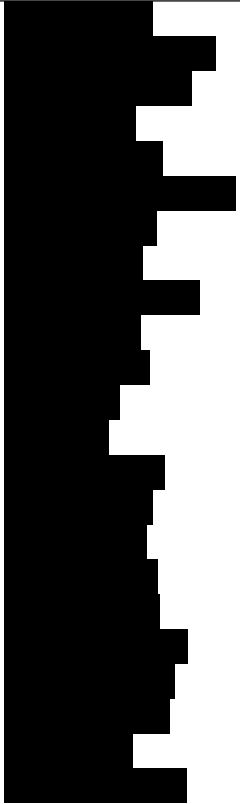
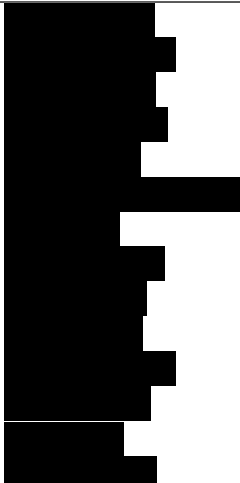


INDEPENDENT PHASE ONE PLANNING FORUM FOR HS2

Title:	Independent Phase One Planning Forum for HS2	
Date & Time	Thursday 22 nd July 2021 13:00 – 15:30 Microsoft Teams Meeting	
Chair	Ted Allett	Independent Chair
Promoter Attendees:		<p>HS2 Ltd (Town Planner) HS2 Ltd (Project Client Director) HS2 Ltd (Town Planning Manager) BBVS HS2 Ltd (Senior Environment Manager) SCS HS2 Ltd (Town Planning) HS2 Ltd (Town Planning Manager) HS2 Ltd (Landscape Design Lead) HS2 Ltd (Head of Heritage) HS2 Ltd (Senior Town Planning Manager) HS2 Ltd (Senior Compliance Manager) SCS HS2 Ltd (Town Planning Manager) HS2 Ltd (Lead Architect) Weston Williamson (BBV) HS2 Ltd (Phase 1 Town Planning Lead) LM-JV HS2 Ltd (Interim Director of Stakeholder Engagement) Weston Williamson (BBV) HS2 Ltd (Head of Town Planning) Mace Dragados JV HS2 Ltd (Town Planning Manager)</p>
Local Authority Attendees:		<p>Three Rivers District Council (TRDC) Westminster City Council (Westminster CC) Solihull Met Borough Council (SMBC) Oxfordshire County Council (OCC) London Borough of Camden (LBC) West Northamptonshire Council (WNC) North Warwickshire Borough Council (NWBC) West Northamptonshire Council (WNC) London Borough of Hammersmith and Fulham (LBHF) Buckinghamshire Council (Bucks C) London Borough of Camden (LBC) Hertfordshire County Council (HCC) London Borough of Ealing (LBE) London Borough of Camden (LBC)</p>

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		<p>Solihull Met Borough Council (SMBC) West Northamptonshire Council (WNC) Lichfield District Council (LDC) Buckinghamshire Council (Bucks C) Warwickshire County Council (WCC) Lichfield District Council (LDC) Staffordshire County Council (SCC)</p>
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Item		Action Owner								
1.	Introductions – were made.									
2.	<p>Review of minutes & actions from last meeting The minutes of the May Planning Forum (PF) were agreed. Action: HS2 to place minutes on website.</p> <p>Outstanding actions were reviewed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Action</th> <th style="width: 50%;">Status</th> </tr> </thead> <tbody> <tr> <td>Consider referencing the reverse side of the noise barrier in the next update to the Planning Forum Note.</td> <td>To be included in next revision of PFN.</td> </tr> <tr> <td>Consider opportunities within Noise Barrier CDE to replace ‘where appropriate’ with ‘as agreed’ or similar.</td> <td>Updates to Planning Forum Note to replace ‘where appropriate’ with ‘as agreed’ or similar is being considered.</td> </tr> <tr> <td> Consider how to progress the suggested additional items (handrails, access steps and fencing) as a separate workstream and present at a future Forum meeting. Common approach to fencing (some high-level outputs) to be on the next agenda. Parapet CDE. Withdrawal of a British Standard and the adoption of a Highways England requirement. HS2 looking into the implications of the change on parapet design. Update to be provided at next meeting. Lineside noise barrier CDE design development. Update to be provided at the next meeting. </td> <td>MS provided update at meeting (see below this table).</td> </tr> </tbody> </table>	Action	Status	Consider referencing the reverse side of the noise barrier in the next update to the Planning Forum Note.	To be included in next revision of PFN.	Consider opportunities within Noise Barrier CDE to replace ‘where appropriate’ with ‘as agreed’ or similar.	Updates to Planning Forum Note to replace ‘where appropriate’ with ‘as agreed’ or similar is being considered.	Consider how to progress the suggested additional items (handrails, access steps and fencing) as a separate workstream and present at a future Forum meeting. Common approach to fencing (some high-level outputs) to be on the next agenda. Parapet CDE. Withdrawal of a British Standard and the adoption of a Highways England requirement. HS2 looking into the implications of the change on parapet design. Update to be provided at next meeting. Lineside noise barrier CDE design development. Update to be provided at the next meeting.	MS provided update at meeting (see below this table).	HS2
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<p>Signage strategy for HS2 to be brought forward at a later date.</p>	<p>For later PF.</p>
<p>GSM-R Masts. HS2 to provide a route-based plan of masts for each authority.</p>	<p>Complete. MD (HS2) noted that when the relevant contractor is onboard: engagement will commence on design matters.</p>
<p>Partial decisions. The Chair will arrange an additional meeting with a wider selection of authorities to discuss the practicalities of administering decisions.</p>	<p>Outstanding, pending the outcome of appeal on Bucks lorry route submissions.</p>
<p>Accessible documents. JF (HCC) agreed to contact the council IT team to clarify the specific issue relating to accessible documents.</p>	<p>JF (HCC) confirmed that an email has been sent to HS2 regarding accessible documents.</p>
<p>Planning performance charts. HS2 to provide appeals statistics at the next Planning Forum and update the pie charts with actual figures.</p>	<p>Agenda item 4.</p>
<p>Planning performance. The Chair to approach LPAs and arrange an informal meeting with HS2 to discuss determination processes and causes of delay in more detail, before the next Planning Forum.</p>	<p>Complete. Feedback to be provided under item 4.</p>
<p>HS2 to circulate the tracked changed PFNs with proposed updates for comment. LPAs to provide comments by Friday 18th June 2021.</p>	<p>PFNs circulated for comment on 28.05.21. Agenda item 7.</p>
<p>Helpdesk update. HS2 to circulate the note and link to the PHSO report following the meeting.</p>	<p>Complete. Circulated on 28.05.2021</p>
<p>Common Design Elements Update</p> <p>■ (HS2) provided an update on Common Design Elements (CDEs), noting that the Piers and Parapets CDEs were approved by PF in December 2020 and shared some photos of examples of common design element designs.</p>	

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	<p>■ (HS2) also reminded the Forum that for road overbridges there is a need to change the inner profile of the parapet due to a change in the vehicle impact requirements and that full size mock-ups are now available. However, the current parapet CDE remains available for use on overbridges where applicable.</p> <p>In respect of the emerging lineside noise barrier CDE, ■ (HS2) explained that work is ongoing and that EKFB and BBV are collaborating closely with each other and HS2, with the hope to share output soon.</p> <p>■ (HS2) noted that West Northamptonshire Council, Solihull MBC and Buckinghamshire Council were the current volunteers to take part in the CDE working group. MS (HS2) asked for other volunteers to contact HS2’s PF inbox.</p> <p>■ (HS2) confirmed that the above volunteers would also be invited to visit the parapet mock-ups and invited other LAs to contact the PF inbox.</p> <p>■ (HS2) highlighted that the fencing common design approach is progressing and that hopefully some outputs can be shared with the PF soon.</p> <p>■ (SNC) asked for clarification on the role of CDEs in key design elements, noting that some changes were proposed to the original CDE design for the Edgecote Viaduct KDE design. The Chair and ■ (HS2) explained that the CDE could form the starting point for designs (including KDEs) but are not mandated.</p> <p>■ (HS2) and ■ (HS2) highlighted the innovative design features of the Wendover Dean Viaduct and the reduction in imbedded carbon in its design. ■ (HS2) also noted the success of pre-application discussions in shaping its design.</p>	
<p>3.</p>	<p>HS2 Project Update</p> <p>■ (HS2 Client Director for the central EKFB section) presented the key progress on Phase One:</p> <p>Ecological mitigation works continue whilst noise insulation, archaeology and utility works and small-scale demolitions are underway. It was explained that enabling works scope is currently being transferred to the main works contracts.</p> <p>For main works, the current key activities are site establishment, piling, noise insulation, ongoing ecological works, ground investigations and detailed design. ■ (HS2) drew attention to the launch of the second HS2 tunnel boring machine ‘Cecilia’ at the start of July.</p> <p>■ (HS2) presented slides for each main works IPT, setting out progress and a broad lookahead. Photographs were shared of Phase One construction works and other onsite progress. ■ (HS2) also noted that the project is using rail and other means to reduce the impact of heavy goods vehicles on the highway network.</p>	

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	<p>■ (HS2) said that some contractors may seek longer working hours in appropriate areas whilst the weather is favorable for earthworks and confirmed that this would be subject to the relevant approvals, such as Section 61s.</p> <p>■ (HS2) drew attention to the recent approval of the Western Valley Slopes and noted that this was an important achievement for HS2, Align and Hertfordshire who worked collaboratively on the design and approval process.</p> <p>The Chair thanked Ambrose for his attendance at recent meetings and said that he had recently met with ■ (Civils Client Director) and discussed attendance of other client directors at the meeting. ■ (HS2) said that he and other client directors would be attending PF in future.</p>	
<p>4.</p>	<p>Planning Consents Performance</p> <p>■ (HS2) presented charts showing the time taken to determine main works Schedule 17 submissions in the last six months. It was noted that there had been an improvement in performance and that a higher proportion of Schedule 17s were determined within 8-16 weeks compared to the previous six-month period.</p> <p>■ (HS2) also presented charts showing Schedule 17s awaiting determination. It was highlighted that performance on these had also improved since the PF in May. Notably, 10 of the live submissions are currently under the eight-week threshold in comparison to five in May. However, it was noted that there are a small number of Schedule 17s which are very late.</p> <p>■ (HS2) also shared a Schedule 17 submissions chart, which indicates that the planned number of main works submissions were not achieved in the previous three months, but that there had been a slight improvement recently. It was again noted that the planned submission figures need to be improved upon. ■ (HS2) said that contractors will continue to work with LPAs bilaterally to provide updates on planned submissions.</p> <p>■ (HS2) shared a chart showing appeals durations, which shows decided and pending appeals. It was noted that the timescales for written reps appeals is 9-10 weeks and that there had been delays in appointing inspectors for some appeals.</p> <p>■ (OCC) asked whether the appeals had impacted the HS2 programme and if this could be displayed on the chart. ■ (HS2) explained that certain delayed lorry route approvals were putting pressure on the programme due to the restriction of 24 heavy goods vehicle movements per day. ■ (HS2) explained that all appeals have some degree of impact and HS2 would look at how to show this information on the chart.</p> <p>■ (WCC) said that there are two lorry routes in Warwickshire which have the potential to go to appeal. It was explained that the provision of information was the issue causing delays and asked for this information to be provided. ■ (HS2) noted this request and said he would feed it back.</p>	

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	<p>The Chair explained that the same issue arose on the Bucks appeals 10-14 which led to a discussion about what information is appropriate and / or available for Sch 17 lorry route approvals.</p> <p>The Chair said that two break-out meetings have taken place to discuss consents performance. It was explained that the purpose of the meetings was exchange experiences of Schedule 17 submissions to identify any lessons and potential changes or additions to PFNs that could reduce average determination times.</p> <p>At the first meeting it was highlighted that quality of pre-app, change from the scheme assumed in the ES and timing of submissions were discussed. The Chair also noted that extent of consultations beyond LA officers, political involvement and resources were additionally identified at the first meeting and discussed at a second meeting alongside completeness of submission, timing and extent of additional info requested and size / accuracy of plans.</p> <p>The Chair set out conclusions regarding the relative importance of these interrelated issues as well as highlighting the importance of pre-application discussion and influence of requests for additional information. The Chair noted that extent of consultations beyond LA officers varied between authorities and that this factor had an influence on political involvement. Resourcing was also identified as an emerging and substantive issue in respect of determination.</p> <p>Action: The Chair proposed drafting an interim report covering these findings for sharing with [REDACTED].</p> <p>[REDACTED] (HS2) noted the feedback regarding the timing of submissions and said that contractors will engage LPAs to ensure this issue can be avoided.</p> <p>[REDACTED] (HS2) thanked the Chair for holding the breakout meetings. PG (HS2) welcomed the suggested amendment to the PFN on pre-application discussions. [REDACTED] (HS2) drew attention the implications of delayed decision making on cost and programme and expressed concern about the performance of the determination processes in some areas.</p> <p>[REDACTED] (HS2) also drew attention to paragraph 13 of Schedule 17 and the commitments Qualifying Authorities have made through the Planning Memorandum regarding decision making processes and resourcing.</p> <p>[REDACTED] (WNC) said that submission timing can affect the ability of the LPA to consult statutory consultees within five days of the submission and asked for clarification on whether this meant calendar or working days. [REDACTED] (HS2) confirmed that the Act only specifies five days and recognised that there could be constraints and that collaboration on submission timings is the best solution.</p>	<p>Chair</p>
<p>5.</p>	<p>Local Authority Feedback and Issues Arising</p> <p>[REDACTED] (WNC) said that some pre-application meetings have been postponed which</p>	

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	<p>is pushing back the discussions which may create time pressures further down the line. ■ (HS2) explained that there is a lot of focus on this matter within HS2 and asked if more information could be provided so the issue could be fed back to the contractors. Action: LPAs to email the P ■ inbox with details of deferred pre-app meetings.</p> <p>■ (WCC) said that issues around the Service Level Agreement have been discussed with HS2 and actions have been agreed. ■ (HS2) explained that a separate regular meeting will be set up to discuss SLA matters. The Chair welcomed this and asked if progress can be shared with the Forum and that funding arrangements are also discussed at the new meeting. ■ (HS2) agreed.</p> <p>The Chair asked if resourcing will be discussed at the meeting given the findings of the breakout meeting. ■ (HS2) confirmed that this would be discussed and that new ideas were being tested in respect of resourcing. Action: LPAs to email ■ (WCC) and ■ (HS2) to arrange attendance at meeting. HS2 to set up the first SLA meeting in August 2021.</p> <p>■ (HS2) and ■ (HS2) highlighted the importance of resourcing and committed to assist with the discussion.</p> <p>■ (OCC) asked if highway works will also be discussed at the meeting. ■ (HS2) confirmed that the meeting will cover funding arrangements for all consents.</p> <p>■ (SCC) suggested a new PFN to address the issue of start times and types of vehicles arriving at construction sites, in line with a recent findings of the Construction Commissioner in relation to a site in Staffordshire. ■ (HS2) explained that this matter would be taken away, noting the issue is quite complex. Action: HS2 to consider this proposal and feedback.</p>	<p>LPAs</p> <p>LPAs/ HS2</p> <p>HS2</p>
<p>6.</p>	<p>Subgroups Updates – Heritage</p> <p>■ (HS2 Head of Heritage) provided an overview of recent Heritage Subgroup meetings and recent discoveries, such as the Hillingdon Hoard, Fleet Marston Roman Settlement, the Curzon Street Roundhouse and a brief description of the work being undertaken at Brookwood Cemetery. ■ (HS2) highlighted the recent contributions HS2 has been making to the Festival of Archaeology (see HS2 YouTube channel) and other engagement such as the field museum set up at St Mary’s Church in Buckinghamshire.</p> <p>■ (HS2) also provided an overview of the work being undertaken on archives and the post-excavation services programme for the project, which is expected to take up to seven years to complete. It was further noted that the HS2 archaeology webpages have been updated.</p> <p>The Chair thanked ■ (HS2) for the update.</p>	

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<p>7.</p>	<p>Planning Forum Notes Update</p> <p>■ (HS2) explained that following the publication of the revised Statutory Guidance by DfT in May 2021, HS2 had reviewed the Phase One PFNs to identify any required changes. These proposed changes were presented at May P■ and track changed versions were circulated following the meeting for comment.</p> <p>■ (HS2) said that there had been no comments received on the five PFNs updated to include a generic statement regarding additional information in line with PFN 17. Additionally, no comments had been received in relation to the proposed ‘no change’ to other PFNs. As such, HS2 proposed that the changes to the following PFNs were deemed accepted:</p> <ul style="list-style-type: none"> • PFN 5 (Model Conditions), • PFN 7 (Bringing into Use Approvals), • PFN 11 (Site Restoration Schemes), • PFN 13 (Guidance on Pre-Application Engagement) and • PFN 14 (Operational Noise from the Railway and Altered Roads). <p>■ (Bucks C) said that the Council needed more time to consider the generic statement and other proposed changes to these PFNs. The Chair suggested that Buckinghamshire Council consider the changes by 29.07.21. <i>Post meeting note:</i> Buckingham Council have no comment on the proposed changes.</p> <p>■ (HS2) shared the proposed changes to PFN 3 (Written Statements and Design and Access Statements) which includes specific text around the content of submissions, noting that no comments had been received.</p> <p>■ (HS2) shared the proposed change to PFN 6 (Lorry Routes) (paragraphs 3, 4 and 7). The London Borough of Camden (LBC) asked for an amendment to paragraph 4, to include a requirement for approval of lorry routes between local suppliers located between the trunk road network and HS2 worksites, instead of the current wording that for such suppliers the most appropriate route will be used, as discussed at the relevant Traffic Liaison Group. ■ (HS2) noted that this proposal would alter the intent of the original wording of PFN 6 and the RTMP, which could have the effect of prejudicing the use of local suppliers if time consuming route approvals from local planning authorities were necessary, and as such it needs more consideration. Action: HS2 and LPAs to reconsider the proposed change for the next PF.</p> <p>■ (HS2) shared an additional proposed change to ‘simplify’ PFN 6 by LBC. ■ (HS2) confirmed that the change had not been accepted because the wording in PFN 6 had been taken from xiii of Annex 1 to PFN 17 and there was a risk that the two documents would be inconsistent. LBC accepted this approach.</p> <p>■ (HS2) proposed a new change to PFN 6 as a result of the recent planning performance breakout meeting. The change includes the addition of some text regarding direction of travel arrows on lorry route plans. Action: LPAs to consider this change for the next PF.</p>	<p>HS2 / LPAs</p> <p>LPAs</p>
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<p>8.</p>	<p>Helpdesk and Community Engagement Update</p> <p>██████████ (HS2 Head of Community and Stakeholder Engagement) introduced the proposed update to the HS2 Community Engagement Strategy.</p> <p>It was explained that the existing HS2 Strategy was published in Autumn 2017, and that this has been monitored in six monthly progress reports. The next progress report is due to be published in Summer 2021, covering the nine-month period from July 20 and will be the last public report for the current Strategy.</p> <p>████ (HS2) set out the context for the proposed refresh, highlighting that main works have now started, there is a new HS2 operating model in place and that there is a greater need to measure impact. █████ (HS2) explained that engagement on the refresh started in April and that the intention now is to share the draft Strategy with stakeholders to obtain further feedback.</p> <p>████ (HS2) shared the next steps for the refresh, which will include testing the proposed changes with communities and stakeholders in August and Sept, including local authorities. It was proposed that an update on progress could be provided at the next PF.</p> <p>████ (HS2) invited the local planning authorities to volunteer to be involved in the process. Action: HS2 to email PF members with more details. LPAs to respond if they wish to participate.</p> <p>████ (HS2) shared charts and statistics on the number of enquiries and complaints received on Phase One, broken down by topic, as well as figures for the HS2 complaints referral process.</p> <p>████ (HCC) and the Chair asked how the escalation process to the Construction Commissioner works and what the standard HS2 letter wording says. NP (HS2) clarified the process, explaining that what happens at ‘step two’ depends on whether the complaint is about ‘construction’ or ‘service’. Step two for construction will refer the complaint to the Construction Commissioner. Step two for service refers the case to HS2 senior leadership, with the response reviewed and approved by the HS2 CEO. Further steps can be taken if the complainant is not satisfied. █████ (HS2) said that the standard response letter from HS2 refers to this complaints process. <i>Post meeting note:</i> More information can be found here: https://www.hs2.org.uk/in-your-area/how-to-complain/</p> <p>████ (HCC) asked if the previous Construction Commissioner leaflet had been replaced by a new one. █████ (HS2) confirmed that there is a current leaflet that covers the complaints process.</p>	<p>HS2 / LPAs</p>
<p>9.</p>	<p>Appeals and Judicial Reviews Update</p> <p>████ (HS2) provided an update on appeals and judicial reviews. It was explained that there are eight live appeals, as follows:</p>	

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	<ul style="list-style-type: none"> • <i>APP/HS2/9 SCS lorry route (LB Hillingdon)</i> - Appeal submitted 13 February for non-determination. Inspector appointed 25 June. Site visit scheduled for 21 July. • <i>APP/HS2/10-14 (Bucks Council)</i> - Appeals submitted 15 March for four lorry routes (Align and EKFB) for non-determination. Inspector appointed and site visits undertaken for APP/HS2/10-13. Awaiting decision from PINS. • <i>APP/HS2/15 LBH Dews Lane lorry route (LB Hillingdon)</i> - Appeal submitted 30 April. Inspector appointed 25 June. Site visit scheduled for 21 July. • <i>APP/HS2/16 – Wendover Green lorry route (Bucks)</i> - Appeal submitted 9 June. Inspector appointed and site visit planned for 21 July. <p>Judicial Reviews:</p> <p><i>JR2: SCS Lorry Routes APP/HS2/5 (LB Hillingdon)</i> - Sch 17 consent granted on appeal 28 July 2020. Hearing at High Court on 10 February and its decision issued 13th April - LB Hillingdon’s application dismissed. LBH have appealed to the Court of Appeal. Hearing took place on the 20th July and the decision is pending.</p> <p>■ (HS2) highlighted that appeal and judicial review decisions have been uploaded here: https://www.gov.uk/government/publications/hs2-phase-one-planning-forum-planning-appeal-decision.</p>	
<p>10.</p>	<p>Forward Plan / AOB</p> <p>The Chair noted that PF will take place on the following dates in 2021:</p> <ul style="list-style-type: none"> • 30th September • 25th November <p>AOB</p> <p>■ (HS2) raised the issue of a typographical error in the Code of Construction Practice (para 3.3.3) whereby the term ‘construction compounds’ is used instead of ‘construction camps’.</p> <p>It was explained that proposed text clarifying the references to ‘construction compounds’ in paragraph 3.3.3 of the Code of Construction Practice was circulated on 20 July for comment. Clarification is proposed to be posted on the ‘Planning Forum’ section of the gov.uk website. This was agreed by Planning Forum.</p> <p>■ (WNC) asked if the clarification can also be put on the local HS2 common place site. Action: HS2 to place the link to the ‘Planning Forum’ page clarifying the paragraph on the local HS2 common place site.</p>	<p>HS2</p>

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	<p>■ (WCC) announced that she is leaving the Council to join the HS2 main works contractor in area north. The Chair and the Forum thanked Sara for her highly valued contributions.</p> <p>■ (HCC) asked if there is a regular HS2 meeting that local authority members can attend. ■ (HS2) noted that some other large projects have had member forums but that the decision was made at ministerial level some time ago that there wouldn't be an equivalent on HS2. ■ (HS2) noted that HS2 does engage on a council-by-council basis with chief executives and leaders / cabinet members depending on the need in the particular area. Action: HS2 town planning to liaise with the sponsorship team about the matter.</p> <p>■ (HS2) announced that ■ is leaving HS2 in August and that this would be the last Planning Forum managed by him. The Chair and Forum thanked Adam for his contribution.</p>	HS2
	End	