

# **HS2 Phase 2a Planning Forum: Highways Sub-group**

## **TERMS OF REFERENCE**

### **1 Preamble**

Ordinary meetings (Section 2 of these Terms of Reference) are those meetings which occur throughout the year at least until the completion of HS2 Phase 2a Main Civil Works (see 2.4 below), and whose membership is set out at 2.1 below.

Extraordinary meetings (Section 3 of these Terms of Reference) are those meetings which occur annually until the completion of HS2 Phase 2a Main Civil Works and whose membership is set out at 3.1 below.

### **2 Ordinary meetings**

#### **2.1 Membership**

- HS2 Ltd staff;
- Department for Transport representatives;
- Local highway authority officers;
- Highways England;
- Other relevant authority representatives, agreed by the membership;
- Other representatives as appropriate and where relevant to the agenda items for discussion.

#### **2.2 Purpose**

The Ordinary meetings of the Highways Sub-group of the HS2 Phase 2a Planning Forum has been established to:

- facilitate engagement between members on route-wide common interest matters related to local highway authority roads and public rights of way;
- seek agreement on a common approach to route-wide principles, standards, practices and processes associated with highway consents and approvals;
- present recommendations on highway-related planning consents and approvals to the Planning Forum as appropriate;
- identify and discuss areas of common interest and concern to local highways authorities along the whole line of route; and
- progress matters as raised and directed by the relevant Select Committee during the passage of the HS2 Phase 2a Bill through Parliament.

The nature of matters to be addressed by the sub-group may evolve as the project develops. It is not the purpose of the Highways Sub-group to discuss location specific issues and mitigation, which will be considered through bilateral meetings.

#### **2.3 Forward programme**

The Highways Sub-group shall develop and keep updated a forward programme of topics to be discussed. The forward programme should be considered at each meeting.

Parish Councils along the line of route may request that topics are considered by the Highways Sub-group. Such requests can be sent from Parish Councils to the relevant local highway authority to enable any new topics to be added to the forward programme, as appropriate.

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Districts Councils along the line of route may request that topics are considered by the Highways Sub-group through their membership of the Planning Forum.

### **2.4 Meetings**

The Highways Sub-group will meet as necessary at approximately eight-weekly intervals at least until the completion of HS2 Phase 2a Main Civil Works. As Main Civil Works conclude, it is expected that Highways Sub-group meetings will reduce in frequency and conclude as train testing commences. HS2 Ltd will chair the meetings and provide secretariat support. The business of each meeting will include:

- Agree minutes of the previous meeting;
- Review progress and actions, including any updates from the Planning Forum;
- Discussion of topics as listed on agenda including papers circulated in advance;
- Agree actions, action owners and target dates;
- Review and update the forward programme;
- Agree date, time and place for next meeting.

Where practicable, meetings will rotate between the local highway authorities directly affected by Phase 2a of the Proposed Scheme. If possible, meetings will include facilities for dialling in and displaying presentation slides. If a highway authority is not able to provide a meeting facility, meetings will be held at 2 Snow Hill, Birmingham.

### **2.4 Timescales and performance**

HS2 Ltd and Highways Sub-group members agree to the following timescales:

- Draft meeting minutes and any material discussed from the previous sub-group meeting (including presentation slides and agreed changes to the forward agenda) to be circulated by HS2 Ltd within two weeks after the meeting.
- Draft Agenda for the following sub-group meeting to be circulated by HS2 Ltd two weeks before the meeting;
- Agenda item requests and material for circulation to be provided to the secretariat five working days before the meeting in order for the agenda to be finalised and attachments circulated;
- Final agenda and any materials for discussion to be circulated by HS2 Ltd three working days prior to a sub-group meeting.

Circulation of minutes and forward programme will be to the Highways Sub-group attendees and others as agreed by members. Minutes and other material will be published online as soon as practicable to do so.

## **3. Extraordinary meetings**

### **3.1 Membership**

- HS2 Ltd staff;
- Department for Transport representatives;
- Local highway authority officers;
- Parish and District Councils along the line of route and other parishes which may be directly affected by construction. The Councils to be invited will be nominated by the highway authorities along the line of route. One representative from each Parish and District Council will be invited to attend.

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### **3.2 Purpose**

The Extraordinary meetings of the Highways Sub-group of the HS2 Phase 2a Planning Forum has been established to:

- provide an additional opportunity for community engagement on route-wide common interest matters related to traffic and highways to be represented;
- facilitate engagement with Parish and District Councils on route-wide common interest matters related traffic and highways.

The nature of matters to be addressed at the annual extraordinary meeting may evolve as the project develops. It is not the purpose of the annual extraordinary meeting (nor any Highways Sub-group meeting) to discuss location specific issues and mitigation, which will be considered through bilateral meetings.

### **3.3 Invitations and requests for agenda items**

Invitations to the annual extraordinary meeting will be managed by HS2 Ltd and will be issued one month before the meeting. Invitations will include a request for agenda items.

Agenda items are to be submitted by the Parish and District Councils to HS2 Ltd at least two weeks before the meeting. HS2 Ltd may liaise with the highway authorities and the Department of Transport before establishing a final agenda. Similar requests may be dealt with under one agenda item.

The final agenda will be agreed by HS2 Ltd and the highway authorities at least one week before the meeting.

### **3.4 Meetings and timescale**

The promoter shall seek to hold the first annual extraordinary meeting in June/July 2019 and annually thereafter, but this timescale may be amended according to construction activities, as appropriate.

The highway authorities will agree the location, date and time of the meeting at a preceding Highways Sub-group meeting. HS2 Ltd will chair the annual extraordinary meetings and provide secretariat support.

The output of the meeting will be an action log. Actions arising from the meeting will be reported back to the Highways Sub-group, or responses included within the action log before issue to attendees, as appropriate. The action log is to be issued within 4 weeks after the meeting and published online as soon as practicable to do so.

## **4. Effectiveness**

The Highways Sub-group will periodically review its own effectiveness. The Terms of Reference will be reviewed by the sub-group every six months, or sooner if needed as appropriate (this review frequency will be monitored by HS2 Ltd).