

Phase 2a – Highways Sub-Group Meeting Minutes #20 – 9TH September 2021

Date, time & Venue:	Thursday 9th September (11:00 – 12:30) MS Teams	
Nominated Undertaker Attendees:	<p>[REDACTED] (Chair)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
Promoter Attendees:	[REDACTED]	Department for Transport
Attendees:	[REDACTED]	Staffordshire County Council Cheshire East Highways
Also invited/ apologies:	[REDACTED]	HS2 Ltd HS2 Ltd HS2 Ltd
Copies:	[REDACTED]	HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd

Item	Topic
1 & 2	<p><u>Introductions</u></p> <p>All attendees introduced themselves and which organisation/highway authority they represented. Apologies received were noted.</p>
3.	<p><u>Review of Minutes from last meeting and Action log</u></p> <p>The minutes of meeting #19 were agreed.</p> <p>OPEN ACTIONS (See Action log for details)</p> <p>Action 2 – Road Safety Fund – allocations have been announced. CLOSED.</p> <p>Action 25 – Road Safety Fund – spend. Defer for 1 year. CLOSED</p> <p>Action 20 - LTMP sharing – confirmation that final versions have these been issued to Staffordshire CC and Cheshire East required. OPEN.</p> <p>Action 37/40 – TORs for Extraordinary meetings to be issued to Parishes/Districts – OPEN</p> <p>Action 38 – Correspondence shared with HS2 Community Engagement - OPEN</p> <p>Action 41 – Issue of RSF allocation letters to correct officers in highway authorities. CLOSED</p>

	<p>Action 42 – Use of Street Manager. Guidance issued as new contractors are on-boarded. CLOSED</p> <p>Action 43 – Submissions to National Highways – request for details sent to NH. CLOSED</p> <p>NEW ACTIONS (this meeting)</p> <p>Action 44 – Schedule 17 guidance and submissions to be issued – OPEN</p> <p>Action 45 – RSF documents to be recirculated – OPEN</p> <p>Action 46 – Technical Standards documents to be recirculated – OPEN</p> <p>Action 47 – HS2 Ltd will assist Council Officers with their SharePoint login issues – OPEN</p> <p>Action 48 – Prepare and hold Extraordinary meeting (see minutes for detailed actions) - OPEN</p>
4.	<p><u>Update by DfT</u></p> <p>No update directly from DfT.</p> <p>It was noted that the letters issued regarding the Road Safety Fund allocations confirmed that the arrangements for draw down and spend for Phase One will apply to Phase 2a.</p> <p>Cheshire East noted that the Road Safety Fund allocation letters provided no details about the criteria for funding or process.</p> <p>HS2 Ltd noted that the Road Safety Fund is on the forward programme and will recirculate the forms and information once updated for Phase 2a.</p> <p>ACTION: HS2 Ltd to recirculate the papers related to the RSF</p>
5.	<p><u>Street Works and Highway Works.</u></p> <p>HS2 Ltd noted that prior to the meeting, the following papers were circulated:</p> <ol style="list-style-type: none"> 1. Statement regarding obligation to register works on the street works register 2. Guidance for Highways Authorities on HS2 Street Manager. <p>HS2 Ltd noted that paper (1) was effectively overtaken by paper (2), but remains valid that the project has not obligation to register works which are not street works on a highway authority streetworks register.</p> <p>It was noted that since that paper was prepared for HS2 Phase One Highways Sub-Group, HS2 Ltd had invested in HS2 Street Manager to enable highway works submissions for temporary interference to be made which did populate the streetworks register of the appropriate authority, to assist the highway authority with their network co-ordination duty.</p> <p>Given the use of the HS2 Phase 2a legislation, guidance had been prepared on how authorities should manage submissions by HS2 Ltd’s contractors. This guidance had been subject to consultation with Phase One authorities.</p>
6.	<p><u>Dispute Resolution Process</u></p> <p>A number of clauses within Schedule 4 of the HS2 Phase 2a Act enables disputes to be referred to the Secretary of State for determination.</p> <p>A dispute resolution process, aimed to avoid disputes being referred to the Secretary of State, had been discussed with the Phase One highway authorities and was set out in the HS2 Phase One/2a Route-wide Traffic Management Plan (RTMP). However, the plan noted that the process needed to be consulted on with Phase 2a authorities.</p> <p>The process was set out (see slides for details).</p> <p>Staffordshire CC and Cheshire East agreed to adopt the same process as for Phase One.</p>
7.	<p><u>Lorry routes and Schedule 17</u></p> <p>An update on the current status of lorry route submissions was provided – see slides for details.</p> <p>It was noted that the slides referred to revised document being issued in August 2021. Cheshire East, asked if this document had been issued.</p>

	ACTION: HS2 to issue guidance and submissions.
8.	<p><u>Technical Standards Guidance Notes and Forms</u></p> <p>HS2 will send updated documents by email to the highway authorities. The updated documents are also on SharePoint however, it was noted that whilst Staffordshire CC and Cheshire East both have access, they reported some people having difficulties logging in.</p> <p>ACTION: HS2 Ltd will send the updated documents</p> <p>ACTION: HS2 Ltd will assist Council Officers with their login issues</p>
9.	<p><u>Forward Programme and Future Meeting dates</u></p> <p>HS2 Ltd gave a forward look on traffic and transportation papers to be issued prior to future meetings:</p> <p><u>November 2021</u></p> <p>Highway condition surveys – project requirements</p> <p>Highway condition claim form</p> <p><u>January 2022</u></p> <p>Road Safety Fund – guidance</p> <p>Application for Road Safety Fund drawdown</p> <p><u>February 2022</u></p> <p>Certificates of practical completion (contractor guidance)</p> <p><u>General</u></p> <p>It was noted that further documentation related to permanent highway standard and related matters would also be updated for Phase 2a. See slides for list.</p> <p><u>Future meeting dates</u></p> <p>The next Highway Sub-Group meeting is to be held on 4th November 2021</p> <p>The dates for the following two Highway Sub-Group meetings are as follows;</p> <ul style="list-style-type: none"> - Thursday 6th January 2022 (members to confirm). - Thursday 24th February 2022
10.	<p><u>AOB</u></p> <p>Cheshire East asked if there would be a Highways Sub-Group Meeting arranged for Phase 2b. HS2 Ltd said that there would be, but a date for establishing these meetings isn't known yet and would likely be during the Parliamentary process.</p>
11.	<p><u>Annual Extraordinary Meeting</u></p> <p>A series of actions were identified as follows:</p> <ol style="list-style-type: none"> 1. Confirm the invite list with the engagement team; 2. Set the date with the highway authorities; 3. E-mail the invite list to request confirmation if the preference is for a face-to-face or Teams or combined and request agenda items and send out the revised TORs; 4. Arrange for chairperson; 5. Subject to (3) confirm venue; <p>Post meeting note – suggested agenda for the Extraordinary meeting:</p> <ul style="list-style-type: none"> • Project - what has happened in the last 12 months or so and maybe a forward look (e.g. lorry route submission) • Highways Sub-Group – what has been considered in the last 12 months – possibly send out the meeting minutes; • Parish/District agenda items

