

Phase 2a Planning Forum – Highways Subgroup Minutes #1 – 17th July 2018

Date, time & Venue:	Tuesday 17th July 2018 Time 14:30 – 16:00 Venue: HS2 Ltd, Two Snowhill, Snow Hill Queensway, Birmingham, B4 6GA	
Chair:		
Promoter Attendees:	<div style="background-color: black; width: 100%; height: 1em;"></div> <div style="background-color: black; width: 100%; height: 1em;"></div>	HS2 Ltd HS2 Ltd HS2 Ltd
Guests:	None	
Highway Authority Attendees:	<div style="background-color: black; width: 100%; height: 1em;"></div>	Highways England Highways England Highways England Cheshire East Staffordshire Shropshire
Apologies:	<div style="background-color: black; width: 100%; height: 1em;"></div>	
Copies:	<div style="background-color: black; width: 100%; height: 1em;"></div>	

Item	Topic	Action owner
1.	<p><u>Introductions</u></p> <p>All attendees introduced themselves and which organisation/highway authority they represented.</p>	
2.	<p><u>Terms of Reference</u></p> <p>■ noted that the establishment of the Highways Sub Group to the planning Forum had been referred to in the Promoters response to the Phase 2a select committee 1st report.</p> <p>These were derived from the purpose of the Phase 1 Highways Sub Group. The group were asked to consider if the TORs for the Phase 1 Highways Sub Group should be adopted for Phase 2a, but that there were areas which the Phase 2a highway authorities may wish to consider . .</p> <p>Members requested that recommended that lessons learnt from Phase 1 could be incorporated into the ToRs for Phase 2a.</p> <p>Action: HS2 Ltd to share the draft Terms of Reference document from Phase 1 (with the appropriate amendments for Phase 2a arising from the meeting) and share with members for comments.</p> <p>The Phase 2a authorities requested copies of minutes of the Phase 1 meetings.</p> <p>Action: HS2 Ltd to issue copies of sample minutes.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>

3.	<p>Membership</p> <p>■ explained that all the highway authorities in attendance (Cheshire East, Staffordshire, Shropshire and Highways England) were automatically members of the Subgroup.</p> <p>Members discussed which other authorities ought to be invited to meetings or be included in the minutes circulation.</p> <p>Action: Stoke Unitary Authority to be invited to the next meeting. Copies of minutes to be circulated to District Authorities.</p>	Highway authorities to provide contact details.
4.	<p>Chairperson</p> <p>HS2 Ltd put forward options that HS2 chairs the meeting or that the highway authorities undertook to chair the meetings, possibly on a rotating basis, considering the small size of the group. However, members felt that an independent chairperson was more appropriate. This was the case on Phase 1. It was also suggested that the same chairperson for the Planning Forum for Phase 2a could also chair the Highway Subgroup meetings.</p> <p>Action: HS2 Ltd to take back the request for consideration. Feedback on this at the next meeting.</p>	HS2 Ltd
5	<p>Agenda, minutes and circulation</p> <p>It was agreed that HS2 would come forward with a proposal for the timescales for requesting agenda items, for provision of minutes and circulation of minutes in due course.</p> <p>Action: HS2 to develop a proposal for management of meetings for consideration as a part of the draft Terms of Reference.</p>	HS2 Ltd
6	<p>Day of the Week, Frequency and Location of Meetings</p> <p>Members agreed that meetings would be held on Tuesdays with the frequency of meetings be initially at 8 week intervals, but can be revised later if necessary. It was agreed that the next meeting would be at a 10 week interval.</p> <p>Members also suggested the use of dialling in facilities to enable members to attend the meeting remotely if they could not attend in person.</p> <p>After deliberations, it was agreed that meetings would rotate around each highway authority, as accommodation permits. It was agreed that the next meeting would be in Stafford.</p> <p>Action: Staffordshire to arrange accommodation for next meeting on the 25 September.</p>	Staffordshire CC
7	<p>Reporting to Planning Forum</p> <p>Reporting to the Planning Forum will be done via minutes of meetings. It was noted that the minutes will be made available to members of the public.</p>	
8	<p>Phase 1/2a Routewide Traffic Management Plan</p> <p>■ explained the process followed in the developed of the RTMP for Phase 1 and how it was consulted with stakeholders. A similar process could be followed for Phase 2. Details are available on the Slides for Meeting #1 which have already been shared with members.</p> <p>■ also said the consultation for the RTMP will also need to be wider than the highway subgroup members. Key consultees will also include emergency services (police, ambulance and fire services), parish councils, district councils and others. A list of consultees for Phase 1 was shared with members as an example.</p> <p>Action: Highway Authorities to forward list of names and contacts for potential consultees to ■. List to be sent within two weeks of the meeting (i.e. deadline for responses is 31st of July 2018.)</p>	Highway Authorities

	Once the list is received, ■ to send the RTMP for an 8 week consultation period. Responses will be provided 2 weeks after the close of the consultation period.	
9	<p>Forward Programme</p> <p>■ presented the forward programme with a list of items that will be discussed in future meetings. Some of these include:</p> <ul style="list-style-type: none"> • Technical Standards for Roads and associated works. Also includes Guidance Notes and Forms for Consent/Approval submissions. These will be consulted with highway authorities in due course • Highways Condition Surveys • Winter Maintenance • Road Safety Fund • Lorry Route Approvals <p>The detailed list of items on the Forward Programme is provided on the slides which were sent after the meeting.</p> <p>Action: Highway Authorities to confirm which topics they consider important and wish to be addressed in the first meetings of the Highways Sub Group. HS2 will otherwise concentrate on a series of presentations related to the provisions of the Act during early meetings of the Forum.</p>	Highway Authorities
10.	<p>AOB</p> <p>None</p>	
10	<p>Next Meeting</p> <p>Tuesday 25th September 2018 to be hosted by Staffordshire County Council (exact venue and time to be confirmed)</p>	