

Title:	Independent Planning Forum for HS2 – Phase One	
Date & Time	South Meeting Wednesday 9 th March 2016 2 - 4pm The Euston Office, One Euston Sq. Melton Street, London	North Meeting Thursday 10 th March 2016 2 - 4pm Warwick Hilton Stratford Rd, Warwick
Chair	██████████	Independent Chair
Promoter Attendees:	██████████ ██████████ ██████████ ██████████	HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd
Local Authority Attendees:	South	
	██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████	London Borough of Camden Three Rivers Council Chiltern District Council London Borough Hammersmith and Fulham Hertfordshire County Council London Borough Camden South Bucks District Council Warwickshire County Council OPDC
	North	
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Item		Action Owner
1	Introductions	
	Introductions were made.	
2	Vent shaft and headhouse design approach	

	<p>██████████, HS2 Architectural Technical Lead presented the HS2 portal and headhouse design approach, which included the following:</p> <ul style="list-style-type: none"> • The design vision and design principles • The hierarchy of design documents • Principles of good design, such as contextual and integrated design • Headhouse functions and design • Portal design and specification • Examples of good design from other infrastructure projects <p>HS2 Ltd explained that the design approach document sits within a framework of documents which will inform the design stage.</p> <p>The following actions arose:</p> <p>South: CDC raised that tunnel portals are going to be lengthened to 200m. Action: HS2 Ltd expressed that they were not aware of this change, but would seek clarification.</p> <p>South: SBC asked how comments provided on the Bridges Design Approach following the Colne Valley Panel would be responded to. HS2 Ltd stated that this would be dealt with through the Colne Valley Panel, and clarification would be provided there.</p>	<p>HS2 Ltd</p>
<p>3</p>	<p>Review of notes & actions from last meeting</p>	
<p>3.1</p>	<p>Authorities confirmed they were content with the draft minutes of the previous meeting.</p>	
<p>3.2</p>	<p>Outstanding actions</p> <p><i>The following actions arose:</i></p> <p>HS2 Ltd updated the Forum on the Service Level Agreement / MoU, and explained that the SLA meetings are ongoing and a revised MoU would be issued to cover 2015 / 16 up to December 2016.</p> <p>Jan 15 3.2 – Chief Executive letter. Action: Chair explained that the letter would be sent out by the Chair at the end of March.</p> <p>Jan 16 4.2 - LEMPs – CDC expressed that they had not received a copy of their draft LEMP. Action: HS2 Ltd to feedback this to relevant HS2 team and report back at next meeting.</p> <p>Jan 16 4.2 - Draft Community Engagement Framework. Authorities confirmed that they would return any outstanding comments to HS2 Ltd following the meeting.</p>	<p>HS2 Ltd</p> <p>Chair</p> <p>HS2 Ltd</p> <p>LBC</p>

	<p>Jan 15 5 – Draft Planning Forum Note - Model Conditions. LBC explained that they have some comments to share with HS2 Ltd following the meeting.</p> <p>Jan 16 5 – Crossrail Model Conditions. Action: Chair to send a link to the Crossrail Planning Forum webpage which includes Planning Forum Notes.</p>	<p>LBC</p> <p>Chair</p>
4	<p>Planning Forum Note - Content of Schedule 17 submission – Draft</p> <p>HS2 Ltd presented the high level contents of the draft Planning Forum Note - Content of Schedule 17.</p> <p>Action: HS2 Ltd to circulate a copy of the document following the meeting.</p> <p>Action: Authorities to provide any comments on the document by 6th May.</p>	<p>HS2 Ltd</p> <p>Authorities</p>
5	<p>Planning Forum Note – Drawings for Plans and Specs approvals – Draft</p> <p>HS2 Ltd presented the high level contents of the draft Planning Forum Note – Drawings for Plans and Specs approvals.</p> <p>Action: HS2 to consider comments received from authorities on the method of submitting applications to local authorities given the consensus that Planning Portal would be a preferred option.</p> <p>Action: HS2 Ltd to circulate a copy of the document following the meeting.</p> <p>Action: Authorities to provide any comments on the document by 6th May.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>LPA's</p>
6	<p>Introduction to the construction programme</p> <p>HS2 Ltd presented an introduction to the construction programme, highlighting an overview of the quantum of consents and also a sample breakdown of route elements and an indicative programme for associated plans and specifications approvals. This information was caveated as based on early stage programme assumptions.</p> <p>South – CDC raised that some items were missing from the breakdown. HS2 Ltd explained that it is not an exhaustive list and that more detail would be provided at the May Planning Forum.</p> <p>Action: HS2 to circulate the slides following the meeting.</p>	<p>HS2 Ltd</p>
7	<p>Update on SLA discussions</p> <p>WCC (South) and BCC (North) provided an overview of the recent meeting involving phase one local authorities. It was explained that a set of questions from authorities would be provided to HS2 Ltd as a result of the</p>	

	<p>meeting. Authorities were in agreement that generic clauses should be consistent across all authorities, but would provide the comments to HS2 Ltd to respond to the questions posed.</p> <p>HS2 Ltd noted this and explained that the SLA meetings with local authorities would continue and that any route-wide questions would be responded to once received.</p> <p>Action: WCC to send the questions to HS2 Ltd and all Planning Forum members.</p>	<p>WCC</p>
<p>8</p>	<p>Update on Draft CoCP discussions</p> <p>Chair explained that authorities had met on the 3rd May to discuss the CoCP and that comments were being collated by LBC. Chair clarified that only chapters not covered by Subgroups were discussed.</p> <p>Chair and authorities expressed some concern with the content of the Draft Community Engagement Framework, namely in respect of the roles of the Construction Commissioner and Residents Commissioner. Chair also expressed that there was a feeling that the recruitment of the Construction Commissioner was not transparent or independent and should involve local authorities.</p> <p>HS2 Ltd noted these comments and stated that the Draft Community Engagement Framework was in draft form and comments were being sought on the document, which would be revised to account for comments as appropriate. HS2 Ltd clarified that the recruitment of the Construction Commissioner was underway and not yet complete. Action: HS2 Ltd to feedback comments to recruitment team as a matter of urgency and report on progress at the next Planning Forum.</p>	<p>HS2 Ltd</p>
<p>9</p> <p>9.1</p>	<p>HS2 Updates</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"> • HS2 Ltd explained that Select Committee report has been published 22nd February • DfT have issued a response to the Select Committee report 10th March • First reading in House of Lords will take place following Third Reading in House of Commons • House of Lords petitioning period would not end before the 15th April • Petitioners are likely to be heard from May 2016 	

<p>9.2</p>	<ul style="list-style-type: none"> Revised HS2 Bill has been uploaded to the Parliamentary website with revised schedule and clause numbers <p><u>Project Updates</u></p> <p>HS2 Ltd provided an update on the HS2 project:</p> <ul style="list-style-type: none"> Register of Undertaking and Assurances updated 26th Feb 2016 3rd Residents Commissioners report published 4th Feb 2016 HS2 Ltd’s response to Residents Commissioner’s report published 18th Feb 2016 Spring engagement events underway: <ul style="list-style-type: none"> - 3rd March Chelmsley Wood - 8th March Ickenham - 16th March Steeple Claydon Phase Two: West Midlands to Crewe – SMR published for consultation 8th March – 13th May 2016 	
<p>9.3</p>	<p><u>Forward plan</u></p> <p>HS2 Ltd presented the Planning Forum Forward Plan. It was agreed that the next Planning Forum should take place on the 18th /19th May 2016.</p>	
<p>8</p>	<p>AOB</p> <p>Chair raised whether a tracked changed version of the 4th Draft CoCP could be issued. Action: HS2 Ltd to look into this.</p> <p>North - BCC asked if HS2 Ltd could share the date of the next National Environment Forum. Action: HS2 Ltd to provide this to authorities following the meeting.</p> <p>██████████ expressed that he would be leaving the Council to join Highways England in April 2016, and that this would be his last Planning Forum. He was thanked for his contribution – and the Forum looks forward to seeing him in his new role.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>