Title:	Independent Phase One Planning Forum for HS2		
Date & Time	Thursday 23 rd January 2020 13:00 – 16:00 The Wesley Hotel, Euston House, 81-103 Euston Street, London		
Chair	Independent Chair		
Promoter	HS2 Ltd		
Attendees:	Weston Williamson (BBV)		
	HS2 Ltd		
	SCS Railways		
	HS2 Ltd		
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	HS2 Ltd		
	Weston Williamson (BBV)		
	HS2 Ltd		
	HS2 Ltd		
	HS2 Ltd		
Local Authority	Aylesbury Vale District Council (AVDC)		
Attendees:	Warwickshire County Council (WCC)		
	Solihull Metropolitan District Council (SMBC)		
	London Borough of Camden (LBC)		
	Warwick District Council (WDC) South Northamptonshire Council (SNC)		
	Birmingham City Council (Birmingham CC)		
	North Warwickshire Borough Council (NWBC)		
	Northamptonshire County Council (NCC)		
	Buckinghamshire County Council (BCC)		
	Hertfordshire County Council (HCC)		
	London Borough of Camden (LBC)		
	Old Oak and Park Royal Development Corporation (OPDC)		
	London Borough of Brent (LBB)		
	Hertfordshire County Council (HCC)		
	London Borough of Brent (LBB) Chiltern District Council & South Bucks District Council		
	(CDC & SBDC)		
	Warwickshire County Council (WCC)		
	Staffordshire County Council (SCC)		
	Stratford District Council (SDC)		
Guests	HS2 Ltd (Control of the Control of t		
	Department for Transport		

Item		Action Owner
1.	Introductions – were made.	
2.	Review of minutes & actions from last meeting The minutes of the September Planning Forum were agreed, subject to the following change: Comments regarding notifications on Common Place were made by (TRDC) not (HCC).	
	Action: HS2 to place minutes on website, as amended.	HS2
	Outstanding actions The Forum noted the following outstanding actions: Overhead line equipment will be readdressed at a future meeting. The HS2 website now provides a link to the 'gov.uk' Planning Forum page and as such it is proposed that the action is closed. Action: Chair asked Planning Forum members to use the link and feedback with any issues. Engagement with the EH Sub-group on Common Design Elements (CDEs) continues. Head of Arts and Culture to present at a future Planning Forum. Ongoing. Agenda item on Colne Valley Wetland to be presented as part of agenda item 8. Previous slides on recent lorry route appeal (Hillingdon) will be circulated after the meeting (see action under item 8). Closed. Common Design Elements progress to be covered under item 4. Common Design Elements Planning Forum Note circulated 13.09.2019. Closed. No suitable alternative to the term 'Common Design Element' could be decided upon and CDE will continue to be used. Closed. Planning Forum Note 6 (Appendix A) is currently going through HS2 governance and will be brought to a future Planning Forum. Ongoing. Minerals policy plans. HS2 Ltd has requested that Local Authorities direct questions on materials to HS2. Closed. Local Authorities have provided comments to HS2 on Planning Forum Notes 7 and 10. Closed. Rural fencing standards. First internal workshop has been held with contractors on fencing CDE's and progress will be brought to Planning Forum following a further internal workshop. Comments have been received and Planning Forum Note 4 forms part of agenda item 4. Closed. Urban integration to be presented at a future Planning Forum. Ongoing. Planning Forum Note 9 to be amended to include note regarding initiative mitigation informatives. Coordination of highways notifications and sequencing of works has been	All

raised with the highways team. To be kept under review. The need for engagement on conditions to the Class Approval has been raised with contractors and will be kept under review. To be kept under review. Updates to Planning Forum Note 9 to replace 'where appropriate' with 'as agreed' or similar is being considered. Latest versions of draft CDE Planning Forum notes have been circulated. Closed. Comments on Latest versions of draft CDE Planning Forum notes have been received from SMBC, AVDC, HCC, TRDC. Closed. Public engagement on the current draft CDE's is underway. Ongoing. Suggested additional 'CDEs' (handrails, access steps and fencing) are currently being considered by HS2 and will feature as a future agenda item. Review of common place notifications is ongoing. Chair has written to Douglas Oakervee pointing out LAs' concern that highway works already started should be completed if the Project is cancelled. Closed. Phase 1 Update (HS2) provided a general update on HS2 Phase One: (HS2) explained that HS2 is preparing for notice to proceed, which involves the following: • The re-organisation of client teams to ensure greater integration with contractors. This new arrangement will comprise Integrated Project Teams (IPTs), which will be aligned with the current contract areas for stations and main works. Some HS2 staff will be part of the IPTs, including town planners. The HS2 town planning team, whilst embedded within the IPTs, will be line-managed by the Head of Town Planning. The new team structure will be set up to allow for flexibility to deal with fluctuating workloads across HS2. Current points of contact for town planning will not change and local authorities should not expect to see a difference in day-to-day working. A number of local authorities said that they would like to know more about the role and organisation of IPTs across Phase One. Action: HS2 to present IPT structure in more detail at the next Planning HS₂ (HCC) and (LBC) raised concerns about the delayed notice to proceed creating a bottle-neck of Schedule 17 submissions. (HS2) reassured the Forum that this was not the intention and that HS2

will work to ensure that this can be mitigated as far as practicable. (HS2) expressed the importance of using pre-application discussions to

iron out issues as early as possible.

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3.

Action: HS2 to present on programme at the next Planning Forum.

• II (HCC) and III (LBC) were unclear about the future role of the Interface function within HS2 and wanted to understand how this would be affected by the IPTs. (HS2) provided reassurance that this function would still exist in the new structure.

Action: HS2 to present on Interface function at the next Planning Forum.

- (BCC) and (WCC) expressed concern about coordination between contractors in their areas and wanted to understand how coordination will work under the IPTs. (HS2) explained that the project management function on the project is responsible for coordination and would continue under the IPTs.
- (SNC) asked whether there is a Plan B for works that have commenced given notice to proceed may not be given by the government. (HS2) explained that the project is preparing to build HS2 and as such a Plan B was not currently being considered.

(HS2) summarised the main works on-going across Phase 1.

- The Phase One enabling works including habitat relocations, winter clearance, demolitions and utilities diversions continue.
- Final proposals for Phase One 'Stage Two' submitted and to be presented to HS2 Board in January 2020.
- Phase 2a House of Lords Third Reading expected in spring 2020. Phase 2a Royal Assent forecast spring 2020.
- Phase 2b Hybrid Bill Deposit is forecast for summer 2020.

Phase One area construction update:

North:

- Enabling works environmental mitigation continuing.
- HS2 is engaging with the Urban Growth Company (UGC) to bring forward alternative highway schemes at Interchange Station.
- Main works lorry route Sch 17 consenting now underway across Area North, in Warwickshire and Staffordshire, as well as new utility works lorry route proposal, currently in the pre-app phase.
- Early works for Interchange highways have commenced and M42/A446 structures work will commence in October with the construction of HS2 trace bridges planned to start in early 2020.
- Laing Murphy JV has completed the archaeological excavation at the Park Street burial ground.
- The two north stations and 'People Mover' schemes are ready for Sch 17 submissions this month.

Central:

- Chiltern tunnel south portal topsoil stripping works taking place around the launch site for the tunnel boring machine for the Chiltern Tunnel.
- The Great Missenden haul road, which is required to provide temporary access from the A413 Aylesbury Road to the HS2 alignment during the construction phase, has been completed.
- The trial trenching works are taking place at the Edgcote battlefield site

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	 to pre-election restrictions. Consultation runs until the 30th January. To publicise the consultation an email has been sent to all local authorities, links have been included on Common Place and material has 	
	 authorities, links have been included on Common Place and material has been made available at all recent HS2 events and drop-ins. (HS2) explained that the consultation has been broken down into three settings – urban, rural and transport corridor. 	
	 288 questionnaires have been completed to date and 72% of responses are from line-of-route postcodes. The responses so far have been from a broad range of locations, with the greatest number of responses from the Birmingham area. 	
	 Examples of the 'free-form' text responses were given. Overall responses have been varied but there is a trend towards comments on graffiti and the use of concrete. 	
	 (HCC) asked whether the HS2 Independent Design Panel had been engaged on CDEs and asked whether their response would be published. (HS2) said that a briefing had been given to the IDRP on 13 November, which the Planning Forum Chairman had attended. Chair said that he thought the IDRP's comments did not suggest an alternative design approach to the current CDE proposals. The IDP publish newsletters on their meetings. 	
	 (HS2) said that it was hoped the CDEs could be formally agreed at the next Planning Forum (26 March). SNC asked for as much time as possible to ensure that it can complete its own governance. Action: HS2 to include IDRP comments in a report incorporating all 	HS2
	engagement undertaken on CDEs. Action: HS2 to circulate CDE Planning Forum Notes three weeks prior to the March Planning Forum, with any proposed amendments highlighted.	HS2
5.	Local Authority Feedback	
	Reimbursement of costs:	

 (NWBC) suggested the introduction of a template / protocol for meeting invites to set out whether meetings are chargeable under the SLA schedule. Several local authorities expressed concern about how charging currently operates. Action: (HS2) agreed to set up a separate meeting on the SLA and procedures so the matter is dealt with outside of Planning Forum. 	HS2
Role of Helpline:	
 HS2 explained that the helpdesk does not have a role in collating public comments on Schedule 17 submissions once they have been submitted by HS2. Chair reminded the Forum that once submissions have been made, and if the local authority chooses to consult the public, it is their responsibility to handle any resulting comments. HS2 clarified that the Helpdesk has been provided with lines to take on Schedule 17 submissions and agreed that these will be reviewed and provided to the next Planning Forum. Action: HS2 to review Schedule 17 lines to take, used by the Helpdesk 	
 and Common Place. (NWBC) asked for clarification on public consultation. (HS2) explained that this matter had been covered at a previous Planning Forum and offered to re-circulate the slides after the meeting. (HS2) clarified that there is no obligation for HS2 to engage the public on Schedule 17 submissions, unless they are Key Design Elements. However local authorities may consult if they wish. Action: HS2 to circulate slides from May 2018 Planning Forum covering 	HS2
 (AVDC) said that they wished to set up member and parish council briefings but had not had a response from HS2. (HS2) directed AVDC to the community engagement team within HS2. (HS2) also clarified that if local authorities would like member briefings on the planning regime, they should contact the area town planning managers. 	HS2
 (LBC) suggested that Planning Forum Note 6 should be amended to improve the definition of a 'lorry route'. They were concerned about the clarity of a recent lorry route submission. (HS2) and Chair agreed to talk through the issue with LBC at the end of the meeting. Post Meeting Note (following discussion after the Planning Forum): HS2 to propose amendment to PFN 6 to make it clear that the roads listed in an application should comprise a route. 	
Quality checks: • ■ (WCC) raised that there had been some concerns about the quality of consents submitted by HS2.	

	with individual Schedule 17s should be raised with the area town	
	planning managers.	
6.	HS2 Landscape Design Strategy	
	, HS2 , presented the HS2 Landscape	
	Design strategy. The presentation covered the approach to 'landscape led' design	
	in rural landscapes, designed Landscapes, urban landscapes. In addition, (HS2)	
	presented the lessons identified by the Design Panel and the principles and	
	opportunities associated with the HS2 green corridor.	
	(NWBC) noted that there had not been much mention of landscape context by	
	contractors to date and questioned how landscape context would be conveyed	
	within Schedule 17 submissions. (HS2) clarified that the topic would	
	become more relevant to MWCC submissions and that landscape context should	
	be included within Design and Access Statements for Schedule 17 submissions relating to Key Design Elements, or in Written Statements for other applications	
	as appropriate.	
	(NWBC) asked whether landscape context was being considered for temporary	
	works, such as compounds and worksites. (HS2) explained that due to	
	constraints it was difficult to incorporate, however HS2 is reminding contractors	
	of 'no net loss' and other obligations, so that they can be factored into temporary worksite design if relevant and possible.	
	The months are possible.	
7.	Community Engagement and Helpdesk Update	
	, HS2 , presented an overview of	
	complaints received by area, and a breakdown of the categories of complaints relating to Phase One construction.	
	relating to 1 hase one construction.	
	(HS2) explained that the data collected by the Helpdesk is becoming more	
	granular and will be presented at the next Planning Forum.	
	, HS2 provided an	
	update on measures to protect vulnerable people. The presentation covered the	
	vulnerable people framework and new initiatives, such as vulnerable people	
	training for public facing HS2 staff, the advocacy support service, the business	
	wide contract for translation and the vulnerable people panel.	
	(HS2) asked for any queries on this matter to be directed to:	
8.	Planning Forum Notes and Appeals Update	
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	(HS2) presented an update on Planning Forum Notes and appeals.	
	Planning Forum Notes (PFNs):	

INDEPENDENT PHASE ONE PLANNING FORUM FOR HS2

	 PFN 4. HS2 had previously circulated a proposed amendment to facilitate consultation of the Canal & River Trust on Schedule 17 submissions. Having considered the views of the LAs who responded, it is proposed not to take forward the amendment. The proposals would impose a significant burden on both HS2 Contractors and the LAs. The Planning Forum agreed not to amend PFN 4. Updates to PFN 6 are currently progressing through governance, after which a revised draft would be circulated. Change is proposed to include the types of matters that could be subject to condition. Changes to PFN 7 are also being taken though HS2 governance following comments from local authorities on the proposed additional details submitted with Bringing into Use approvals. Action: HS2 to circulate revised drafts of PFN 6 (Appendix A) and PFN 7. Common Design Element PFNs have been commented on by local authorities. It was agreed that they would be circulated following the conclusion of public engagement and before the next Planning Forum (HS2 action noted under agenda item 4). (HS2) summarised the outcome of the Colne Valley Wetland site judicial review in detail. The High Court judgement can be found at: https://www.casemine.com/judgement/uk/5e0065bb2c94e06539c0c1f0	HS2
	Action: HS2 to circulate link to the SoS's recovered appeal decision in relation to refusal of a lorry route application in Hillingdon.	HS2
9.	Forward Plan/ AOB	
	Harris Connect Disease Construction	
	 Items for next Planning Forum agenda: Integrated project team structure, including future interface function 	
	HS2 Phase One programme	
	CDE Planning Forum Notes	
	The following dates for future Planning Forums in 2020:	
	26th March – Birmingham	
	28th May - London	
	23rd July – Birmingham	
	24th September - London	
	26th November – Birmingham	
	Action: HS2 to send out place-holders for these meetings.	HS2