

## Phase 2a Planning Forum Agenda Meeting 15th January 2020

<b>Date &amp; Time:</b>	<b>Phase 2a Planning Forum Meeting</b> <b>Wednesday 15 January 2020</b> <b>10:00 – 12:30 Planning Forum</b>  <b>Staffordshire County Council</b> <b>County Buildings</b> <b>15 Martin Street</b> <b>Stafford</b> <b>ST16 2LE</b>
<b>Independent Chair:</b>	<b>Ted Allett</b>

Item		Lead	Time
	<b>Pre-meet for local authorities</b>	<b>Chair/LA</b>	<b>10:00</b>
	Introductions	All	10:15
1	Review of previous meeting minutes and actions	All	10:20
2	2a Bill – update	HS2 Ltd	10:30
3	Community engagement - update	HS2 Ltd	10:35
4	Project programme update	HS2 Ltd	10:45
5	LPA Context Reports	HS2 Ltd	10:55
6	EEW / Balfour Beatty update	HS2 Ltd	11:10
7	Qualifying Authority Status - update	DfT	11:30
8	Guidance on the removal of qualifying authority status	HS2 Ltd	11:40
9	Heritage update	HS2 Ltd	11:50
10	Sub-group - update	HS2 Ltd	12:05
11	Service Level Agreements – update	HS2 Ltd	12:10
12	Forward Plan and Planning Forum Documents	HS2 Ltd	12:20
13	AOB	All	12:25

## INDEPENDENT Phase 2a Planning FORUM FOR HS2

<b>Title:</b>	<b>Independent Phase 2a Planning Forum for HS2</b>	
<b>Date &amp; Time</b>	<b>Wednesday 15<sup>th</sup> January 2020 10.00 – 12:30</b> <b>Staffordshire County Council</b> <b>County Buildings</b> <b>Stafford</b>	
<b>Chair</b>	Ted Allett	Independent Chair
<b>HS2 Ltd Attendees:</b>	[REDACTED]	HS2 Ltd – Archaeology and Heritage Advisor HS2 Ltd - Town Planning Lead, Phase 2 HS2 Ltd –Senior Commercial Manager Balfour Beatty – Consents Manager HS2 Ltd - Head of Town Planning HS2 Ltd – Town Planning Manager HS2 Ltd – Senior Third Party Agreements Manager HS2 Ltd – Senior Engagement Manager, Phase 2a

<b>Local Authority Attendees:</b>	[REDACTED]	Newcastle-under-Lyme Borough Council (NUL) Cheshire East Council (CEC) Stafford Borough Council (SBC) Lichfield District Council (LDC) Staffordshire County Council (SCC)
<b>Promoter Attendee:</b>	[REDACTED]	Department for Transport (DfT)
<b>Apologies:</b>	[REDACTED]	Shropshire Council East Stafford Borough Council (ESBC) Cheshire East Council (CEC) HS2 Ltd HS2 Ltd HS2 Ltd

Item		Action Owner
	<b>Introductions</b>  The Chair invited attendees to introduce themselves.	
<b>1</b>	<b>Review of notes &amp; actions from last meeting</b>  The previous minutes were agreed and will be uploaded to GOV.UK.  A list of outstanding actions was circulated: <ul style="list-style-type: none"> <li>• Sub-group update – will be covered under Item 10</li> <li>• From the Planning Forum meeting on 18<sup>th</sup> September 2019, under item 10 which reads ‘HS2 to email LDC, SCC and SPC seeking agreement’. For clarification purposes, this action was related to</li> </ul>	<b>HS2 Ltd</b>

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	<p>the Planning Memorandum. The Forum agreed a minor change to the Planning Memorandum; however, it was noted that not all members were present and therefore an email should be sent round asking for any comments. If no comments were received, then it should be taken that they have no comments and therefore the Planning Memorandum would be agreed.</p>	
<b>2</b>	<p><b>Phase 2a Bill – update</b></p> <p>HS2 provided an update on the Phase 2a hybrid Bill:</p> <ul style="list-style-type: none"> <li>• It was acknowledged that there had been pause due to the General Election.</li> <li>• It was hoped that proceedings would be started soon, but further clarity is yet to be provided.</li> <li>• HS2 explained that the number of petitions had reduced from 35 to 28, as 7 petitions had been withdrawn.</li> </ul> <p>SCC asked if HS2 were going on the assumption that everything is still proceeding. HS2 confirmed they were but stated that there are some formalities before they could proceed.</p>	
<b>3</b>	<p><b>Community Engagement Update</b></p> <p>HS2 provided an update on its engagement work (see slide pack for more details).</p> <p>It was noted that engagement activities had been constrained due to the pre-election period and remain somewhat constrained due to the Oakervee Review.</p> <p>There had been local events in Whitmore and Madeley. HS2 noted information is tailored to suit community needs and for this event, a tunnelling expert was arranged to provide a talk on tunnelling in general.</p> <p>A workshop for land agents was also held in Yarnfield in November 2019.</p> <p>HS2 noted that they are continuing to undertake wider community engagement, which is not restricted by the Bill or Oakervee Review, including:</p> <ul style="list-style-type: none"> <li>• CEF &amp; BLEF</li> <li>• Growing Spaces project at ten schools along the route</li> <li>• Information points at 14 locations</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Trent-Sow Group</li> <li>• Enquiry management</li> </ul> <p>SCC asked if invites for all local events could be sent to their Forum representative, so that ward members and other Council officials could be informed of HS2 activities.</p> <p>HS2 agreed that this could be done and noted that closer engagement will be undertaken.</p> <p>HS2 advised that Parish Council presentation dates are yet to be confirmed, but HS2 will send out information to members once these have been agreed.</p> <p><b>Action – HS2 Ltd to circulate all dates and invites with members in relation to local events and Parish Council briefings.</b></p> <p>HS2 noted that future engagement up to Royal Assent is likely to include:</p> <ul style="list-style-type: none"> <li>• Small-scale public drop-ins at selected sites on the line of route</li> <li>• Targeted surgeries and drop-ins</li> <li>• Briefings for parish councils</li> <li>• Newsletter and updated information materials, including Commonplace</li> </ul> <p>SCC stated that they have not been receiving email notifications from the Common Place facility regarding project updates.</p> <p><b>Action – HS2 Ltd to investigate why SCC are not receiving notifications or updates via the Commonplace email.</b></p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>
4	<p><b>Programme update</b></p> <p>HS2 provided a brief update on the Phase 2a programme:</p> <ul style="list-style-type: none"> <li>• Early Environmental Works (EEW) design work is moving forward, with pre-application discussions likely to take place in March 2020.</li> <li>• HS2 are in early discussions with designers regarding works on the Newcastle Road. When details have been confirmed, an update will be provided.</li> <li>• GI works to take place in Spring 2020.</li> <li>• Environmental surveys are likely to take place in Spring 2020.</li> <li>• Early minor highway works likely to commence in 2021.</li> </ul>	

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	<p>SCC enquired whether a Traffic Liaison Group (TLG) would be set up before the early minor highway works? HS2 confirmed that a TLG would be set up.</p>	
5	<p><b>Planning Context Reports</b></p> <p>HS2 provided an overview of the Planning Context Reports that members will receive over the coming months (see slide deck).</p> <p>HS2 explained that Context Reports will be provided to meet requirements of the Phase 2a Bill and the Planning Memorandum. These documents require HS2 to submit a document/report to Councils setting out its proposed programme in advance of requests for approval under Schedule 17. Furthermore, an indication of the location of scheduled and non-scheduled works to which request for approval are expected to relate, needs to be provided.</p> <p>CEC asked when would members receive the reports? HS2 explained that they are currently in production and will be sent after internal sign off and shortly after Royal Assent.</p> <p>HS2 also explained that efforts are being made to provide the Forum with an opportunity to experience a Virtual Reality Phase 2a fly through in late March 2020. If this can be arranged an invite will be sent to members.</p> <p><b>Action – HS2 Ltd to continue its efforts to arrange for the Forum to experience the VR Phase 2a fly through and send invites to members</b></p> <p><b>Action – HS2 Ltd to check that forward programmes are being sent to SCC</b></p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>
6	<p><b>Early Environmental Works EWW / Balfour Beatty - update</b></p> <p>Balfour Beatty provided an overview of the EEW (see slide pack).</p> <p>Balfour Beatty noted that they would be delivering the first works contract for the Phase 2a project, and that they appreciated the reputational significance of doing so.</p> <p>BB presented the project programme stages and detailed the key and main elements of their works for Phase 2a:</p> <ul style="list-style-type: none"> <li>• LDC – Six applications: Five in Tranche 1; One in tranche 2.</li> <li>• SBC – Eight applications: Three in Tranche 1; Five in Tranche 2.</li> <li>• ESBC – Two applications: One in Tranche 1; One in Tranche 2.</li> <li>• NUL – Four applications: Two in Tranche 1; Two in Tranche 2.</li> <li>• CEC - Six applications: One in Tranche 1; Two in Tranche 2.</li> </ul> <p>HS2 confirmed that it would work with members to develop an achievable timeline for the submissions, to avoid multiple submissions arriving at once.</p>	

	<p>The Chair asked if pre-application meetings would take place before Royal Assent? HS2 confirmed that pre-application meetings will continue regardless of when Royal Assent happens.</p> <p>HS2 reminded members to log any pre-application meetings, so that they can submit claims once the post RA SLA has been agreed.</p> <p>BB advised that the first submissions/works would specifically relate to the creation of ponds.</p> <p>SCC questioned whether these submissions would go through the Flood Risk team at the planning authority? HS2 explained that under the protective provisions under the Bill, they would go to either the EA or LLFA depending on the definition of the affected water course(s). BB confirmed that there will be some that are referred to EA or LLFA.</p> <p>The Chair sought clarification whether the Archaeology was subject to a separate contract. HS2 confirmed that written scheme of investigations (WSI) were subject to a separate contract with Arup.</p>	
7	<p><b>Qualifying Authority Status – update</b></p> <p>The DfT noted that they had received applications (to become QAs) and signed copies of the Planning Memorandum from all the member LAs.</p> <p>It was noted that the Bill’s progression is dependent on the Parliamentary process re-starting following the formation of the new Government and that this would take time.</p> <p>With regards to the Class Approval, DfT explained that the legislation is currently in draft and as it is a Statutory Instrument, it will be laid in Parliament directly after Royal Assent – this does not require any other parliamentary procedures so will come into effect immediately.</p>	
8	<p><b>Guidance on the removal of Qualifying Authorities status</b></p> <p>HS2 reiterated that Qualifying Authorities (QA) are given a greater level of control in exchange for making certain commitments such as working collaboratively and expeditiously.</p> <p>The SoS has a statutory instrument that can in specific circumstances result in the removal of QA status.</p> <p>HS2 stated that this provision has never so far been operated on HS2, Crossrail or HS1 and it is not expected to be operated, but it is important to provide clarity on how this can happen.</p>	

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	<p>The guidance mirrors that of Phase 1 (asides from changes to address typos and grammar) and sets out a five-stage process (see slide pack for further information).</p> <p><b>Action – HS2 Ltd will circulate the guidance on the removal of Qualifying Authorities for comments.</b></p> <p>The Chair asked at what stage do DfT become involved in the removal process. HS2 stated that this would be at stage 3. It was explained that HS2 would be in communication with DfT from the start of the process, to assist in resolving the matter and avoid escalation towards later stages.</p>	HS2 Ltd
9	<p><b>Heritage update</b></p> <p>HS2 provided an overview of the archeological programme for Phase 2a.</p> <p>It was explained that archeology has been a material consideration in town planning since 1990, which is reflected in HS2's Environmental Statement and EMRs, specifically the Heritage Memorandum.</p> <p>The Heritage Memorandum requires HS2 to produce a research led programme of archeological work. This has been done by producing a Historic Environmental Research Strategy (HERDS) which has been consulted on and discussed with archeological advisors to the LPAs.</p> <p>It was explained that these discussions to obtain local knowledge, assists HS2 when assessing what is important and prioritising resources to obtain best value.</p> <p>HS2 advised that early discussions around the scope of early works are underway with subject matter experts to reach an agreement as to what documents need to be submitted alongside Schedule 17 submissions.</p> <p>HS2 stated that the second major control is related to Statutory Designations, of which there are four such assets (Listed Buildings) on the Phase 2a route. Three are mile posts which are protected by the 1990 Town and Country Planning Act but Schedule 18 to the Hybrid Bill allows HS2 to disapply some of the protections. However, it was noted that HS2 will collaborate with members to agree where the mile posts would be relocated</p> <p>The other Listed Building is Crewe Station, as there is a possibility that works there may affect the curtilage of the Listed Building, not the building itself but some nearby associated elements that contribute to its listing.</p> <p>HS2 explained that the research strategy divides the route into three areas, Trent Valley, Stone Uplands and the Cheshire Plains – as it reflects the distinctive archeological make up (see slide deck).</p>	

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	<p>SCC asked how all the heritage and archeological information that has been found will be recorded. HS2 explained that no decision has been made yet, but it was hoped that information could be shared publicly online and through other forms of publication.</p>	
10	<p><b>Subgroup Meetings</b></p> <p>It was noted that three of four subgroup meetings had been cancelled due to pre-election restrictions.</p> <p><b>Highway subgroup</b> The subgroup met on 7<sup>th</sup> January and the minutes of the meeting will be sent out once complete. The next meeting should be held during April (date to be confirmed).</p> <p><b>Environmental Health Subgroup</b> The next meeting is yet to be confirmed.</p> <p><b>Water subgroup</b> The next meeting is yet to be confirmed.</p> <p><b>Heritage subgroup</b> An update is provided under item 9 above – the next meeting is scheduled for 4<sup>th</sup> February 2020.</p>	
11	<p><b>Service Level Agreements – update</b></p> <p>HS2 noted that all documents had been sent out to members and it was left with members to decide whether an SLA workshop was required.</p> <p>CEC explained that the LAs had met, at which members agreed that this should be taken back to each member's local authority for further review – but that a workshop with HS2 Commercial would also be beneficial.</p> <p>HS2 agreed that this could be arranged and asked which type of SLA members would prefer:</p> <ol style="list-style-type: none"> <li>One that was based on the Phase 1 calculations and principles</li> <li>A completely new SLA and calculation methodology</li> </ol> <p>SCC advised that they had a bespoke SLA in place for Phase 1 and that this is something that they would like to replicate for 2a.</p> <p>HS2 noted that in SCC's case they could keep their bespoke SLA, as it was already done for Phase 1 and should be straightforward. It was noted that there may be an issue around 'scheduled services' and it would be useful to get an idea from members if there are any new burdens.</p>	



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	<p>SCC explained that the only new burden for them would be related to the street lighting, as it is funded differently at SCC. HS2 advised SCC that this should be noted on the latest version of the template.</p> <p>The Chair asked if there had been any new burdens added on to Phase 1 since the original SLA. HS2 confirmed that there had been new burdens, namely to address noise matters for residents in flats near Euston and from discussions with OPDC.</p> <p><b>Action - HS2 Commercial took an action to circulate the Schedule 1 scheduled services and new burdens that were approved under Phase 1.</b></p> <p><b>Action - HS2 Commercial will arrange an SLA workshop with members to discuss in detail the Phase 1 SLA and amended July formula.</b></p> <p>The Chair advised members to circulate the amended July formula to their finance departments for feedback ahead of the workshop, to ensure that members get the most out of the session.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>
<b>12</b>	<p><b>Forward Plan and Planning Forum Documents</b></p> <p>HS2 provided an overview of the Forward Plan and Planning Forum Documents (see slide pack for detail).</p>	
<b>13</b>	<p><b>AOB</b></p> <p>HS2 informed members that as we had been working towards January Royal Assent, all relevant documents have now been presented to the Planning Forum and it was therefore proposed that the March 2020 meeting should be cancelled.</p> <p>The Chair and members agreed that the March 2020 can be cancelled unless an urgent matter should arise that cannot be dealt with through separate meetings with councils.</p> <p>HS2 proposed future meeting dates which would be circulated to members.</p> <p><b>Action – HS2 to email calendar invites to members.</b></p>	<p>HS2 Ltd</p>