

Meeting minutes

Highways Subgroup Meeting #31

Meeting date Thursday, 06 December 2018
Meeting location Two Snowhill, Snowhill Queensway, Birmingham, B4 6GA
Meeting time Authorities: 12:00, Subgroup: 13:00

Promoter Attendees	Organisation
Daniel Turner (DT)	HS2
Hudson Taivo (HT)	HS2
James Mumby (JM)	HS2
Peter Tomlin (PT)	HS2
Richard Adam (RA)	HS2
Saskia Wearden (SW)	HS2
Highway Authority Attendees	Organisation
Mo Khan (MK)	Birmingham Council
Rod Black (RB)	Buckinghamshire County Council
Jenny Foster (JF)	Hertfordshire County Council
Adrian Malcolm (AM)	London Borough of Camden
David Grindley (DG)	Northamptonshire County Council
Julian Richardson (JR)	Oxfordshire County Council
Iain Steele (IS)	Royal Borough of Kensington and Chelsea
Paul Tovey (PT)	Solihull Metropolitan Borough Council
Lewis Gunn (LG)	Transport for London
Andrew Savage (AS)	Warwickshire County Council
Keith Davenport (KD)	Warwickshire County Council
Guests	Organisation

Minute Taker Daniel Turner
Chair Andrew Savage

Item / Ref	Topic	Action Owner
1.	<p>Welcome and Introductions Every one introduced themselves and the organisations they represented.</p>	
2.	<p>Previous Minutes and Actions</p> <p>HS2 updated on action A1 from meeting held on the 19/09/18, the previous Highways Subgroup meeting minutes that have not yet been uploaded onto the gov.uk website need to go through an internal check before they get updated.</p> <p>HAs asked if other documents could be uploaded as well such as Guidance Notes, Technical Standards and Forms to help keep the most updated versions in one common place location. HS2 explained that this had been explored before and cannot be done, other documents could be uploaded onto a new HS2 website, but in the meantime a tracker has been set up tracking these documents.</p> <p>Action – HS2 to ask the HS2 Corporate Communications team about getting HS2 documents uploaded onto a HS2 website again, and update at the next meeting.</p> <p>HAs were collating comments on the note that was circulated setting out HS2 obligations regarding liabilities to do with Lorry routes used and the conditions of.</p> <p>Action – HS2 obligations and liabilities regarding lorry routes and the road conditions to be added as an agenda item for discussion at the next meeting.</p> <p>HAs asked for an extension on providing comments on previously circulated documents, deadline date was extended to the 14/12/18.</p>	HS2 Ltd
3.	<p>HS2 2018 End of year summary</p> <p>PT noted that the request of the chairperson was to add this item, but that it was not clear what the scope should cover. Hertfordshire county council suggested items such as; have HS2 been working to program, has anything gone right or wrong where lessons can be applied elsewhere.</p>	HS2 Ltd
4.	<p>Programme / Methodology / Lorry Movements / LTMPs</p> <p>Buckinghamshire county council raised issues of their being a lack of concrete programmes from HS2 contractors, Align have just submitted an LTMP for their test pile site and Buckinghamshire County Council would like to see an overall picture for the entire area so that they can respond to concerns raised by residents with accurate information, which seems to be lacking without confirmed programmes. Other HAs confirmed that they had similar concerns.</p> <p>HS2 explained that there will always be a delay in getting LTMPs circulated as HS2 need to review these LTMPs 1st to ensure that HS2 are satisfied with compliance requirements. The Notice To Proceed to main works date is still currently planned for June 2019, but this may slip.</p> <p>HAs felt that LTMPs and lorry routes were being planned and programmed without proper co-ordination with other HS2 activities. HS2 explained that co-ordination methodology should be included within LTMPs. Issues seem to be getting firm confirmation on dates, and that works are not starting according to dates selected on submitted consents causing inefficient use of road space.</p> <p>HS2 explained that these co-ordination issues should be raised with the HS2 Traffic Managers for resolution, and then if the issues are not satisfactorily addressed to contact PT with the specifics.</p> <p>HAs asked what needs to happen if a lorry route is applied for that has not been assessed within the ES.</p> <p>HS2 explained that the contractor would need to provide a note that demonstrates that no new significant adverse effects are caused by the new route in accordance with the General Principles document. If they are caused then they need to be mitigated against. HAs asked about routes that have been assessed in the ES as suitable that they believe would not be suitable as a lorry route. HS2 explained that the HA would need to provide an alternative route that can be used. However that would need to create no new significant adverse effects.</p>	HS2 Ltd

A4	<p>HAs questioned planned road closures that have not been assessed within the ES. HS2 explained that, depending on the duration, the contractor would need to assess if any new significant adverse effects arise in accordance with the General Principles document.</p> <p>With regard to bus services and statutory social car or school bus services, there are general route-wide Undertakings and Assurances concerning mitigation. HAs could consider if this falls as a new burdens but would need to produce evidence for HS2 and the DCLG to review.</p> <p>Hertfordshire county council suggested going to EWCs for their social responsibility budgets as the EWC currently operating in Hertfordshire has been very good in this regard.</p> <p>Action – A note is to be prepared by HS2, concerning its obligations set out in the relevant information paper regarding mitigation for bus services and statutory social car or school bus services.</p>	HS2 Ltd
A5	<p>5. Consents and Approvals Procedure – Permanent Highways – Update</p> <p>HS2 presented on the new proposed flow chart for consents and approvals for permanent highways / structures (see presentation slides for more information).</p> <p>The new flow chart does not add any new steps to the process and is intended to add clarity to the current process.</p> <p>HAs questioned what would happen in the case of a structure being built without consent from the HA due to the HA believing it to be unsafe, with them refusing to sign the completion certificate. HS2 explained that no structure could be built without consent from the HA. It was explained that if HS2 believed that consent was unreasonably withheld the case would either go to arbitration or the Secretary of State for Transport could be asked to make the final decision if the matter could not be agreed and resolved between HS2 and the HA.</p> <p>Birmingham City Council asked about the status of the highway maintenance agreement (HMA). HS2 Ltd explained that Version 18a is currently being reviewed by its Commercial and Legal teams. Once complete, the HMA will be agreed between the individual authorities and HS2.</p> <p>Action – HS2 to circulate the updated consents and approvals flowchart.</p>	HS2 Ltd
A6	<p>6. Road Safety Fund.</p> <p>HS2 presented on the process for applying for RSF funds and the payment of (see presentation slides for more information).</p> <p>It was noted that the RSF must be spent before completed construction.</p> <p>The Third Party Agreement Managers are as follows:</p> <p>Area North – Laura Day. Area Central – Nikita Harrison. Area South – Kelly Bardwell.</p> <p>Action – The RSF guidance note is to be updated and circulated by HS2.</p>	HS2 Ltd
7.	<p>Cycling Update</p> <p>HS2 presented an update on cycling provisions regarding a recap, and progression since the last update (see presentation slides for more information).</p> <p>HS2 is not funded to deliver the cycle schemes, however opportunity has been discovered to deliver some parts of the scheme if it is cost neutral, and if the local authority is willing to accept the maintenance responsibilities that would follow upon completion of delivery.</p> <p>The guidance note for altering PRowS is referenced here for information as requested by the Highways Subgroup - Guidance Note - Altering the Public Rights of Way Network – HS2-HS2-HW-GDE-000-000009.</p>	
A7 A8	<p>8. Technical Standards, Guidance Notes, and Forms Update</p> <p>HS2 presented an update on the current status of various standards, notes, and forms (see presentation slides or more information).</p> <p>Action – HS2 is to reconvene the asset information management working group.</p> <p>Action – HS2 to establish a Handover Package Working Group.</p>	HS2 Ltd HS2 Ltd

9.	<p><u>Highway Authority Feedback – Examples of submission quality concerns</u></p> <p>Hertfordshire provided general feedback on, and raised issues over consulting schedule 4 submissions, stating that they felt they had to keep asking questions about information that should be provided as standard, that have been missed by the contractor, and felt these submissions had been of low quality recently.</p> <p>HS2 requested that specific examples of low quality submissions should be sent to PT for investigation and response.</p>	
A9	<p>Action – HAs to provide specific issues as necessary.</p>	HAs
10.	<p><u>A.O.B</u></p> <p>HAs asked if they could be provided with all the highway condition survey data collected. PT noted that HS2 would release data that the HAs already collected and HAs should write to HS2 requesting to confirm. .</p> <p>HAs asked if any bridge data had been shared with contractors to identify any requirements for remedial works to bring structures up to suitable standards to withstand the impact of HS2 lorry route usage. HS2 explained that lorry route accessibility assessments have been carried out, and the data has been shared with contractors. Contractors are responsible for identifying and mitigating safety / road condition concerns. HAs can discuss this issue with contractors at their local TLG meetings.</p> <p>HAs raised issues over schedule 17 submission interpretations regarding duration and the work descriptions that the submissions cover. A planning forum note has been drafted for guidance.</p>	
A10	<p>Action – Planning Forum Note covering schedule 17 guidance to be circulated to the Highways Subgroup.</p>	HS2 Ltd
A11	<p>Action – The next highways subgroup meeting to be held on the 07/03/2019, 12:00 – 13:00 for the highway authority pre-meeting, 13:00 – 16:00 for the HSG meeting, London venue TBC.</p>	HS2 Ltd