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| <b>Title:</b>                     | <b>Independent Planning Forum for HS2 – Phase One</b>  |   |
| <b>Date &amp; Time</b>            | North Meeting<br>Wednesday 9 <sup>th</sup> December 2015<br>2 - 4 pm<br><br>Hilton Warwick<br>Stratford Rd, Warwick  | South Meeting<br>Thursday 10 <sup>th</sup> December 2015<br>2 - 4 pm<br><br>The Office Group, The Gridiron Building<br>One Pancras Square, London   |
| <b>Chair</b>                      | ██████████   | Independent Chair   |
| <b>Promoter Attendees:</b>        | ██████████<br>██████████<br>██████████   | HS2 Ltd<br>HS2 Ltd<br>HS2 Ltd   |
| <b>Local Authority Attendees:</b> | <b>North</b>   |   |
|                                   | ██████████<br>██████████<br>██████████<br>██████████<br>██████████<br>██████████<br>██████████<br>██████████<br>██████████<br>██████████<br>██████████<br>██████████ | Staffordshire County Council<br>South Northants Council<br>South Northants Council<br>Warwickshire County Council<br>Warwick District Council<br>Warwickshire County Council<br>Solihull Metropolitan District Council<br>Lichfield District Council<br>Oxfordshire County Council<br>Cherwell District Council<br>Northamptonshire County Council<br>Birmingham City Council |
|                                   | <b>South</b>   |   |
|                                   | ██████████<br>██████████<br>██████████<br>██████████<br>██████████<br>██████████<br>██████████<br>██████████<br>██████████<br>██████████                             | London Borough Camden<br>Westminster City Council<br>Buckinghamshire County Council<br>Three Rivers District Council<br>Chiltern District Council<br>London Borough Hammersmith and Fulham<br>Hertfordshire County Council<br>London Borough Camden<br>South Bucks District Council<br>London Borough Brent<br>Aylesbury Vale   |

| Item     |   | Action Owner |
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| <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 content with the draft minutes from previous meeting. Minutes were agreed with no changes.  |              |
| 2.2      | <p><u>Outstanding actions</u></p> <p>The Chair went through the outstanding actions table and the following additional points were raised:</p> <p><i>Service Level Agreement:</i> HS2 Ltd informed the Forum that meetings with Local Authorities regarding funding are underway and will continue into the New Year.</p> <p><i>South:</i> Chiltern District Council and London Borough Camden asked for clarification on the circumstances under which fees and the SLA would apply. HS2 Ltd stated that the fees only apply to Schedule 16 consents but the SLA could be implemented as an alternative. The SLA would also apply to other HS2 related activities as stated in Information Paper C13, such as Section 61 consents.</p> <p><i>Sept 2015, Item 2.2 DfT Cycle Study:</i> HS2 Ltd stated that there were no known updates on the study. Buckinghamshire County Council and Warwickshire County Council stated that the study featured in the 2015 Autumn Statement.</p> <p><b>Action:</b> HS2 Ltd to liaise with DfT to determine if any commitments were made to the study in the 2015 Autumn Statement.</p> <p><i>Oct 2015, Item 6 Environmental Memorandum:</i> HS2 Ltd stated that responses had been received from three Local Authorities on Table 5. Comments received on the Colne Valley and Chilterns AONB had been incorporated into the table and that comments on Edgecote Battlefield have been considered, but would be addressed via other controls. Matters raised were heritage, which is not a matter for Table 5, and is dealt with under the Heritage Memorandum, and ecology, which if relevant would be addressed in an Ecology Site Management Plan.</p> | HS2 Ltd      |
| <b>3</b> | <b>LPA Feedback on Statutory Guidance – 2<sup>nd</sup> Draft</b>  |              |
|          | The Chair went through the 2 <sup>nd</sup> Draft Statutory Guidance document and comments table. Authorities were asked to provide any further comments on the document during the meeting for HS2 Ltd to consider. Specific  |              |

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|  | <p>comments have been recorded in the consolidated comments table, attached to the minutes as a minute of the meeting.</p> <p>The following general comments were also raised under this item:</p> <p>The Chair asked about ownership of the Statutory Guidance. HS2 Ltd clarified that it is owned by the Secretary of State.</p> <p><i>South:</i> Chiltern District Council and Three Rivers District Council asked if the Statutory Guidance takes precedence over the Planning Memorandum. HS2 Ltd explained that there should be no conflict between documents as they are produced for different purposes. The purpose of the Statutory Guidance is to provide further information and guidance to planning authorities on Schedule 16. The Planning Memorandum is signed by the qualifying authorities and seeks to ensure that the process of obtaining Schedule 16 approvals does not unduly hinder construction of HS2.</p> <p><i>South, (Para 4.3):</i> London Borough of Camden asked where the timescales for site restoration schemes are set out. HS2 Ltd explained that an assurances given to amend the 3<sup>rd</sup> draft Planning Memorandum, include timeframes related to site restoration schemes.</p> <p>HS2 Ltd clarified that the Hybrid Bill does not disapply S106 legislation and that it is legally possible to attach S106 to discharge of conditions. It is difficult to envisage a set of circumstances on a Schedule 16 approval where S106 agreement would apply, but nevertheless if such circumstances did arise, the possibility is there.</p> <p><i>South:</i> BCC asked whether Section 278 of the Highways Act (1980) agreement applies to HS2. <b>Action:</b> HS2 Ltd to seek clarity on this and report back to the Forum.</p> <p><i>South:</i> BCC asked whether the Habitat Regulations are disapplied. HS2 Ltd confirmed that they are not disapplied and as such consultation with Natural England may be required on requests for approval. The grounds in Schedule 16 (b) (iii) would provide the control for planning authorities in this respect.</p> <p><i>South:</i> BCC asked whether noise conditions could be applied to Schedule 16 consents. HS2 Ltd explained that conditions cannot be attached if the control is dealt with elsewhere (see Information Paper E22 addresses noise controls).</p> <p><i>South:</i> LBC asked what “adding unduly to the cost” means (Section 9.2). HS2 Ltd explained that this would be addressed in pre-application discussions with the Local Planning Authority in relation to a particular submissions.</p> | <p>HS2 Ltd</p> |
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|          | <p><i>South:</i> Chiltern District Council asked whether the content of a Schedule 16 request for approval be included in the Service Level Agreement negotiations. HS2 noted this request and that the content of Schedule 16 submissions would be discussed with Planning Forum at a future meeting.</p> <p>Chair asked whether there is a specific commitment to producing Planning Forum notes. HS2 Ltd confirmed that there is no specific commitment but HS2 Ltd will be producing Planning Forum notes in a similar format to Crossrail and will be sharing them with the Forum in 2016.</p> <p>HS2 Ltd thanked the Forum for their comments and expressed that a revised draft version of the Statutory Guidance would be produced in 2016.</p>  |             |
| <p>4</p> | <p><b>Approach to community engagement in design development</b></p> <p>HS2 Ltd presented the draft approach to community engagement on design development. The policy as stated in Information Paper D1 was shared in relation to the three aspects of design engagement:</p> <ul style="list-style-type: none"> <li>• Stations</li> <li>• Key Design Elements</li> <li>• Common Design Elements</li> </ul> <p>HS2 Ltd provided a summary of ‘key design elements’ and introduced a table identifying such elements along the route. It was explained that these had been identified against the consideration of seven criteria (see presentation). <b>Action:</b> Local Authorities were invited to provide comments to HS2 on the table by the 15<sup>th</sup> January 2016.</p> <p><i>South:</i> London Borough of Brent asked whether the criteria could change based on comments. HS2 Ltd confirmed that Local Authorities could comment on the selection criteria.</p> <p><i>South:</i> Aylesbury Vale District Council asked whether earthworks could be included as a Key Design Element. HS2 Ltd clarified that earthworks are to be covered elsewhere in the HS2 Landscape Design Approach, which would be brought to the Forum in 2016.</p> <p>HS2 Ltd introduced the draft timeline for community consultation on design explaining how this fits into the programme for Schedule 16 engagement and approvals.</p> <p><i>North:</i> Oxfordshire County Council expressed that it would useful to understand how this component of engagement fits into the wider HS2 plan for engagement.</p> <p>HS2 Ltd noted this and highlighted that the wider HS2 engagement strategy was being developed, and could be a future agenda item in 2016.</p> | <p>LPAs</p> |

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|                                       | <p><i>North:</i> Warwickshire County Council highlighted the need to manage expectations in respect of engagement so that communities are aware of the parameters of influence on design. WCC also requested that Local Authorities are sufficiently briefed on the above. HS2 Ltd acknowledged this request and recognized that it would be a consideration at the detailed design stage.</p> <p>HS2 Ltd also introduced the 'HS2 Design Approaches' explaining they would be discussed in Planning Forum in 2016.</p>   |                          |
| <p><b>5</b></p>                       | <p><b>Updates by lead local authorities on petition negotiations</b></p> <p>HS2 Ltd provided an update on assurances recently given at Select Committee in relation to the Planning Regime. London Borough Camden confirmed that letters setting out assurances had been provided to LBC by HS2 Ltd. <b>Action:</b> It was agreed that these letters could be shared with members of the Forum.</p> <p><i>South:</i> Chiltern District Council and London Borough Camden asked how assurances will be captured. HS2 Ltd explained that all assurances would be captured on the Register of Undertakings and Assurances, which is updated regularly to reflect assurances agreed.</p>  | <p>HS2 Ltd /<br/>LBC</p> |
| <p><b>6</b></p> <p>6.1</p> <p>6.2</p> | <p><b>HS2 Updates</b></p> <p><u>Parliamentary Process Update</u></p> <p>HS2 Ltd provided an update on the parliamentary process:</p> <ul style="list-style-type: none"> <li>• Select Committee rises 17th December and returns 5th January.</li> <li>• Additional Provision 5 was deposited on 2<sup>nd</sup> December.             <ul style="list-style-type: none"> <li>○ Petitioning from 11th Dec to 8th Jan.</li> <li>○ ES consultation from 11th Dec to 22nd Jan.</li> </ul> </li> </ul> <p><u>Project Updates</u></p> <p>HS2 Ltd provided an update on the HS2 project:</p> <ul style="list-style-type: none"> <li>• Announcement has been made on HS2 Phase 2A, which will be delivered 6 years earlier than Phase 2B, opening in 2027.</li> <li>• Safeguarding directions published for Phase 2A route.</li> <li>• ██████████ has published 'Yorkshire Hub' report, which focuses on Leeds Station options.</li> <li>• SoS expecting to make an announcement on rest of route in Autumn 2016.</li> </ul> <p>Engagement events:</p> <ul style="list-style-type: none"> <li>• 11th Dec, Hopton, Staffordshire.</li> <li>• Spring events expected to be published by end of year.</li> </ul> |                          |

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| 6.3 | <p><u>Subgroup updates</u></p> <p>HS2 Ltd provided a brief summary of recent Highways Subgroup (18<sup>th</sup> November 2015). Forum members were also informed that the next Subgroup would be Highways Subgroup on 16<sup>th</sup> December.</p>   |         |
| 6.4 | <p><u>Forward plan</u></p> <p>HS2 Ltd presented the Planning Forum forward plan. It was agreed that the January Planning Forum should take place on the 27<sup>th</sup> / 28<sup>th</sup>.</p> <p>HS2 Ltd stated that the emphasis of Planning Forum would change in the New Year to focus on construction and consenting. As such HS2 Ltd asked that authorities consider whether development management staff might be more appropriate attendees at Planning Forum from January 2016.</p> <p><b>Action:</b> HS2 Ltd suggested that a letter could be sent to Local Authority Chief Executives to update on Planning Forum to ensure there is an awareness of consenting and resourcing. Local Authorities agreed that this would be helpful and that local authority SPOCs should be copied into the letter.</p> | HS2 Ltd |
| 7   | <p><b>AOB</b></p> <p>There were no AOB items raised.</p>  |         |