

<b>Title:</b>	Independent Planning Forum for HS2 – Phase One	
<b>Date &amp; Time</b>	<b>South Meeting</b> <b>Thursday 23<sup>rd</sup> April 2.00 – 4.00 pm</b>  <b>The Euston Office, 40 Melton Street, London, NW1 2FD</b>	
<b>Chair</b>	██████████	Independent Chair
<b>Promoter Attendees:</b>	██████████ ██████████ ██████████ ██████████	HS2 HS2 HS2 DfT
<b>Local Authority Attendees:</b>	██████████ ██████████ ██████████ ██████████████████ ██████████ ██████████ ██████████ ██████████ ██████████	Westminster City Council South Buckinghamshire District Council Northamptonshire County Council London Borough of Camden Warwickshire City Council Three Rivers District Council Chiltern District Council Chiltern DC / South Buckinghamshire DC Aylesbury Vale District Council

Item		Action Owner
<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>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</p>	

	<p>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.</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 (3rd 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>Camden enquired as to whether authorities will be given more time to consider the draft and feedback comments. HS2 Ltd highlighted that the Planning Memorandum will be included on an agenda after summer and that authorities should be considering any further amendments to the 3rd Draft before then.</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>Warwickshire CC expressed that they had some updates to provide following the meeting once the table had been recirculated by HS2 Ltd.</p> <p>Camden asked whether the recirculated table could be sent out in Word format to allow updates to be directly typed into the document.</p> <p><b>Action:</b> HS2 Ltd to recirculate the route wide lead authorities table with the April meeting minutes.</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>HS2 Ltd</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><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</p>	

<p>5.4</p>	<p>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>South Bucks DC asked whether an ecology subgroup is being considered. HS2 Ltd explained that there are no plans to form an ecology subgroup to the Planning Forum given the provisions of the Bill.</p> <p>Warwickshire CC noted that their authority organises an ecology related HS2 group which discusses route wide matters and petitioning points. WCC explained that HS2 Ltd have previously attended the meeting but no longer attend.</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 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> <p>Chair noted that in the North meeting it was agreed the Planning Chair should contact the Residents Commissioner to provide formal invite to attend Planning Forum.</p> <p>Chair also noted that community engagement was discussed in the North meeting and HS2 Ltd 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>Westminster CC enquired as to when Select Committee will reconvene. DfT reiterated that the dates are unknown and will depend on the outcome of the general election. Westminster CC also asked whether the Council can petition twice, i.e. once AP's are released. HS2 Ltd clarified that it would be possible to do so.</p> <p>Chiltern DC asked whether authorities can receive a copy of the General Principles in advance of the Planning Forum session on the document. HS2 Ltd noted this request and expressed that this would be done if possible.</p>	<p>HS2 Ltd</p>
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