

Meeting minutes

Highways Subgroup Meeting #30

Meeting date	Wednesday, 19 September 2018
Meeting location	1 Eversholt Street, London NW1 2DN
Meeting time	Authorities: 12:00, Subgroup: 13:00

Promoter Attendees	Organisation
Peter Tomlin (PT)	HS2
Richard Adam (PA)	HS2
Hudson Taivo (HT)	HS2
Daniel Turner (DT)	HS2
Gary Moreira (GM)	HS2
Sean Cunniffe (SC)	HS2
Highway Authority Attendees	Organisation
Ted Allett (TA)	Planning Forum Chair
Mo Khan (MK)	Birmingham Council
Rod Black (RB)	Buckinghamshire County Council
Sarah Davis (SD)	Buckinghamshire County Council
Jenny Foster (JF)	Hertfordshire County Council
Geoff Bailey (GB)	Hertfordshire County Council
Alex Harper (AH)	Hertfordshire County Council
Dipak Lad (DL)	Highways England
Julian Richardson (JR)	Oxfordshire County Council
Lee Palser (LP)	Staffordshire County Council
Prabhu Vasudevan (PV)	Transport for London
Josephine Milar (JM)	Warwickshire County Council
Keith Davenport (KD)	Warwickshire County Council
Guests	Organisation
Sally Kendall (SK)	Department for Transport

Minute Taker Daniel Turner

Chair Ted Allett

Item / Ref	Topic	Action Owner
1.	<p>Welcome and Introductions</p> <p>All attendees introduced themselves and the organisations they represented.</p>	
2. A1	<p>Previous minutes and actions</p> <p>The previous minutes were accepted as final, and the action tracker update was accepted as appropriate.</p> <p>TA raised the issue that there was a back log of previous minutes and actions that have not been uploaded onto the gov.uk website.</p> <p>Action – HS2 Ltd to look into and get the previous minutes uploaded onto the gov.uk website, and to provide update at next meeting.</p> <p>The winter gritting route drawings will be shared with HAs as a GIS layer once they have been internally checked and approved.</p> <p>The lorry routes assumed in the ES with the extensions to the motorway or trunk road network will be shared once confidentiality agreements have been signed.</p> <p>It was agreed that Item 8 on the agenda would be taken after AOB to let others attend for it.</p>	HS2 Ltd
3. A2	<p>Highway Condition Surveys</p> <p>PT presented an update on the ongoing highway condition surveys that are being carried out route wide (see presentation slides for more information):</p> <ul style="list-style-type: none"> - Surveys are due to be completed in November 2018, round 3 of SCRIM and coring needs to be finished. - An interim report has been prepared, but still needs additional data to be included in the Pavement Management System. - The results will be handed to HS2 Contractors so that they can review and determine the project delivery risks, and consider mitigation measures. <p>The provisional overall state of the road network is as follows:</p> <ul style="list-style-type: none"> - 56.1% is sound. - 35.2% is “at risk”. - 6.7% is at “high risk”. - 2% has not been surveyed. <p>Further surveys will be undertaken in consultation with the relevant HA (for scope and timing) to identify any proposed remedial work which will be required, this remedial work could then be undertaken by the principal contractor or via funding to the relevant HA.</p> <p>The 2% not surveyed was because the locations were under water at the time of the survey HAs asked what the definition of “high risk” was? PT explained that it means that during the life of HS2 construction the condition was at risk of significant deterioration. It would be expected that contractors include within updated ROMIS plans and requirements they have for reducing risk.</p> <p>PT noted that the option was being considered to compensate highway authorities at the end of construction so that the overall percentages identified in the surveys would be maintained. Where highway authorities routinely collect data, the same survey data can be shared with HAs to assist with completing their records. .</p> <p>HAs asked what would happen if any section of road was to fail mid project? PT explained that if HAs want to make a claim they would have to demonstrate that the failure was down to HS2 usage, and that HAs are responsible for maintaining their own networks.</p> <p>Action - It was agreed that HS2 Ltd would prepare a note setting out their obligations regarding liabilities.</p>	HS2 Ltd
4.	<p>Technical Standards, Guidance Notes, & Forms Update</p> <p>Technical Standards: Response sheet issued following meeting #29:</p> <ul style="list-style-type: none"> - Roads (P04) – 10/09/2018 	

	<p>Response sheet in preparation:</p> <ul style="list-style-type: none"> - Bridge Design Basis (P06) – need for update to be confirmed <p>The following documents are being updated as advised at meeting #29, and will be circulated for review / comment when ready:</p> <ul style="list-style-type: none"> - Public Rights of Way (P04) - Highway and Access Drainage (P04) - Temporary Works (P04) - Retaining Structures (P05) <p>Guidance Notes:</p> <p>Response sheets issued following meeting #29:</p> <ul style="list-style-type: none"> - Highway-related Departures (P03) – 10/09/2018 - Stopping-up of Highways (P01) – 10/09/2018 <p>Documents being updated:</p> <ul style="list-style-type: none"> - Road Safety Audits (P03) - Technical Approval of Highway Structures (P02). - Highway Earthworks Approvals / Certification (P02). - Technical Approval of Temporary Works with Highways Interface (P02). <p>The following notes will be updated in due course as advised at meeting #29, and will be circulated for review / comment when ready:</p> <ul style="list-style-type: none"> - Stopping-up of Highways (P02) - Bridge Maintenance Demarcation Lines (P03) <p>The following notes have been identified as new documents to be drafted, which will be circulated for review and comment when ready:</p> <ul style="list-style-type: none"> - Car and Cycle Parking (P01) - Handover Packages for Highway Authorities (P01) <p>Forms:</p> <p>Response sheets issued following meeting #29:</p> <ul style="list-style-type: none"> - Form HW1 (P03), Forms HW0, HW8 and HW9 (P01) – 10/09/2018 <p>Updated document issued for review / comment following meeting #29:</p> <ul style="list-style-type: none"> - Form HW2 (version P02) – 10/09/2018, with response date 19/10/2018 <p>Documents being updated:</p> <ul style="list-style-type: none"> - Form HW1 (P04), Forms HW3 and HW12 (P03) and Forms HW4, HW5, HW10 and HW11 (P02) <p>New document ready for issue:</p> <ul style="list-style-type: none"> - These will be circulated for review and comment if or when progressed. <p>New documents in preparation, and will be circulated for review / comment when ready:</p> <ul style="list-style-type: none"> - HW15 “Agreement to Retaining Temporary Highway Works as Permanent Improvement” - Form BR1 “Advance Agreement of Approval in Principle (AiP) of Highway Structures” - Form TM2 “Commencement notice/extension of works/minor changes/emergency works” - Form TM3 “Notice of reinstatement” 	
5.	<p><u>Feedback from Local TLG meetings</u></p> <p>There seems to be an inconsistent approach to pre-application discussions across the route with regard to the information provided, and how they are carried out: Hertfordshire felt that they are not getting any pre-application discussions.</p> <p>PT explained that pre-application discussions are not a requirement under the Act, but HS2 Ltd does encourage its contractors to engage HAs with these ASAP when dealing with various applications but depended on the scale/scope of the submission.</p>	
6.	<p><u>Forward Plan</u></p> <p>Innovation was discussed as a possible future agenda item.</p> <p>The highway condition surveys was raised to be a potential standing agenda item.</p>	
7.	<p><u>A.O.B</u></p> <p>HAs mentioned that the quality of information within various applications and submissions seem to be substandard with basic details on plans and maps such as north arrows and identifying markers being left out, making it difficult to pin</p>	

A3	<p>point the locations of proposals, and site specific details don't seem to be considered with generic plans being submitted to cover multiple locations.</p> <p>Action – HAs are to send HS2 Ltd specific examples of substandard submissions and applications, so that HS2 Ltd can investigate and make improvements where required, and update at next meeting.</p> <p>HAs mentioned that there seems to be a problem with the HS2 help-desk. They direct members of the public to the help-desk when they are asked about HS2 works, and the help-desk seems to direct them straight back to the HA without resolving or answering the query / complaint. This has been raised locally at a TLG and the situation is being investigated.</p> <p>Hertfordshire raised the issue of mud on the roads and feels that HS2 Ltd telling Hertfordshire that they need to provide photo evidence to prove it is being caused by HS2 contractors is acceptable.</p> <p>HAs asked if all signage and hoarding that is placed within the highway for HS2 works should be signed with HS2 identifiers? There are requirements (including for EWCs) within the RTMP under chapter 8 that should be adhered to:</p> <p>“8.3.3 Site information signing requirements Signing of worksites on the highway shall include:</p> <ul style="list-style-type: none"> (a) For temporary traffic management (i.e where barriers are used): <ul style="list-style-type: none"> • Contractor signboards including the client, the purpose or works, expected completion date, the contractor name, emergency contact details, other appropriate information to Traffic Sign Diagram 7008 (b) For larger worksites or occupation of the whole carriageway (i.e where hoardings are installed): <ul style="list-style-type: none"> • Employer and Principal Contractor information boards, including emergency contact information • Relevant health and safety information for employees • Relevant safety information for pedestrians and other road users as appropriate • Relevant safety information concerning hazard materials used or stored on site. <p>Displaying notices confirming that businesses whose access or view may be affected by construction works, remain open with directions for how to access them.”</p> <p>HAs asked who it is that checks HS2 contractor compliance? PT explained that contractors self-assure themselves, and that a HS2 compliance team is being set up to start checking contractor sites within the next few weeks.</p> <p>HAs asked what the escalation process would be over disputes regarding damage to the Highway between contractors and HAs? PT explained that if a dispute cannot be resolved with HS2 Ltd intervening, then the matter can be taken to the Construction Commissioner.</p> <p>HAs mentioned that work programmes don't seem to be available for public viewing anywhere for Area North. GM explained that a comms group has been set up to develop and follow communication plans involving Birmingham council, Transport for West Midlands, and HS2.</p> <p>HAs mentioned that they feel that they have become the primary co-ordinator between HS2 contractors. This issue has been recognised by HS2 traffic managers and it appears as though different departments within the contractor companies do not seem to be communicating with each other very well: HS2 traffic managers are looking into the issue for resolution.</p> <p>HAs asked about the current status of the Highways Maintenance Agreement. It has not yet been sent out for signing by the HAs, the issue is being pushed forward by HS2 Ltd for their Legal Dept. to start the process. RA stated that there is no requirement under the act for this agreement to be in place so its absence cannot delay completion and handover of any HS2 works, but nothing has changed from version 18a so this what is being progressed (subject to the HS2 Legal review). HAs asked if a short project wide update could be provided at these meetings to highlight progress and any good news stories.</p> <p>PT gave apologies that the RSF allocations still have not been paid and is chasing the matter. He went on to explain that communities have raised concerns over the schemes that they want to see be put in place, saying that because HAs have failed to provide programmes they feel that these schemes will not be included, and as a result have asked if they should seek funding through the CEF which has a better / quicker turn around.</p> <p>PT raised an issue regarding utility work designs, mentioning that they keep having to be redesigned due to not being made aware of other utility works being carried out, and felt that the way forward to deal with this would be through</p>	HAs
----	---	-----

A4	<p>NRSWA section 85 notices, as HS2 would like certainty that utility designs would not be affected by forward planning notices.</p> <p>Action – The use of NRSWA section 85 notices to be added to the forward plan as a future agenda item for further discussion.</p>	HS2 Ltd
A5	<p>Action - The next Highways Subgroup Meeting will be held on the 6th December 2018 in Birmingham, HAs will meet at 12:00 and the subgroup will meet at 13:00, HS2 Ltd to organise.</p>	HS2 Ltd
8.	<p><u>EToN / Street Manager</u></p> <p>SK from the Department for Transport joined us as a new guest for this item.</p> <p>PT presented an update on the ongoing issue with ETON noticing for HS2 activities. He presented on the current Act requirements, and the issue of double handling submissions (see presentation slides for more information).</p> <p>HAs mentioned that they do not want HS2 to start only using street manager because they do not know when they will be swapping over and will then need to use both just for HS2 activities. However, HS2 noted that it was unreasonable to require contractors to purchase/operate EToN for a year, before then being required to switch to Street Manager. It was understood that HAs are currently reclaiming the cost for EToN notices through the SLA as being part of the Schedule 4 submission process, but this has become an issue for resource as they do not know how many notices will be required or how much work will be coming forward for HS2 activities, and so have difficulty in getting the correct funding through the SLA.</p> <p>HS2 would maintain the EToN capability for Street Works and highway authorities would continue to place notices on their Street-works systems until Street Manager was available, but no later than 2020.</p>	