

<b>Title:</b>	<b>Independent Planning Forum for HS2 – Phase One</b>	
<b>Date &amp; Time</b>	<b>North Meeting</b> <b>Wednesday 22<sup>nd</sup> April 2.00 – 4.00 pm</b>  <b>Warwick Hilton</b>	
<b>Chair</b>	██████████	Independent Chair
<b>Promoter Attendees:</b>	██████████ ██████████ ██████████ ██████████	HS2 HS2 HS2 DfT
<b>Local Authority Attendees:</b>	██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████	Solihull MBC South Northants Council Cherwell DC Warwickshire County Council Warwick District Council North Warwickshire Borough Council Warwickshire County Council Buckinghamshire County Council Lichfield District Council

<b>Item</b>		<b>Action Owner</b>
<b>1.</b>	<b>Introductions</b>	
	Introductions were made.	
<b>2.</b>	<b>Review of notes &amp; actions from last meeting</b>	
2.1	Authorities confirmed they were happy with the draft minutes from previous meeting. Minutes were agreed with no changes.	
2.2	<p><b>Outstanding actions (April 2015)</b></p> <p>The Chair went through the outstanding actions table and the following additional points were raised:</p> <p>North / South: Chair confirmed the Crossrail Planning Forum report on Schedule 7 approvals had been circulated to authorities prior to the meeting. Authorities acknowledged that this had been received.</p> <p>South: Westminster CC confirmed that they had circulated timescales of Schedule 7 submissions for approvals made by Crossrail to Westminster CC. Authorities acknowledged that this had been received.</p>	

	<p>North and South: DfT informed the Forum that a meeting is due to take place between DfT, DCLG and LGA to discuss HS2 and New Burdens on 27<sup>th</sup> April. It was stated that the contact at the LGA is [REDACTED]. DfT further explained that local authorities are welcome to contact the LGA separately to engage with them on the matter.</p> <p>South: Warwickshire CC enquired as to whether the meeting will also be considering business rates. DfT explained that the meeting will not be covering business rates, but that the matter of business rates may be subject to separate discussion with the LGA at some stage.</p> <p>North: Buckinghamshire CC asked whether Planning Forum can be updated with progress in relation to business rates. DfT explained that a note has been submitted to Select Committee to provide an update.</p> <p><b>Action:</b> Link to Select Committee note to be provided via email once Purdah has finished.</p>	<p>HS2 Ltd</p>
<p><b>3</b></p>	<p><b>Draft Planning Memorandum (3<sup>rd</sup> Draft)</b></p> <p>Chair thanked HS2 Ltd for circulating the latest Draft Planning Memorandum (3rd Draft) prior the meeting to authorities. It was explained by the Chair that authorities had discussed the draft in the pre-meet and had further comments to provide during the meeting.</p> <p>HS2 Ltd explained that the suggested changes to the Planning Memorandum by authorities had been considered by HS2 Ltd and that the tracked changed version will be gone through in the meeting and any further comments would be captured in the consolidated comments table.</p> <p>The Planning Memorandum (3rd Draft) was gone through in the meeting and authorities considered the tracked changes and sought clarification and / or made further verbal comments.</p> <p><i>Planning Memorandum related comments made by authorities at the meeting have been captured on the consolidated Planning Memorandum comments table, attached to the minutes as a record of the meeting.</i></p>	
<p><b>4</b></p>	<p><b>Route wide lead authorities update</b></p> <p>HS2 Ltd explained that the route wide lead authorities table had been recirculated to authorities with the March meeting minutes, and it was requested that any updates be provided during the meeting. No further updates were forthcoming before or during the meeting.</p> <p><b>Action:</b> HS2 Ltd to recirculate the route wide lead authorities table with the April meeting minutes.</p>	<p>HS2 Ltd</p>

	<p><b>Action:</b> Authorities to provide updates to the route wide lead authorities table ensuring that tracked changes are turned on.</p> <p><b>Action:</b> Updates to the table to be reported in the next meeting.</p>	<p>Authorities</p> <p>HS2 Ltd</p>
<p><b>5</b></p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><b>HS2 Updates</b></p> <p><b>Parliamentary Process Update</b></p> <p>DfT explained that due to the current Purdah period there are no new parliamentary updates to provide to Planning Forum.</p> <p><b>Project Updates</b></p> <p>HS2 Ltd directed local authorities to HS2 Design Vision material available on the website. It was also announced that [REDACTED] has been appointed as HS2 Design Panel Chair, and would introduce herself to Planning Forum once the Panel is established.</p> <p>Buckinghamshire CC asked what the scope of the Design Panel will be. HS2 Ltd explained that the ToR once established will provide more detail on how the Panel will work, and these could be shared with Planning Forum in due course.</p> <p>North Warwickshire asked whether the Residents’ Commissioner could attend Planning Forum to explain her role. HS2 Ltd noted this request and explained that the role of the Residents’ Commissioner had been described in the January Planning Forum meeting, and the purpose of the role is to deal with property compensation matters. Chair suggested that since the Commissioner is independent, it might be appropriate for the Planning Forum Chair to invite the Commissioner on behalf of the Forum. This was agreed.</p> <p>Buckinghamshire CC asked whether the Complaints Commissioner had been appointed. HS2 Ltd indicated that recruitment of Complaints Commissioner is linked more to the construction phase and as such has not yet been initiated. HS2 Ltd explained that more information relating the Complaints Commissioner is included in Information Paper G3.</p> <p>Cherwell asked when community engagement would be taking place. HS2 Ltd explained that there are commitments on the project to engage with the community and that the matter had been raised at Select Committee as an area requiring progress. HS2 Ltd further explained that the matter is currently being considered by HS2 Ltd and that an approach is being worked up which will be shared with Planning Forum at the appropriate time.</p>	

<p>5.4</p>	<p><b>Subgroup updates</b></p> <p>HS2 Ltd provided a brief overview of the agenda items covered at the most recent Subgroups:</p> <ul style="list-style-type: none"> <li>• Highways Subgroup (25<sup>th</sup> March 2015)</li> <li>• Environmental Health Subgroup (26<sup>th</sup> March 2015)</li> </ul> <p>HS2 Ltd proposed a new Subgroup covering water and flooding matters. It was explained that HS2 Ltd has already met with Lead Local Flood Authorities (LLFA's) and the Environment Agency and that the meeting should be formalised as a Subgroup to the Planning Forum given the approval role of LLFA's under the Bill.</p> <p>Approval in principle was sought from the Planning Forum. The authorities were in agreement that the new Subgroup should be established and that the Terms of Reference should be endorsed by Planning Forum once drafted.</p> <p><b>Forward plan</b></p> <p>HS2 Ltd presented the forward plan for Planning Forum. It was explained that the Planning Memorandum will feature as a future agenda item, potentially in September, but will feedback some of the main points raised in relation to wording sooner than this date at the next meeting.</p> <p>Chair requested that HS2 Ltd make it clear which sections of the CoCP will be covered in the June / July Planning Forum / Subgroup meetings. HS2 Ltd indicated that the sections of the CoCP reviewed by Planning Forum Subgroups would be covered in the appropriate meetings, and the sections to be covered in the two Forum meetings will be indicated on the agendas.</p> <p>Chair highlighted that a date needs to be agreed for the September Planning Forum. It was noted that there are two options: 2<sup>nd</sup> / 3<sup>rd</sup> or 16<sup>th</sup> / 17<sup>th</sup> based on school summer holidays and the availability of the Chair.</p>	
<p>6</p>	<p><b>AOB</b></p> <p>HS2 Ltd informed authorities that HS2 Ltd will be writing to authorities in relation to funding, to request new purchase order details for auditing purposes. It was also highlighted that there is still chance to sign the MOU in relation to funding of costs if authorities haven't already done so.</p>	