














## INDEPENDENT Phase 2a Planning FORUM FOR HS2

<b>Title:</b>	<b>Phase 2a Planning Forum for HS2</b>	
<b>Date &amp; Time:</b>	<b>Wednesday 18 January 2023, 10:30 – 12:05</b> <b>Microsoft Teams (Virtual meeting)</b>	
<b>Chair:</b>		Independent Chair
<b>HS2 Ltd</b>		HS2 Ltd - Head of Town Planning
<b>Attendees:</b>		HS2 Ltd - (Acting) Town Planning Lead, (Phase 2a)
		HS2 Ltd - Senior Community Engagement Manager, (Phase 2a)
		HS2 Ltd - Town Planning Manager
		HS2 Ltd - Town Planning Assistant
		HS2 Ltd - Senior Commercial Manager
		HS2 Ltd - Urban Designer
		HS2 Ltd - Head of Phase 2a – Community and Stakeholder Engagement
		HS2 Ltd – Head of Early Works (Phase 2a)
		HS2 Ltd- Traffic and Transport Manager (Phase 2a)
		HS2 Ltd- Public Response Manager
		HS2 Ltd - Senior Compliance Manager, Community and Stakeholder Engagement

<b>Local Authority Attendees:</b>	[REDACTED]	Lichfield District Council (LDC) Lichfield District Council (LDC) Lichfield District Council (LDC) Newcastle-Under-Lyme Borough Council (NULBC) Stafford Borough Council (SBC) Stafford Borough Council (SBC) East Staffordshire Borough Council (ESBC) Staffordshire County Council (SCC) Staffordshire County Council (SCC)
<b>Promoter Attendees:</b>	[REDACTED]	Department for Transport (DfT)
<b>Apologies:</b>	[REDACTED]	Cheshire East Council (CEC) East Staffs Borough Council (ESBC) Newcastle-under-Lyme Borough Council (NULBC) Newcastle-Under-Lyme Borough Council (NULBC) Shropshire County Council (CC) Staffordshire County Council (SCC) HS2 Ltd - Head of Urban Design and Integration HS2 Ltd - Traffic and Transport ( <i>advised in meeting</i> ) HS2 Ltd - Town Planning Administrator

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Item		Action Owner
	<p><b>Introductions</b>            HS2 Ltd chaired introductions and item 2 as the Chair had IT issues.</p> <p>The (Acting) Town Planning Lead, (Phase 2a) and Public Response Manager, Community and Stakeholder Engagement (Phase 2a) HS2 introduced themselves.</p>	
1.	<p><b>Review of previous meeting minutes and actions</b></p> <p>The minutes of the previous meeting (November) had been circulated. No amendments were required and it was agreed they could be published on gov.uk.</p> <p><b>ACTION.</b></p> <p>The actions log was reviewed and the following actions were discussed:</p> <ul style="list-style-type: none"> <li>• <b>HS2 Ltd to circulate all subgroup meeting agendas and minutes.</b> - action ongoing</li> <li>• <b>HS2 Ltd to publish all meeting minutes on GOV.UK</b> – completed action (ongoing)</li> <li>• <b>Urban Integration to return in March 2023 (pushed back to May in November #26 meeting)</b> – ongoing</li> <li>• HS2 Ltd to invite 'Highways' to present at January 2023 Forum – Complete, Agenda Item 7.</li> <li>• HS2 Ltd to invite the Senior Compliance Manager, Community and Stakeholder Engagement, to present on the SLA at January 2023 Forum – Complete, meeting to be held outside of Forum.</li> <li>• The Chair request that redacted minutes only black out the identity of attendees and not the organisations – Ongoing – HS2 to ensure Phase 2a redacted minutes match that of Phase 1 going forward - complete for September 2022's minutes.</li> <li>• HS2 Ltd to send out 'live' Forward Plan to Members after November Forum and ongoing. <b>Ongoing - the live forward plan is updated in SharePoint for members to view.</b></li> <li>• HS2 Ltd to send notification emails to Members flagging if forecast submission dates change; LAs will not receive the volume of S17 requests indicated. <b>Ongoing</b></li> <li>• The Chair suggested a further discussion on Decision Making Processes and all LAs to provide 'what is the level that triggers going to planning committee and the percentage of submissions it involves'. <b>ALL LAs</b> – For March / May</li> <li>• The Chair requested, when circulated, the slides have hotlinks to all the PFNs individually. <b>Ongoing</b> – to be complete with January Forum slides</li> </ul>	<p><b>HS2 Ltd</b></p> <p><b>HS2 Ltd</b></p> <p><b>HS2 Ltd</b></p> <p><b>HS2 Ltd</b></p> <p><b>HS2 Ltd</b></p> <p><b>HS2 Ltd</b></p> <p><b>HS2 Ltd</b></p> <p><b>ALL LAs</b></p> <p><b>HS2 Ltd</b></p> <p><b>HS2 Ltd</b></p>

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	<ul style="list-style-type: none"> <li>HS2 Ltd's Public Response Team will present to future 2a Forum meetings being closer to the detail. <b>Ongoing</b></li> </ul> <p>HS2 apologised for sending out the agenda late, due to a staff member being off ill.</p>	
2.	<p><b>Phase 2a Construction Program - Update</b></p> <p>HS2 presented slides on the construction program for the enabling works.</p> <p>HS2 will update on the award of the Design Delivery Partner (DDP) contract and the forward strategy in due course once it is agreed and formally awarded. <b>ACTION</b></p> <p>The Chair queried if there was a delay appointing the DDP as previous minutes stated they were to be appointed in the autumn? HS2 stated there has been a delay but it is working closely with DfT colleagues to get the contract awarded. HS2 is also developing the procurement of the civil engineering contractors for Phase 2a.</p> <p><b>Early Works Slide:</b> HS2 presented a slide showing the early works programme. This will be updated for the next meeting to show future years. Utility diversions are continuing.</p> <p>Four diversions were completed during 2022 and further utility works will continue in 2023. Early Environmental Works (EEW) proceed with the design and consenting of environmental mitigation works the early civils contracts are gearing up for consenting and works in 2023.</p> <p>SBC noted that the early civils works at Hanchurch interchange are complex and reiterated the need for all consents to be in place in a timely manner. HS2 say it is working through approvals with both National Highways and Staffordshire County Council. The applications, currently at the pre-submission stage are progressing.</p>	HS2 Ltd
3.	<b>Schedule 17 Consents - Forward Lookahead – SharePoint and Live Tracker</b>	

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	<p>HS2 presented S17 slides with updates to the Forum.</p> <p>HS2 presented the numbers of forecast and actual Schedule 17 requests for recent months. During November and December, HS2 forecast and delivered quite low numbers, with the forecasts being broadly correct.</p> <p>HS2 had recently circulated its latest consents lookahead which showed a substantial increase in the forecast consents for early 2023. HS2 acknowledged that forecasts were optimistic and were unlikely to be met. HS2 said it had to make a decision whether it was best to issue the lookahead on time or review it further; in hindsight it might have been better to delay it being issues. Therefore, HS2 said that Forum Members should disregard the most recent consent lookaheads as HS2 would work with its supply chain to review them and produce more robust forecasts which will be circulated. <b>ACTION</b></p> <p>The Chair appreciated the onrush of optimism in the New Year but noted in November the plan was to forecast just one submission in January. HS2 explained that there are a range of factors that make forecasting consent applications difficult and optimism bias is one of them.</p> <p>Forum members stressed the importance of reliable foresight of consent applications for authorities to resource plan and fulfil their obligations as qualifying authorities. HS2 agreed with this. HS2 noted that given the complexity of design and consenting predicting submission dates with precision is not practicable but it will work to make its forecasts more accurate to assist authorities. <b>ACTION</b></p> <p><b>Schedule 17 Decision timescales</b> The overall number of Schedule 17 decisions is now 19; the majority of the decisions were made within eight weeks. Overall, the performance is very good and HS2 thanked Local Authorities for their efforts.</p> <p>The Chair noted in the key 9-16 weeks, in the text in blue it says 8+. If they were all within 16 weeks that is excellent.</p> <p>HS2 will check if it needs breaking down further. <b>ACTION</b></p> <p>The Chair thanked HS2 noting some work to be done behind the scenes.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
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<b>4.</b>	<p><b>Feedback from Local Authorities</b></p> <p>The Chair asked the planning authorities if they wanted to raise any matters and noted there are still no pre-meeting of planning authorities before Forum. He noted the previous slide indicated the authorities were working well with good resources.</p> <p>Authorities noted the main challenge was getting consents noticed having clarity on the programme for submissions. There was no feedback on applications and the pre-submission engagement is working quite well.</p>	
<b>5.</b>	<p><b>Community Engagement Snapshot</b></p> <p>HS2 presented an update on Community Engagement since the last Forum. There were no questions.</p> <p>There was an update on HS2 Helpdesk enquiries and complaints. The Helpdesk works around the clock 365 days a year. They cover enquiries from the whole route. During 2022 they were contacted over 31,000 times. If it remains on the same trajectory, a decrease from the previous year is projected. The presentation summarised the issues raised by those who contacted the Helpdesk and how these vary across the Phases.</p> <p>SCC said that some residents have raised concerns about the quality of construction management on the early environmental works. It has been alleged that there are issues with run off and mud on roads. Members of the public have claimed HS2 construction traffic is not following the correct routes. Following a site visit on 17<sup>th</sup> January, the LA did not consider the correct traffic management was in place. SCC said that feedback from some residents is that their complaints were not being heard and their complaints were being closed unresolved.</p> <p>HS2 appreciated the feedback and stated when complaints were received the complaints process has multiple steps to ensure that if a complainant is not content with the resolution the issue can be escalated. HS2 were aware those complaints were received by the team and were passed to the contractor and had been escalated to the Phase 2a leadership. HS2 noted that there had been issues with mud on the road and when it became aware of this it worked with the contractors to resolve it.</p>	

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	<p>HS2 noted that without vehicle registration numbers, time and locations it is unable to check its Vehicle Management System to establish if a vehicle on HS2 business is off route.</p> <p>The Chair agreed that while this may seem onerous, experience says not to assume that a large vehicle is on HS2 business. Take the registration number, a photograph, and the time.</p> <p>HS2 said that there have been instances when hauliers have failed to remove HS2 signs from their windscreen when not on HS2 business. When complaints like this are made, they can be raised with the relevant hauliers. It has also presented as a problem on Phase 1.</p> <p>It was agreed further details on the complaints process, the steps, escalations etc. can be delivered at the next Forum if LAs request it. <b>ACTION</b></p>	LAs / HS2 Ltd
6.	<p><b>Highways Subgroup Presentation</b></p> <p>HS2 presented a slide which summarised the discussions at Highways Subgroup over the last year. This included updates from the DfT; Schedule 17 paragraph 6 requests for approval progress; and project updates.</p>	
7.	<p><b>Subgroup Meetings – update</b></p> <p>HS2 presented a slide which included items previously discussed at meetings, also dates of previous and planned meetings for the following Subgroups:</p> <ul style="list-style-type: none"> <li>• Highways</li> <li>• Environmental Health</li> <li>• Flood Water &amp; Drainage</li> <li>• Heritage</li> </ul> <p>Only the Highways Subgroup has met since the last Planning Forum. The next meeting will be held on 16<sup>th</sup> February and the Annual Extraordinary Meeting will be held on 1<sup>st</sup> February. Other Subgroups have not met since the last Planning Forum meeting and there are no confirmed dates for the Environmental Health or Flood Water &amp; Drainage subgroups meetings.</p>	

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	The Heritage subgroup will be meeting on 31 <sup>st</sup> January.	
8.	<p><b>Planning Forum Forward Plan</b></p> <p>HS2 presented a slide showing future agenda items for meetings in March, May and July 2023.</p> <p>The agenda for March includes the usual standard items. As regards Decision-Making Processes and Schedules of Delegations, as recorded in the minutes, it was proposed that the Forum revisit this issue in spring. If the DDP and ACW contracts have been awarded a presentation will be given on these. The May Forum will have the standard items and Public Response updates.</p> <p>Any Forum Members proposing items to cover should advise HS2 and the Chair, so it may be added to the agenda. All members are entitled to propose items. <b>ACTION</b></p> <p>The Chair asked LAs if they were content with the proposed items.</p> <p>██████████, DfT, explained the Department is looking to update the Statutory Guidance on Schedule 17 for both Phase 1 and Phase 2a to clarify a few issues in the Guidance including ‘bringing into use’ applications. The legal team are currently working on the amendments, and it is hoped to share those with the group when they are ready. On the process for making those amendments, DfT are looking to give Members three weeks to consider the draft amendments, provide comments, and then discuss those comments in a future Planning Forum meeting before getting the update to the guidance finalised.</p> <p>DfT could not say when exactly it will be able to share the wording as it is going through final legal review. <b>ACTION</b></p> <p>HS2 confirmed the previous update took place in May 2021 following the Hillingdon 1 decision in the Court of Appeal.</p> <p>The Chair stated the DfT gave more than three weeks previously as it provoked a large response. He asked if this was also in response to the planning appeals since then.</p> <p>DfT confirmed a couple of appeals are ongoing and that its primarily to provide clarity and remove ambiguity in the guidance about information requirements.</p>	<p>LAs</p> <p>DfT</p>

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	The Chair noted HS2 usually provide updates on appeals. HS2 stated there were no changes to the status of the appeals since the update at the last meeting. HS2 hoped decisions will be made shortly.	
9.	<b>AOB</b>  There being no other business, the Chair thanked everyone for attending and contributing and closed the meeting.	
10.	<b>END</b>	