

Title:	Independent Planning Forum for HS2 – Phase One	
Date & Time	<p>North Meeting Wednesday 20th July 2016 13:15 – 16:00 Warwick Hilton Stratford Road, Warwick</p>	<p>South Meeting Thursday 21st July 2016 13:30 – 16:00 The Euston Office, One Euston Square, Melton Street, London</p>
Chair	██████████	Independent Chair
Promoter Attendees:	<p>██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████</p>	<p>HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd DfT</p>
Local Authority Attendees:	North	
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Item		Action Owner
1	Introductions	
	Introductions were made.	
2	<p>Landscape Design Approach</p> <p>██████████, HS2 Ltd Lead Landscape Designer, presented slides which introduced the HS2 Landscape Design Approach. The presentation included the following:</p> <ul style="list-style-type: none"> - The role of Landscape Design throughout HS2 - Understanding and responding to local context - What the HS2 Design Vision means for Landscape - HS2 Landscape Design Methodology <p>Action: Circulate the slides and HS2 Landscape Design Approach document.</p> <p>North: Bucks CC asked when there will be clarification in terms of the MWCC and what discussion will take place to implement minimum provisions that will be applied to contractors. HS2 Ltd confirmed that the MWCC will be required to implement the provisions of the Landscape Design Approach, and to comply with the Environment Minimum Requirements.</p> <p>North & South: HS2 Ltd said that before the final design is agreed, engagement will occur with Local Authorities and stakeholders, and there will be HS2 Design Panel input into the approach document. There will be milestones and regular meetings to discuss design with the contractors. Communities will be engaged on landscape design where it is appropriate in the context of community engagement in the design of key design elements.</p> <p>North: Bucks CC said they were pleased HS2 Ltd mentioned Local Authorities but they will need to know the scope of these discussions to ensure they have sufficient resources. HS2 Ltd said they recognise this, hence the purpose of the Service Level Agreement (SLA).</p> <p>North: Bucks CC asked if it would be safe to say that LAs will require landscape resources next year. HS2 Ltd stated that the County Council should not but some District Authorities could, such as a Planning Officer who understands landscape issues.</p> <p>North: The Chair asked HS2 Ltd to clarify the relevance of Schedule 17 for Landscape Design. HS2 Ltd confirmed that approval of plans and specifications will be required for earthworks under paragraph 3 of Schedule 17, and under paragraph 9 of Schedule 17 bringing into use approval will be required to confirm that appropriate mitigation plans are in place.</p> <p>North: Birmingham CC asked if there was a table of requirements in the Landscape Design Approach document for Local Authorities to consider in</p>	<p>HS2 Ltd</p>

	<p>determining consents. HS2 Ltd stated that the purpose of the document is for contractor direction and compliance.</p> <p>South: SBDC/CDC stated that the Landscape Design Approach seemed to have good ambitions generally, and asked how compliance will be measured. HS2 Ltd said that they have internal quality systems management in place, including having HS2 Design Panel input.</p> <p>South: SBDC/CDC asked if there would be a scoring system. HS2 Ltd said that internal assurance processes would be in place and that ultimately the design will be approved through the Schedule 17 planning approval process.</p> <p>South: HCC said they have not been engaged in terms of design. HS2 Ltd stated that design for the main works will not commence until MW contract awards in Spring 2017, and that Local Authorities will be engaged in the design process.</p> <p>South: LBB asked how the HS2 Design Panel is involved. HS2 Ltd clarified that the HS2 Design Panel sits as a critical friend and has been involved so far looking at standards and procurement. It reports directly to the SoS.</p> <p>South: LBB asked if the HS2 Design Panel’s findings will be publically available. HS2 Ltd said that this is likely but not until the commercially sensitive stage is over.</p> <p>South: The Chair asked if the Landscape Team in the Technical Directorate will see all Landscape Design. HS2 Ltd. Stated that internal assurance processes will be in place where Technical Directorate are the internal client so will assure a sample set of designs.</p> <p>POST MEETING NOTE: Action: Local Authorities to send comments on the LDA by the 9th September, to the Planning Forum mailbox.</p>	<p>LAs</p>
<p>3</p>	<p>Review of minutes and actions from last meeting</p> <p>North & South: The minutes of the previous meeting were agreed.</p> <p>Action: Publish May Minutes on the Phase One Planning Forum webpage.</p> <p>Jan 2016 Item 4.2 – HS2 Ltd provided an update on the LEMPs:</p> <ul style="list-style-type: none"> - LEMP meetings with Local Authorities are on-going with 9 of 19 taken place so far. - LEMP meetings held to date have been positive and constructive and feedback is that the LAs have found them useful. - HS2 Ltd responses / changes to LEMPs following the meetings held to date will not be circulated until all meetings have been held, as some comments may be generic and so affect LEMPs route-wide. - LEMPs will be finalised at Royal Assent. 	<p>HS2 Ltd</p>

	<ul style="list-style-type: none"> - Further detail that will come through the detailed design stage when the MWCC are on board, will feed into their Environmental Management Systems (EMSs) / Environmental Management Plans (EMPs). - Engagement on the content of the LEMP with the communities will likely be carried out prior to Royal Assent, by the engagement team. - LEMPs are to be uploaded to the HS2 website, although this is to be made clear they are still in draft until Royal Assent. - Discussion that relevant U&As will be appended to the LEMPs for ease of reference at Royal Assent. - Discussion confirmed that the Statement of Expectation will be appended to the LEMPs once this has been finalised. - Diagram showing the ‘hierarchy’ of environmental documents to be produced, to be appended to the LEMPs once produced. <p>March 2016 Item 8 – HS2 Ltd stated there has been no announcement regarding the appointment of the Construction Commissioner.</p> <p>May 2016 – HS2 Ltd said that the appointment process for the Independent Advisory Panel (IAP) is still being considered.</p> <p>Action: HS2 Ltd to update on IAP appointment process at the next meeting.</p> <p>May 2016 – HS2 Ltd said that the Highways Subgroup will have the Bridges Design Requirements document as an agenda item after the meeting on the 3rd August. The Chair asked why the document could not be circulated sooner given that LA Planning colleagues had already received the document.</p> <p>Action: HS2 Ltd to feedback to the Highways Team.</p> <p>May 2016 – HS2 Ltd confirmed that they have not received any feedback on the principles of the Fee Regulations and Appeal Regulations which were shared at the May Planning Forum meeting. HS2 Ltd said it would be an agenda item at the next meeting and to send comments to the Planning Forum mailbox.</p> <p>Action: Local Authorities to send any comments/questions regarding the principles of the Fee Regs and Appeal Regs to the Planning Forum mailbox before the next Planning Forum meeting.</p> <p>South: HCC said that at the last meeting the Community Engagement team said they would be meeting with LAs regarding Community Liaison Plans. HS2 Ltd said they would ask the Community Engagement Team for an update.</p> <p>Action: HS2 Ltd to feedback to the Community Engagement Team.</p> <p>South: LBC asked if the Action Log could be sent with the minutes of this meeting.</p> <p>Action: HS2 Ltd to circulate the updated Action Log with the meeting minutes.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>LAs</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
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<p>4</p>	<p>Community Engagement Framework – Key Changes</p> <p>As the document had only been shared with the Planning Forum recently, HS2 Ltd presented the key changes that had been made to the document following previous Local Authority feedback. The key changes were:</p> <ul style="list-style-type: none"> - Inclusion of new text on design development - Inclusion of new text on Health & Safety - Inclusion of Annex A: community engagement document hierarchy - Inclusion of Annex B: example of an HS2 Ltd Information Sheet - Inclusion of Annex C: a template of a Community Liaison Plan 	
<p>5</p>	<p>Planning Portal - update</p> <p>HS2 Ltd told the Planning Forum that discussions with Planning Portal have commenced and that Planning Portal will give the Forum a presentation at a future meeting. HS2 Ltd confirmed that Schedule 17 submissions could be submitted using existing Planning Portal processes with agreed ‘tailoring’.</p> <p>North: WDC stated that applications have been known to get stuck in the Planning Portal system for 3 weeks. HS2 Ltd noted this to feedback to Planning Portal. HS2 Ltd stated that the process will be set out in a Planning Forum Note.</p> <p>North & South: HS2 Ltd asked Local Authorities to volunteer to be part of a working group to work together and trial the Planning Portal process.</p> <p>South: ██████████ (HCC) volunteered to take part in the trial.</p> <p>North: The Chair emphasised that the working group will establish how to use the current Planning Portal for Schedule 17 submissions. HS2 Ltd stated that a process or protocol in terms of what to input into the fields when making a Schedule 17 submission will be established. HS2 Ltd asked Local Authority volunteers to email the Planning Forum mailbox soon as this work needs to progress quickly.</p> <p>North: LDC highlighted that all Phase One Local Authorities will need to be properly briefed to the process or protocol that is established.</p> <p>Action: Local Authorities who wish to volunteer should email the Planning Forum mailbox.</p>	<p>LAs</p>
<p>6</p>	<p>Planning Forum Notes (PFNs)</p> <p>- Written Statements and Design & Access Statements (DAS)</p> <p>HS2 Ltd introduced the PFN which will set out the contents of the written statements to accompany requests for approval under paragraphs 2, 3 and 4 of Schedule 17. Design & Access Statements will be produced for plans and</p>	

	<p>North: SCC asked when these approvals will occur. HS2 Ltd said that these approvals are likely to be progressed as part of the early works. It is likely that discussions will commence in October once the technical work to inform them is complete.</p> <p>South: LBB said that the TLRN is relatively small within the London Network and asked who HS2 Ltd are speaking to. HS2 Ltd confirmed that the approval remains with the London Borough.</p> <p>North & South: The Chair asked if this PFN was going to be on the agenda at the Highway Subgroup meeting. HS2 Ltd confirmed that it would be discussed at Highways Subgroup.</p> <p>Action: HS2 Ltd to circulate the draft Planning Forum Notes to the Forum.</p> <p>Action: Local Authorities to consider the draft Planning Forum Notes and provide comments to the Planning Forum mailbox by the 2nd September (revised date since meeting).</p>	<p>HS2 Ltd</p> <p>LAs</p>
<p>7</p>	<p>Draft Service Level Agreement – HS2 feedback on LA comments</p> <p>HS2 Ltd confirmed that the 3rd draft SLA would be circulated next week. It is hoped that this draft will resolve a number of issues Local Authorities raised in their feedback.</p> <p>HS2 Ltd clarified that there will be an individual SLA for each Local Authority.</p> <p>North & South: Bucks CC said that the approach discussed previously was that every Local Authority would have the same template for consistency. HS2 Ltd said they will take that same template as far as they can generically, but individual agreements will be signed by each Local Authority.</p> <p>HS2 Ltd presented the key changes in the 3rd draft.</p> <p>North & South: Bucks CC said that there should be a novation clause, to provide for when the nominated undertaker is not HS2 Ltd.</p> <p>North: SDC asked if there is any clarity that HS2 Ltd will be the Nominated Undertaker. HS2 Ltd said that this is the working assumption and that although HS2 Ltd negotiated Assurances, does not mean they do not apply to a Nominated Undertaker that is not HS2 Ltd.</p> <p>South: WCC asked if the final SLA is issued before the House of Lords Select Committee had decided on WCCs petition with regard to engagement costs, how would HS2 Ltd accommodate the change to the SLA? HS2 Ltd stated that any necessary changes would be incorporated at the instruction of the House of Lords Select Committee.</p>	

	<p>HS2 Ltd asked for the Forum’s feedback as soon as possible on whether they wished to proceed with individual discussions on the 3rd draft SLA.</p> <p>North: WDC said that Warwick Council are not confident in the estimated number of consents given that different multipliers appear to have been used for different Local Authorities.</p> <p>Action: HS2 Ltd will consider the estimated consent numbers to ensure consistency across North and South Local Authorities.</p> <p>North: LDC stated that the consents numbers shared with them were considered not enough work for one officer. HS2 Ltd said that this level of detail would inform the individual discussions on the SLA.</p> <p>South: The Chair stated that the version that is sent to Local Authorities should be considered and comments collated.</p> <p>Action: Local Authorities will consider the 3rd draft SLA and let HS2 Ltd know if they are to respond collectively or are willing to progress individual discussions.</p>	<p>HS2 Ltd</p> <p>LAs</p>
<p>8</p>	<p>Draft Planning Memorandum – update</p> <p>HS2 Ltd stated that no further comments from Local Authorities had been received so the version in the EMRs (March 2016) is being considered final and would be the version sent to Local Authorities for signing.</p> <p>North: LDC asked if it will be sent to Chief Executives. HS2 Ltd said that the signing process needs to be confirmed with DfT and then Planning Forum will be informed.</p>	
<p>9</p>	<p>HS2 Ltd Updates</p> <p>Parliamentary Update – DfT provided a parliamentary update regarding the appointment of ██████████, the SoS for Transport and ██████████, Minister of State for Transport.</p> <p>North: WCC said that there was talk of a 12 month delay to the project. HS2 Ltd said that the NAO Report which had been recently published had made recommendations and that HS2 Ltd will respond to them.</p> <p>North: The Chair asked if the Select Committee will sit during the Conference period. HS2 Ltd confirmed they would not.</p> <p>Project Update – HS2 Ltd told the Planning Forum that a report has been published with recommendations from ██████████ on the Phase 2b route through South Yorkshire.</p>	

	<p>Subgroup Updates – HS2 Ltd told the Planning Forum that the next Highway Subgroup is scheduled for the 3rd August and the next Environmental Health Subgroup is scheduled for the 15th September (since brought forward to 6th).</p> <p>Forward plan – HS2 Ltd discussed potential dates for Planning Forum in September (since confirmed as 14th North and 15th South) and October.</p> <p>Action: HS2 Ltd will send out calendar invites once dates are confirmed.</p> <p>South: SBDC/CDC asked if the Community Engagement Framework will be on the September or October Planning Forum agenda. HS2 Ltd said they would need to check timescales.</p> <p>Action: HS2 Ltd to check timescales with regards to the CEF and inform the Forum when meeting papers are circulated.</p> <p>POST MEETING NOTE: Comments due by the 9th September. There will be an opportunity for Local Authorities to provide key comments at the September meeting.</p> <p>North: Bucks CC asked when Local Authorities will receive a construction programme as per the Planning Memorandum, as Local Authorities will be required to sign Planning Memorandum prior to seeing their Construction Programme. HS2 Ltd confirmed that the Planning Memorandum is for Local Authorities to become a Qualifying Authority, and is not predicated on the construction programme.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>LAs</p>
<p>10</p>	<p>AOB North & South: None raised.</p>	