

Phase One Planning Forum – Highways Subgroup

Minutes #27 – 10th January 2018

Date & time:	Wednesday 10th January 2018 Authorities: 12:30 – 13:30 Forum: 13.30 – 16:00 HS2 Offices, 2 Snow Hill Queensway, Birmingham, B4 6GA.	
Chair:	Ted Allett	Chair
Promoter Attendees:	Peter Tomlin Richard Adam Hudson Taivo Sean Cunniffe Daniel Turner Tom Hinds	HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd Department for Transport
Guests:	N/A	N/A
Highway Authority Attendees:	Lewis Gunn Dipak Lad Nick Hopcraft Carolyn Burrows Gez Romano Andrew Savage Sarah Davis Rod Black Laura Leech James Hodson Christopher Simpson Julian Richardson Lee Palser David Grindley Chris Young Luke Keen Adrian Malcom	Transport for London Highways England Highways England Warwickshire County Council Warwickshire County Council Warwickshire County Council Buckinghamshire County Council Buckinghamshire County Council Buckinghamshire County Council M6 Toll Hertfordshire County Council Oxfordshire County Council Staffordshire County Council Northamptonshire County Council Birmingham City Council Birmingham City Council London Borough of Camden

Item	Topic	Action Owner
1.	Introductions All attendees introduced themselves.	
2.	Review of notes and actions from last meeting Minutes and Actions from the previous meeting were reviewed and accepted. <u>Outstanding Actions List</u> Nov 16 / Dec 16/ July 17, item 6 /2, some HA's reported that they had not received Rainbow maps, that HS2 reported should have now been issued to most HA's. Action – HS2 to evidence who the Maps were sent to and when. Update to be provided at the next meeting.	HS2 Ltd

3.	<p><u>Road Safety Fund</u></p> <p>A Road Safety Fund Update was presented by DfT and HS2 Ltd (see presentation sides) This update gave back ground information on how allocations to various HAs was decided, informed on what the fund could be used for, how it will be managed, and how HAs will be able to apply for the funding.</p> <p>Action – Highway Subgroup Members need to make sure that their respective council members are aware of the scope of the RSF.</p> <p>Action – The proposed RSF application document form, and Secretary of State and HS2 Minister statements regarding the purpose of the fund to be circulated.</p> <p>Action – The issue of VAT and if this is included within the RSF allocations needs to be investigated, and findings shared.</p> <p><i>Post meeting note:</i></p> <p><i>DfT has approved the following statements about the RSF:</i></p> <ul style="list-style-type: none"> • <i>The Road safety fund will be used to make improvements in places along the line of route – for instance to support traffic calming, safer junctions or better pedestrian crossings.</i> • <i>To help improve road and cycle safety.</i> • <i>The cash can be used for traffic calming measures, safer pedestrian crossings or safer junctions for cyclists, pedestrians and drivers.</i> • <i>Will mean a legacy of road and cycle safety improvements for people who live and work along the HS2 route between London and the West Midlands.</i> • <i>Money will see areas up and down the route benefit from high quality road and cycle safety projects.</i> • <i>Ensure that the new funding leaves a positive local legacy of improved road safety for communities once HS2 is complete.</i> • <i>Authorities must ensure that improvements made leave a lasting legacy of road safety.</i> • <i>This will help provide a legacy of improvements for areas adversely affected by Phase One traffic.</i> <p><i>The proposed fund request form has also since been circulated to the highway subgroup.</i></p>	<p>HA's</p> <p>HS2 Ltd (everywhere)</p> <p>HS2 Ltd</p>
4.	<p><u>HS2 Cycling Provision Update</u></p> <p>HS2 Ltd presented an update (see presentation slides). This included an update of what has happened since September 2017, including the review of the National Cycleway Feasibility Study reports by HS2 Ltd and the possibility of HAs being able to use funding from the Road Safety Fund to implement some of the schemes in the Feasibility Report.</p>	
5.	<p><u>Feedback received following last meeting</u></p> <p>HS2 Ltd presented feedback and progress of the following items (see presentation slides):</p> <ul style="list-style-type: none"> • Indicative Lorry Route submissions • Requests for additional highway condition surveys • Form of notification for vehicle removals 	

	<p>The subject of LTMPs was then discussed. Some HA's reported that they believed that HS2 works had commenced without a relevant LTMP being in place as required by the Code of Construction Practice.</p> <p>Action – Investigate and report to the next meeting</p>	HS2 Ltd
6.	<p><u>Lorry Route Approvals</u></p> <p>Schedule 17 applications were discussed with regards to the required LTMP. One authority noted that an application was being prepared and discussed, but indicated that no relevant draft LTMP had been submitted to it for consultation on the relevant lorry routes.</p>	
7.	<p><u>Technical Standards / Guidance Notes / Forms</u></p> <p>HS2 Ltd gave a presentation on what Documents, notes, and forms had been updated, and on their progress to being accepted (See presentation slides). The following Technical Standards were updated or are being updated:</p> <ul style="list-style-type: none"> - Roads - Public Rights of Way - Temporary Works - Retaining Structures <p>The following Guidance Notes were updated or are being updated:</p> <ul style="list-style-type: none"> - Application of NRSWA to HS2 - Technical Approval of Highway Structures - Altering the Public Rights of Way Network - Highway Earthworks Approvals / Certification - Technical Approval of Temporary Works with Highways Interface - Bridge Maintenance Demarcation Lines - Highway-related Departures - Road Safety Audits <p>In the discussion on the new Guidance Note on stopping up of Highways, highway authorities raised the concern that some of the stopped up highways could end up being used for fly tipping. HAs suggested that best practice on designing out chances for fly tipping be included in the guidance note.</p> <p>The following consent/approval forms were updated</p> <ul style="list-style-type: none"> - HW1 – Approval of Roads - HW4 – Notice for Permanent Access - HW5 – Consent for Permanent Access - HW8 – Reasonable Satisfaction Certificate - HW9 – Date of Completion Certificate - HW10 – Approval of Tunnels <= 8m - HW11 – Consent for Tunnels <= 2m - HW12 – Property of Highway Authority - HW13 – Soil Deposition, Storage of Plan 	
8.	<p><u>Feedback from Local TLGs</u></p> <ol style="list-style-type: none"> 1. A highway authority noted that there were no minutes being circulated for TLG meetings, but only an action log. <p>HS2 Limited confirmed that the TORs for the meetings refer to minutes, but it may have been agreed that action logs are acceptable. If highway authorities wish to have minutes, then HS2 need to do them.</p> <p><i>Post-meeting note: for this TLG meeting, an action log had been agreed.</i></p>	

	<p>2. A generic complaint about late issue of information for discussion</p> <p>HS2 Limited noted that the need to issue material before a meeting for review would depend on the scope of the information being provided, such as the scope of works which were being discussed.</p> <p>3. Contractors going to highway authorities as "business as usual".</p> <p>HS2 Limited noted that a number of workshops had been undertaken with contractors on HS2 processes etc, with more planned. However, when a new person in a sub-contractor gets involved, they may not have been appropriately briefed. Where this is the case, authority to send back to HS2.</p> <p>4. Differences in approaches to TLG meetings</p> <p>HS2 Limited noted that TLGs would need to evolve as appropriate and that HS2 Ltd should not be prescriptive as to how TLGs are managed.</p> <p>Action – In each case, the points to be raised with the Area Traffic Managers</p>	HS2 Ltd
9.	<p><u>Forward Plan</u></p> <p><u>Items currently on the forward plan are:</u></p> <ul style="list-style-type: none"> • Technical Standards / Guidance Notes / Forms. • Road Safety Fund. • Annual Review of the operation of the RTMP, to be included on the agenda for Feb / Mar. • Winter Plan Meeting to be held early 2018. <p>Items that were added to the forward plan are:</p> <ul style="list-style-type: none"> • Consents and Approvals updated procedure • See the September slides for other items 	
10.	<p><u>AOB</u></p> <p>HA's asked for an update on EToN, HS2 Limited reported that Franklin Streetworks had been appointed by the EDP to provide a service where contractors had not the capability, for submission of notices for works which are not streetworks.</p> <p><i>Post meeting note: a follow up meeting with Franklin Streetworks has pointed to a number of requirements concerning how highway authorities deal with notices so that they are compatible with the disapplication of NRSWA and the complete disapplication of permitting under the TMA. HS2 Ltd will prepare guidance setting out how highway authorities would need to manage notices using EToN and then trial the service accordingly.</i></p> <p>A highway authority raised the issue of contractors requiring consents and enforcement action to be taken if no consents under Schedule 4, or as necessary NRSWA was in place. HS2 stated that if this was the case, than normal legislation applies.</p> <p>Action – An update on Highway Asset Data will be given at the next meeting.</p>	HS2 Ltd
11	<p><u>Next meeting:</u> 21/03/18 in London, venue to be confirmed.</p>	HS2 Ltd

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