

Meeting Minutes

Highways Subgroup Meeting #32

Meeting date	Monday, 18 March 2019
Meeting location	Council Chamber, Crowndale Centre, 218 Eversholt St, London NW1 1BD
Meeting time	13:00hrs

Promoter Attendees	Organisation
Gary Moreira (GM)	HS2 Ltd
Hudson Taivo (HT)	HS2 Ltd
Richard Adam (RA)	HS2 Ltd
Randulah Muthumala (RM)	HS2 Ltd
Chris Whitworth (CW)	HS2 Ltd
Maria Andritsou (MA)	HS2 Ltd
Kevin Golding-Williams (KG)	Department for Transport
Highway Authority Attendees	Organisation
Thomas Clarkson-Williams (TC)	Birmingham City Council
Mo Khan (MK)	Birmingham City Council
Andy Warrington (AW)	Arcadis (for Birmingham City Council)
Rod Black (RB)	Buckinghamshire County Council
Stephanie Davis (SteD)	Buckinghamshire County Council
Sarah Davis (SarD)	Buckinghamshire County Council
Nick Hopcraft (NH)	Highways England
Nassera Thompson (NT)	Highways England
Olaf Ernstsons (OE)	Highways England
Peter Fisher (PF)	Highways England
Adrian Malcolm (AM)	London Borough of Camden
Mark Holloway (MH)	London Borough of Ealing
Lee Palser (LP)	Staffordshire County Council
James Hodson (JH)	M6 Toll
Julian Richardson (JR)	Oxfordshire County Council
Lewis Gunn (LG)	Transport for London
Andrew Savage (AS)	Warwickshire County Council
Gez Romano (GR)	Warwickshire County Council
Guest Attendees	Organisation
Simon Hawley (SH)	LM
Dermott Doyle (DD)	LM

Matthew Pygott (MP)	Eiffage Kier
Carlos Quaresma (CQ)	Eiffage Kier

Minute Taker Randulah Muthumala

Chair Ted Allett

Item / Ref	Topic	Action Owner
1.	<p><u>Welcome and Introductions</u></p> <p>Those present introduced themselves and the organisations they represented.</p>	
2.	<p><u>Previous Minutes and Actions</u></p> <p>Minutes from previous meeting accepted.</p> <p>Following changes requested to the Action tracker:</p> <ul style="list-style-type: none"> • Actions A1, A2, A3, A5, A7, A8, A9, & A10 meeting #31 – meeting date to be amended from 06/12/19 to 06/12/18. <p>Updates to actions:</p> <ul style="list-style-type: none"> • Action #30-A4 (meeting on 19/08/18) – included as agenda item 4 in meeting #32. See the presentation slides and meeting minutes below for details. • Action #31-A2 (meeting on 06/12/18) – included as agenda item 6 in meeting #32. • Action #31-A3 (meeting on 06/12/18) – included as agenda item 3 in meeting #32. • Action #31-A8 (meeting on 06/12/18) – guidance notes are currently being drafted by HT. RB requested for guidance note to be circulated once complete. 	
3.	<p><u>DfT Cycling Update</u></p> <p>Kevin Golding-Williams presented an update on the DfT’s Cycling and Walking Investment Strategy. The presentation was not available to view at the meeting due to technical difficulties. The presentation slides were circulated to the HSG after the meeting.</p> <p>KG noted the DfT are keen to be made aware of upcoming schemes, regardless of what stage they are at (e.g. only an idea at this stage, business case, feasibility/preliminary design etc.). Highway Authorities were encouraged to get in touch with KG directly via kevin.golding-williams@dft.gov.uk.</p> <p><i>Post Meeting Note: The DfT announced a new £23 Million fund to boost cycling and walking activities that may be of interest to highway authorities along the line of the route. Details available on: https://www.gov.uk/government/news/23-million-government-funding-boost-to-cycling-and-walking-nationwide</i></p>	
4.	<p><u>Section 85 and 58 Notices</u></p> <p>HS2 Ltd presented an update on S85 and 58 notices. See presentation slides for more details.</p> <p>S85 notices – it was noted that HS2 Ltd needs to be certain that utilities companies are being notified, not just the highway authorities.</p> <p>S58 notices – HS2 Ltd cannot place the notice, and as such will get in touch with the HA’s to place them instead.</p> <p>HAs requested to think on the items presented and feedback any comments to HS2 Ltd.</p>	
#32-A1	<p>Action – feedback to be provided to HS2 Ltd by HSG meeting #33.</p>	HA’s

<p>5.</p> <p><u>Pavement Design & Construction – Use of Geogrids on Permanent Highways</u></p> <p>Eiffage Kier presented on the use of geogrids in road pavement construction. See presentation slides for more details.</p> <p>HS2 Ltd will be seeking a departure from standards for the use of geogrid in highway alignments on a route-wide basis. HS2 Ltd is seeking pre-approval from the HSG.</p> <p>HAs indicated they could be open to its use, however a few immediate concerns were raised:</p> <ul style="list-style-type: none"> • Maintenance issues with regards to trenching by utilities companies – the geogrid can be easily cut and replaced prior to backfilling, with a 300mm overlap on each side. Further concerns raised however on difficulties in ensuring utilities companies followed correct procedures and also increased footprints of trenching due to the requirement for the overlap of the geogrid. • Has the research on its use been proved by TRL? – HS2 Ltd noted that the TRL are now a private company and will only test products if requested. • Lifetime guarantee? – HA's should refer to Information Paper E29, in particular to the discussion on transferability of warranties. In addition, the draft Highways Maintenance Agreement discusses warranties. • HA's appreciate that capital cost savings can be achieved at the front end, however HA's raised concerns on whole-lifecycle costs. Cost/benefit assessments needs to be demonstrated to the HA's. <p>#32-A2</p> <p>#32-A3</p>	<p>Action – HS2 Ltd to provide more information on the proposal to enable HA's to make a decision on whether or not they will allow the use of geogrids on highways to be handed over to them at the end of the HS2 12-month maintenance period.</p> <p>Action – To be added as an agenda item for further discussion at the next HSG meeting.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>
<p>6.</p> <p><u>Pavement Design & Construction – Use of Low Temperature Asphalt</u></p> <p>LM (Enabling Works Contractor, Area North) presented on the use of low temperature asphalt. See presentation slides for more details.</p> <p>HS2 Ltd will be seeking a departure from standards for the use of low temperature asphalt on a route-wide basis. HS2 Ltd is seeking pre-approval from the HSG.</p> <p>LM noted a trial has been undertaken (but results were not presented to the HSG).</p> <p>#32-A4</p> <p>#32-A5</p>	<p>Action – HS2 Ltd to circulate trial results to HSG. HS2 Ltd to provide more information on the proposal to enable HA's to decide whether or not they will allow the use of LTAs on highways that will be handed over to them at the end of the HS2 12-month maintenance period.</p> <p>Action – To be added as an agenda item for further discussion at the next HSG meeting.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>
<p>7.</p> <p><u>HS2 2018 End of Year Summary</u></p> <p>Chair requested 2 weeks for AS (WCC) to update table, following which a separate meeting is to be held between Ted Allett, Andrew Savage (WCC), Rod Black (Buckinghamshire CC, Bucks), and Peter Tomlin (HS2 Ltd) within a month of the HSG meeting.</p> <p>#32-A6</p>	<p>Action – Meeting to be arranged by PT(HS2)/AS(WCC) to discuss key learnings.</p>	<p>HS2/HA's</p>
<p>8.</p> <p><u>Traffic Liaison Group Meetings – Terms of Reference</u></p> <p>HS2 Ltd noted that a request for written feedback on the ToRs was sent on 31/01/2019, with a request for responses by 22/02/2019, but no feedback has been received from the HAs.</p> <p>Bucks said they have comments, but they are happy to discuss them at their TLG meeting instead.</p>		

<p>9.</p> <p>#32-A7</p> <p>#32-A8</p> <p>#32-A9</p> <p>#32-A10</p>	<p><u>Lorry Routes / Condition Surveys – HS2 Ltd’s Obligations and Liabilities</u></p> <p>It was noted that HS2 Ltd had circulated a position paper to the HSG on the condition surveys on 26/11/2019 – however concerns were raised that some authorities did not appear to have received it.</p> <p>Action – HS2 Ltd to re-send position paper.</p> <p>HS2 Ltd said it had not received any formal requests from the HA’s for the condition data. All HAs present requested that it was minuted that a formal request was made at the HSG meeting. HS2 Ltd noted that while comments were received, the circulation was to outline HS2 Ltd’s position on the condition surveys. Concerns were raised in turn by HA’s that it did not appear a collaborative approach was being taken. Bucks noted comments were sent to HS2 Ltd on 18/01/2019.</p> <p>Action – HS2 Ltd to consider addressing comments given by the HAs.</p> <p>HS2 Ltd noted that the results of the highway condition survey data were not yet in a state to be shared. When ready, they will be shared with the HAs where the HA currently already collects the same condition data. HAs queried why HS2 Ltd was taking this stance.</p> <p>Action – HS2 Ltd to address why it was taking the stance that the data will only be shared with the HA’s where the HA currently already collects the same condition data.</p> <p>Action – To be added as an agenda item for further discussion at the next HSG meeting.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
<p>10.</p> <p>#32-A11</p>	<p><u>Consents and Approvals Procedure Update</u></p> <p>HS2 Ltd presented an update on the consents and approvals procedure. See presentation slides for more details.</p> <p>The final HS2 Ltd approved document will be circulated to the HSG for comments. It was noted the version circulated at the meeting was still in draft form.</p> <p>Action – HS2 Ltd to circulate both versions to seek comment from the HSG.</p>	<p>HS2 Ltd</p>
<p>11.</p> <p>#32-A12</p>	<p><u>Technical Standards, Guidance Notes, and Highway Forms Update</u></p> <p>HS2 Ltd presented an update on the technical standards, guidance notes, and highways forms. See presentation slides for more details.</p> <p>Action – HS2 Ltd to circulate document tracker to HSG.</p>	<p>HS2 Ltd</p>
<p>12.</p> <p>#32-A13</p>	<p><u>Traffic Management Forms Update</u></p> <p>HS2 Ltd presented an update on the traffic management forms. See presentation slides for more details.</p> <p>Action – Revised TM1 and TM3 forms to be circulated to the HSG.</p>	<p>HS2 Ltd</p>
<p>13.</p>	<p><u>A.O.B.</u></p> <p><u>Cycling Routes on HS2 Maintenance Access Roads:</u></p> <p>Query raised on where HS2’s maintenance access roads can be utilised as cycling routes. HS2 Ltd noted in principle it shouldn’t be an issue (bar any security issues). It will need to be assessed on a</p>	

	<p>case-by-case basis. Highway authorities were encouraged to get in touch with the HS2 Ltd area teams in the first instance if they had any ideas.</p> <p>RA noted he will note this as an agenda item to a meeting planned with the contractors' designers in the next 3 to 4 weeks.</p> <p>Bridge Maintenance Demarcation Lines: HS2 Ltd noted that earthworks directly behind the abutments, supporting the structure will be considered as part of the structure. More details are provided in the HS2 Guidance Note – Bridge Maintenance Demarcation Line (HS2-HS2-BR-000-000003). Information Paper E29 sets out the position in the Act. HAs to refer to the information paper in the first instance and revert to HS2 Ltd if further clarification is still required.</p> <p>Police Powers on Temporarily Stopped-Up Highways: HAs to refer to Guidance Note - Stopping Up of Highways' (HS2-HS2-HW-GDE-000-000008).</p> <p>#32-A14 Action – Temporary highways procedure flow chart to be circulated to HSG. <i>Post meeting note: this is included in the RTMP. Action closed.</i></p> <p>HS2 Ltd/HA's Shared Document Portal: HAs queried if any progress has been made on a document portal to share technical standards, forms, guidance notes etc. when they are updated. RA noted he has been unable to arrange for such a platform to be created by HS2 Ltd due to difficulties and controls associated with a .gov.uk website.</p> <p>#32-A15 Action – A comprehensive updated documents folder to be circulated to HSG to once the various updated discussed at today's meeting are undertaken.</p> <p>Next Meeting Dates for 2019:</p> <ul style="list-style-type: none"> • 12 June 2019 in Snow Hill, Birmingham – 12pm for HAs, 1pm for HSG meeting • 11 September 2019 in London – 12pm for HAs, 1pm for HSG meeting <p>#32-A16 Action – Adrian Malcolm to check if Camden can host the meeting at the Council Chambers.</p> <ul style="list-style-type: none"> • 11 December 2019 in Snow Hill, Birmingham – 12pm for HAs, 1pm for HSG meeting <p>#32-A17 Action – HS2 Ltd to send out meeting placeholders.</p>	<p>Closed</p> <p>HS2 Ltd</p> <p>LB Camden (AM)</p> <p>HS2 Ltd</p>
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