

<b>Title:</b>	<b>Independent Planning Forum for HS2 – Phase One</b>	
<b>Date &amp; Time</b>	South Meeting Wednesday 27 <sup>th</sup> January 2016 2 - 4pm  The Euston Office, One Euston Sq. Melton Street, London	North Meeting Thursday 28 <sup>th</sup> January 2016 2 - 4pm  Holiday Inn Express Stratford Rd, Warwick
<b>Chair</b>	██████████	Independent Chair
<b>Promoter Attendees:</b>	██████████ ██████████ ██████████ ██████████ ██████████████████████ ██████████████████████ ██████████████████████	HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd DfT
<b>Local Authority Attendees:</b>	<b>South</b>	
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	<b>North</b>	
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Item		Action Owner
<b>1</b>	<b>Introductions</b>	
	Introductions were made.	
<b>2</b>	<p><b>Stations design approach</b></p> <p>██████████, HS2 Head of Architecture presented the HS2 Station Design Approach, which included the following:</p> <ul style="list-style-type: none"> <li>• The design vision and design principles</li> <li>• The hierarchy of design documents</li> <li>• Principles of good design, such as contextual and integrated design</li> <li>• Stakeholder collaboration</li> <li>• Common design elements</li> <li>• Examples of good design from other infrastructure projects</li> </ul> <p>HS2 Ltd explained that there are four design approach documents for stations (one for each proposed HS2 station), and that the Euston document is in the early stages of production. Each document is being produced in collaboration with relevant local authorities and sits within a framework of documents which will inform the design stage.</p> <p><b>Action:</b> HS2 Ltd to circulate the distribution list for station engagement meetings, such as the UK Central meeting for the proposed Birmingham Interchange station.</p>	HS2 Ltd
<b>3</b>	<b>Review of notes &amp; actions from last meeting</b>	
3.1	Authorities confirmed they were content with the draft minutes of the previous meeting, subject to a minor change to the attendance list.	
3.2	<p><b>Outstanding actions</b></p> <p><i>Sept 2015 / Dec 2015 2.2</i> – DfT / HS2 Ltd confirmed that there are no further updates on the HS2 Cycle Study and that feasibility work is still being considered by Ministers. HS2 Ltd also confirmed that there were no commitments made in the autumn spending review.</p> <p><i>Dec 2015 3.</i> – HS2 Ltd confirmed that s.278 of the Highways Act (1980) is not disapplied by the HS2 Bill although, as with s.106, it is difficult to identify specific circumstances where it would apply.</p> <p><i>Dec 2015 4.</i> – HS2 Ltd explained that some Authorities had provided feedback on Key Design Elements prior to the meeting. Further Authorities expressed that they would be providing comments after the meeting. HS2 Ltd noted this and committed to contacting Authorities individually to provide feedback on their comments and report the outcome at the next Planning Forum.</p>	

	<p><i>Dec 2015 5. – London Borough Camden assurances</i> - HS2 Ltd explained that some assurances had yet to be finalised and the final letters would be circulated once issued.</p> <p><i>Dec 2015 6. – HS2 Ltd expressed that the proposed letter to Local Authority Chief Execs could be to highlight the Planning Memorandum, Service Level Agreement and the Forward Plan for Planning Forum. Authorities agreed with the proposed content.</i></p> <p>Chair asked whether it would be more appropriate for the letter to be sent from the Planning Forum Chair to emphasise the independent nature of the Forum. Authorities were in agreement so long as it is clear that the letter is HS2 related.</p> <p><b>Action:</b> HS2 Ltd to liaise with the HS2 Hybrid Bill director and feedback on progress at the next meeting.</p>	<p>HS2 Ltd</p>
<p><b>4</b></p> <p>4.1</p> <p>4.2</p>	<p><b>3rd Draft CoCP – feedback from HS2 Ltd on LPA comments</b></p> <p>HS2 Ltd presented an update on the CoCP and provided a summary of the key themes from LPA comments on the 3<sup>rd</sup> draft document.</p> <p>It was explained that HS2 Ltd had received the LPAs’ comments in December 2015 on the 3<sup>rd</sup> draft, and that a response to these comments would be circulated via spreadsheet (as before) mid Feb 2015, which will include comments from statutory bodies (<b>Action</b>).</p> <p>In addition, HS2 Ltd offered smaller ‘workshops’ to go through CoCP comments, prior to or post publication of 4th draft CoCP following HoC Select Committee process (likely March 2016). HS2 Ltd confirmed that the final CoCP would be published at Royal Assent.</p> <p><b>Draft Community Engagement Framework</b></p> <p>HS2 Ltd introduced the Draft Community Engagement Framework, which looks at engagement principles through the construction phase and is a commitment in the CoCP (Section 5).</p> <p>HS2 Ltd provided a brief overview of the document contents and explained that the draft document would be shared with the Forum for comment, with the expectation that comments be provided to HS2 Ltd by the end of February (before March Planning Forum).</p> <p><b>Action:</b> It was agreed that comments on Draft Community Engagement Framework would be provided to HS2 Ltd by the 4th March 2015.</p>	<p>HS2 Ltd</p> <p>LPA’s</p>

	<p><b>Action:</b> Local Environmental Management Plans (LEMPs) – HS2 Ltd explained that 2<sup>nd</sup> revisions would be drafted March – April 2016 to account for Undertakings and Assurances and would be shared with Local Authorities in due course.</p>	HS2 Ltd
5	<p><b>Planning Forum Note – Model Conditions – Draft</b></p> <p>HS2 Ltd presented the draft approach to Model Conditions and the contents of a proposed Planning Forum Note. It was explained that the Bill allows for conditions to be attached to approvals, and the principles for their application were described.</p> <p>HS2 Ltd explained that the purpose of the Model Conditions Planning Forum Note is to identify appropriate conditions, not provide an exhaustive list, as some conditions would be applied on a case-by-case basis.</p> <p><b>Action:</b> Local Authorities to provide comments to HS2 Ltd on the Model Conditions Planning Forum Note by the 4<sup>th</sup> March 2015.</p> <p>South – LBC asked whether there will be coordination of different types of consent, i.e. will they will be submitted at the same time. HS2 Ltd explained that there is no obligation to submit consents together, but there would have to be a degree of coordination.</p> <p>South – HCC asked how use of materials on buildings and structures would be enforced. HS2 Ltd explained that materials could be conditioned ('requests for additional information') and enforced through the normal TCPA enforcement legislation.</p> <p>North – SMBC and LDC asked whether the Planning Forum Note provides sufficient clarity on the definition of 'requests for additional information'. <b>Action:</b> HS2 Ltd noted this request and agreed to look at the wording.</p> <p>North – LDC asked whether Crossrail planning conditions could be shared with the Forum. <b>Action:</b> HS2 Ltd agreed to take this away and feedback at a future meeting.</p>	<p>LPA's</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
6	<p><b>Draft Service Level Agreements</b></p> <p>HS2 Ltd provided a brief overview of the progress being made to meet LPA's individually on the SLA.</p> <p>HS2 Ltd tabled a proposal on behalf of Cherwell District Council. It was proposed that a collective local authority approach to SLA discussions with HS2 could be undertaken. The Chair urged LPA's to consider if this approach might be appropriate and revert to HS2 Ltd.</p>	

	<p>HS2 Ltd clarified that HS2 Ltd will continue to meet with Local Authorities along the route and that the current MoU may be extended as a stop-gap until the SLA is agreed.</p> <p>South – LBHF and LBC expressed concern over the agreement and the need to provide resource plans without an indication of the HS2 programme for consents. HS2 Ltd noted this concern and asked that this be communicated as part of the ongoing discussions with HS2 Ltd on the agreement. CDC asked when an understanding of any HS2 burdens would be made clear. HS2 Ltd explained that a programme would be shared with Planning Forum in March.</p> <p>North - SCC expressed that there is an increasing workload associated with Phase 2a of HS2 and asked whether an SLA / MoU will cover this. <b>Action:</b> HS2 Ltd agreed to take this question away and feedback at the next meeting.</p> <p>North – NCC raised the matter of qualifying authorities and the Planning Memorandum, expressing that this is something that NCC are now considering. The discussion also covered delegated powers and putting in place internal council processes for determining requests for approval. HS2 Ltd suggested that these matters could also be included in the proposed letter to local authority chief executives. <b>Action:</b> see action under item 3.2 (letter to chief execs).</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>
<p><b>7</b></p> <p>7.1</p> <p>7.2</p>	<p><b>HS2 Updates</b></p> <p><u>Parliamentary Process Update</u></p> <p>HS2 Ltd / DfT provided an update on next steps in the parliamentary process:</p> <ul style="list-style-type: none"> <li>• Select Committee Report due between 11<sup>th</sup> - 22<sup>nd</sup> February (February Recess)</li> <li>• Public Bill Committee</li> <li>• Third Reading (House of Commons)</li> <li>• First Reading (House of Lords)</li> <li>• Petitioning period commences on House of Lords First Reading (date currently unknown)</li> <li>• Hearings <i>could</i> commence at the start of May</li> <li>• Easter Recess 24<sup>th</sup> March – 11<sup>th</sup> April</li> </ul> <p><u>Project Updates</u></p> <p>HS2 Ltd provided an update on the HS2 project:</p> <ul style="list-style-type: none"> <li>• Construction Commissioner recruitment underway. Application period closed on 25<sup>th</sup> January 2016.</li> </ul>	

7.3	<ul style="list-style-type: none"> <li>• Environmental Health Subgroup Chair recruitment imminent. HS2 Ltd will circulate link to advertisement once it has been published.</li> <li>• Undertakings and Assurances Register updated on website.</li> </ul> <p><u>Subgroup updates</u></p> <p>HS2 Ltd provided a brief summary of recent Highways Subgroup (16<sup>th</sup> December 2015) and Environmental Health Subgroup (22<sup>nd</sup> January 2016). Forum members were also informed that the next Subgroup to meet would be Highways on 2<sup>nd</sup> February 2016.</p>	
7.4	<p><u>Forward plan</u></p> <p>HS2 Ltd presented the Planning Forum Forward Plan. It was agreed that the January Planning Forum should take place on the 9<sup>th</sup> / 10<sup>th</sup> March 2016.</p>	
8	<p><b>AOB</b></p> <p>Chair raised that the Planning Forum Website needs updating. <b>Action:</b> HS2 Ltd to ensure this is completed ASAP.</p> <p><i>[Post Meeting Note]</i> Planning Forum and Subgroup pages have been updated.</p>	HS2 Ltd