

Title:	Independent Planning Forum for HS2 – Phase One	
Date & Time	North Meeting Wednesday 18 th May 2016 13:30 – 16:00 Warwick Hilton Stratford Road, Warwick	South Meeting Thursday 19 th May 2016 13:30 – 16:00 The Euston Office, One Euston Square, Melton Street, London
Chair	██████████	Independent Chair
Promoter Attendees:	██████████ ██████████ ██████████ ██████████ ██████████ North ██████████ ██████████ ██████████ South ██████████ ██████████ ██████████	HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd HS2 Ltd
Local Authority Attendees:	North	
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	South	
	██████████ ██████████ ██████████	London Borough of Camden Three Rivers Council Three Rivers Council

	[REDACTED]	Chiltern District Council Chiltern/South Bucks District Council Hertfordshire County Council London Borough Camden South Bucks District Council Aylesbury Vale District Council Warwickshire County Council OPDC Oxfordshire County Council South Northamptonshire Council Greater London Authority
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Item		Action Owner
1	Introductions	
	Introductions were made.	
2	<p>Bridges Design Approach</p> <p>[REDACTED], HS2 Ltd Lead Bridge Engineer, presented the HS2 bridges design approach, which included the following:</p> <ul style="list-style-type: none"> - Guidance and requirements for the design of bridges and associated civil engineering throughout HS2 - Mandatory Technical Standard to be applied to future design development of bridges for HS2 <p>HS2 Ltd clarified that the design approach document is for the purpose of the MWCC ITT.</p> <p>North: BCC asked which Authority would consider bridge works for planning permission. HS2 Ltd clarified that the District Authority is the approval Authority for bridge design plans and specs approvals and the Highway Authority approves the highway on the bridge.</p> <p>North: Chair asked if there would be any HS2 branding in the bridge design. HS2 Ltd stated that there would be common design elements but the approach is currently being considered, and this is to be discussed at Planning Forum in the future.</p> <p>South: LBC questioned why the requirements are mandatory. HS2 Ltd clarified that the term mandatory is used in terms of internal contract requirements and is not based on statutory requirements.</p> <p>Action: Circulate slides (and the full document when available) to the Highways Subgroup and Planning Forum.</p>	HS2 Ltd

<p>3</p>	<p>Community Engagement Approach</p> <p>██████████ and ██████████ presented the community engagement approach at the North meeting and ██████████ and ██████████ at the South meeting. The presentation included:</p> <ul style="list-style-type: none"> - Responsibility for engagement in HS2 Ltd - Community Engagement Documents - Community Engagement Framework Updates <p>North: BCC asked if the names of HS2 personnel could be referenced on the Community Relations Structure which was a slide within the presentation. Action: HS2 Ltd confirmed that this slide will be amended before circulation.</p> <p>South: Local Authorities discussed the structure of the team, geographical boundaries and how the Community Engagement Team intend to engage, noting that they do not appear to be engaging with Local Authorities at present.</p> <p>South: Chair asked the Engagement Team to explain what the difference is between CEDPs (Community Engagement Delivery Plans) and CLPs (Community Liaison Plans). HS2 Ltd explained that the CEDPs are developed by HS2 Ltd to ensure that when contractors come on board the engagement is developed to reflect community needs. Contractors will then deliver area specific community engagement via CLPs.</p> <p>South: AVDC asked how much the Community Engagement Team are working with other Local Authorities. HS2 Ltd explained that this is dependent on the Local Authority as Plans are not yet fully established, and the intention is to engage.</p> <p>North & South: Chair asked for a timetable as to when these Plans would be established. HS2 Ltd explained that the Community Engagement Team is currently growing. HS2 Ltd want to ensure people recruited have local knowledge and grounding, and the CEDPs would be develop over the coming months.</p> <p>North: WCC asked if different communities would be engaged together, for example businesses and residents. HS2 Ltd clarified that this would happen.</p> <p>South: HCC noted that in the relevant section of the LEMP, Local Authorities are not included under stakeholders and explained that they have a lot of valuable knowledge with regards to various community groups.</p> <p>South: AVDC asked if HS2 Ltd would follow the Crossrail method with regard to a weekly update letter for the Local Authorities to put on their websites. HS2 Ltd explained that CLP will guide the engagement process but would expect weekly updates to be sent out.</p>	<p>HS2 Ltd</p>
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	<p>South: CDC/SBDC asked what progress there has been on the Community Engagement Framework. HS2 Ltd explained that comments are being compiled, finalised and then have to go through governance, so a matter of weeks until document is shared with Local Authorities</p> <p>South: Three Rivers & Hertfordshire asked for a date and information for a resident’s forum to be held in Maple Cross. Action: HS2 Community Engagement Team to provide further clarity.</p> <p>Action: HS2 Ltd to circulate Community Engagement Approach slides to Planning Forum</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>
<p>4</p>	<p>Construction Commissioner Update</p> <p>SB (WCC) represented Local Authorities on the Construction Commissioner (CC) interview panel. WCC provided an update that the recommendation was to impose a test on potential candidates which would comprise a realistic complaint to compare the quality of each candidate’s approach and decision.</p> <p>HS2 Ltd confirmed that no appointment had been made yet and that the recommendation to appoint would have to be put to DfT.</p> <p>South: The Chair informed the Planning Forum that he had put himself forward to be on the interview panel due to past experience and knowledge of CC roles but HS2 Ltd had declined his offer on the basis that they did not need the knowledge of previous CC roles.</p> <p>South: CDC/SBD stated that the Chair’s previous experience should be considered beneficial for the Independent Advisory Panel (IAP).</p> <p>North & South: HS2 Ltd clarified that CC will be interim and that the IAP will include Local Authorities. Action: HS2 Ltd will provide a further update when the process for appointing the IAP has been established.</p>	<p>HS2 Ltd</p>
<p>5</p>	<p>Review of actions and minutes from last meeting</p> <p>The minutes of the previous Planning Forum meeting were agreed.</p> <p>March 16 5 – HS2 Ltd confirmed that tunnel portals are to be lengthened to 200m which completes this action.</p> <p>HS2 Ltd stated that the 4th draft of the Planning Memorandum in the EMRs will be the version to be signed by Local Authorities subject to any further changes: so final comments are to be sent to the Planning Forum mailbox by the <u>8th July</u>. Action. HS2 Ltd to forward webpage link to EMR.</p> <p><i>The following actions arose:</i></p>	<p>HS2 Ltd</p>

	<p>Jan 16 4.2 - LEMPs – SBC expressed they had not received a copy of their draft LEMP. Action: HS2 Ltd to feedback this to relevant team and report back at next meeting.</p>	HS2 Ltd
	<p>Jan 16 5 – Crossrail Model Conditions. Action: HS2 Ltd to send the link to the Crossrail Planning Forum webpage which includes Planning Forum Notes, including one on Model Conditions.</p>	HS2 Ltd
	<p>March 16 4&5 – Draft Planning Forum Notes consisting of Schedule 17 Submissions and Drawings for Plans & Specs approvals circulated after March Form meeting requesting Local Authorities’ comments by 6th May but none received. South: LBC said they have not seen these Notes. Action: HS2 Ltd to resend to LBC.</p>	HS2 Ltd
6	<p>Schedule 17 Plans & Specs – Indicative Programme</p> <p>HS2 Ltd presented a high level estimated programme of plans and specs submissions for each Local Authority affected by Phase One of the routes.</p> <p>Action: HS2 Ltd to circulate copies of documents following the meeting.</p> <p>South: HCC asked why they are not on the programme. HS2 Ltd indicated that this programme includes detailed design plans and specs so only District Authorities are reflected in the document, as they are the approving authority</p>	HS2 Ltd
7	<p>2nd Draft Service Level Agreement – Local Authority Comments</p> <p>The SLA was discussed by Local Authorities during the pre-meeting. Action: BCC to collate comments on behalf of Local Authorities and forward them to the Planning Forum mailbox as soon as possible.</p> <p>North: The Chair commented as to why there is an assumption that HS2 Ltd will be the NU when it could be more than one, such as Network Rail. Action: HS2 Ltd will consider the Chair’s comments</p>	BCC HS2 Ltd
8	<p>Draft Schedule 17 Statutory Guidance</p> <p>HS2 Ltd went through the latest draft Schedule 17 Statutory Planning Guidance.</p> <p>Action: HS2 Ltd to circulate the document with a note for Local Authorities to provide comments by the <u>20th July</u>.</p> <p>HS2 Ltd stated that this would be an agenda item for the September Planning Forum meeting.</p>	HS2 Ltd

9	<p>Draft Schedule 17 Class Approval</p> <p>HS2 Ltd did not have the document to show to Local Authorities but clarified that the text has been updated to reflect the latest draft (4th draft) of the CoCP (March 2016). Therefore, as discussion continues on the CoCP, necessary amendments will be reflected in the Class Approval.</p> <p>South: The Chair highlighted that comments on the specific measures in the Class Approval should be sought via CoCP discussion, not separately. Action: HS2 Ltd to circulate document</p>	HS2 Ltd
10	<p>Fee Regs & Appeal Regs - Update</p> <p>HS2 Ltd presented slides which stated that Schedule 17 allows for specific statutory instruments:</p> <ul style="list-style-type: none"> - Fee regulation – paragraph 17(1) - Appeal regulation – paragraph 22(5) <p>HS2 Ltd confirmed that the Regulations will not be put in place until after Royal Assent. The principles will be developed from the Crossrail Fee Regulation which was based on calculated area (link to legislation below): http://www.legislation.gov.uk/uksi/2008/2175/pdfs/uksi_20082175_en.pdf</p> <p>Action: HS2 Ltd to circulate slides to Local Authorities Action: Local Authorities to forward comments to the Planning Forum mailbox on the proposed regulation principles by the <u>8th July</u>.</p>	HS2 Ltd LA's
11	<p>HS2 Updates</p> <p><u>Parliamentary Process Update</u></p> <p>HS2 Ltd provided an update on next steps in the parliamentary process:</p> <ul style="list-style-type: none"> • HS2 Ltd stated that the first Public Committee meeting was on the 19th May • The Committee will hear the promoter's opening statement and route presentation • Locus hearings are expected to begin on the 7th June with petitioner hearings after that • Will generally consider north to south, as per the Commons • 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"> • HS2 Guide for Farmers and Growers published on 6th May • FCC Sidings Information Event on 25th May 	

	<p>Independent Review of Complaints Handling and Community Engagement published on 21st April</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 20th /21st July 2016.</p>	
<p>12</p>	<p>AOB</p> <p>North: NCC asked when the Phase One webpage will be updated, for example Highways Subgroup minutes up until December are available but no further minutes after this month. HS2 Ltd explained that the period of Purdah put a hold on information uploaded to the webpage but will report back to the relevant HS2 Ltd team. Action.</p> <p>South: CDC/SBC gave thanks for their involvement on the Interview panel for the Environmental Health Subgroup Chair.</p>	<p>HS2 Ltd</p>