAs</p> <p>HAs</p>
8	<p><b>Forward Plan</b></p> <p><b>a) Temporary Traffic Management</b></p> <p>HS2 Ltd presented an updated indicative Temporary Traffic Management plan, up to the commencement of MWCC works.</p> <p>It was pointed out that some of the text in the boxes on the plan were truncated mid-sentence.</p> <p><b>Action</b> – HS2 Ltd to correct the typos on the plan before sending out the slides.</p> <p><b>b) Condition Surveys</b></p> <p>As a follow up discussion, Highway Authorities queried why the RTMP currently excludes all A-roads from condition surveys. Highway Authorities consider that the excessive levels of traffic using their network necessitate the need for condition surveys before works start. Highway Authorities also remembered that Hs2 Ltd had stated that they accepted the TRL methodology which had been discussed at an earlier Subgroup meeting. That methodology, the Highway Authorities said, did not exclude A-roads from condition surveys.</p> <p>HS2 Ltd explained that the SRN and A-roads (unless subjected to extraordinary traffic loadings) have been excluded from condition surveys, as stated in version 1 the RTMP. As a rule, Highway Authorities are assumed to provide and maintain A roads to cater for heavy traffic in accordance with their road hierarchy and that they are suitable for use. Therefore, there are no plans to include A-roads in the condition surveys. HS2 Ltd accepted the TRL recommendations only as far as the methodology is concerned. As a result there is currently no action required by HS2 Ltd, but the routes to be surveyed will be discussed with each Highway Authority later this year.</p>	<p>HS2 Ltd</p>
9	<p><b>Any Other Business</b></p> <p><b>a) Railway Loading</b></p> <p>Highways England reminded HS2 Ltd that there was a promise at a previous HSG meeting to share a document/technical standard for Railway Loading with the HSG.</p> <p><b>Action</b> – HS2 Ltd to share the 'Technical Standard - Train load models for civil engineering design' with the HSG once it has been through internal governance.</p> <p><b>b) Derailment Protection and other standards</b></p> <p>HS2 Ltd will discuss its approach to derailment protection at a future HSG meeting to explain how this has been incorporated into the bridge technical standards. HS2 Ltd also stated that there are two further technical standards which may be of interest to the HSG. These are on Retaining Structures (not restricted to highways) and on Temporary Works (also not restricted to highways).</p> <p><b>Action:</b> HS2 Ltd to include derailment containment on the tracker for future discussion at the HSG.</p> <p><b>Post Meeting Note:</b> HS2 Ltd has circulated the two technical standards above; sent out by email on the 25/05/2017.</p> <p><b>c) Compliance with Traffic Enforcement</b></p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>

	<p>LB Camden wanted clarification on how Traffic Enforcement Notices (TENs) will be dealt with through the RTMP. HS2 Ltd explained that TENs were included for non-compliance with the RTMP as at the time the RTMP was 1st drafted, it was not known what procedures would apply for recording/reporting non-compliance. The compliance notification procedure is currently Assessnet and therefore the RTMP has been amended accordingly.</p> <p><b>d) Issues with Traffic Liaison Groups</b></p> <p>Some Highway Authorities highlighted issues they were having with TLG meetings, for example meetings being cancelled at short notice and agendas and meeting minutes being issued late. Highway Authorities pointed out that in one case they engaged consultants to attend these TLG meetings, so if a meeting is aborted they still had to pay the costs.</p> <p><b>Action:</b> Highway Authorities to record all instances where meetings have been cancelled. Andrew Savage of Warwickshire CC will collate all issues and forward to HS2 Ltd.</p> <p><b>e) ROMIS Plans</b></p> <p>Highway Authorities stated that it would be of great benefit to them if they had some early sighting of the ROMIS plans. This would help in their planning and resourcing. HS2 Ltd explained that the programme for issuing ROMIS plans is outlined in the Temporary Traffic Management indicative programme presented at the meeting. The current plans shows that ROMIS plans for EWC will start to be available from mid-August 2017.</p> <p><b>f) Feedback to HS2 Ltd – Spreading the timeframes for feedback/comments</b></p> <p>Highway Authorities requested HS2 Ltd to stagger the dates when they wanted Authorities to provide feedback or comments about various documents to them. HS2 Ltd agreed.</p>	<p>HAs</p> <p>HS2 Ltd</p>
	<p><b>Meeting Ended at 15.45 Hrs</b></p> <p><b>Next Meeting on:</b> 19<sup>th</sup> July in London, venue to be confirmed. <b>Please note the 12.00Hrs start for the pre-meeting.</b> The regular meeting will start at 13.30Hrs as usual.</p>	