

Item		Action Owner
1.	Introductions	
	Introductions were made.	
2.	Review of notes & actions of the last meeting	
2.1	The notes were agreed as an accurate record.	
2.2	Item 5.3 Issue exemplar LEMP to planning forum. Due to be available early 2014. Will include rural and urban LEMPs. Outstanding.	
2.3	Item 6.3 Report progress on the request for a High Level Forum. The SoS had agreed to one meeting with local authority Leaders. An engagement/briefing meeting was hosted by the Parliamentary Under Secretary of State (see 7.4 below) on 27/11/13. Completed	
2.4	Item 8.2 HS2 Ltd to confirm meeting arrangements for November. Members were notified in October that the November meeting of the Planning Forum was cancelled. Officers were offered the room bookings for their own use for	

	meetings, and ten LAs met in Birmingham on the 7 th .	
2.5	Item 2.5 HS2 Ltd to email Planning Forum members to advise of proposed briefing meeting details once letters had been sent to Leaders. Forum members were notified via email on 14/11/13. Completed	
2.6	2.6 HS2 Ltd to follow up on LBC concerns regarding involvement in the exemplar LEMP production. It is confirmed that LBC have been invited to a meeting to discuss the exemplar. Completed.	
2.7	Issue 15: LPAs concerns about Fee Regs and pre-application fees through feedback on the planning regime principles discussion. Decisions on the reimbursement of pre-application fees will be the subject of future discussion with HS2 Ltd and DfT through the Planning Forum. These discussions are distinct from those discussions that will continue on the principles of the Planning Regime. On-going.	
3.	Hybrid Bill deposit presentation	
	RH gave a presentation. A query was raised about the petitioning period. This is set by Parliament at the end of Second Reading. Second Reading expected Spring 2014. Book of reference available at local deposit locations but not on website due to lawyers' concerns regarding the Data Protection Act. WCC queried what price DfT/ HS2 Ltd would sell land back to landowners whose land is compulsorily purchased for use for a temporary period. HS2 Ltd to investigate and circulate advice.	HS2 Ltd
4.	Formal Environmental Statement	
	MH gave a presentation. The Chair asked about the status of the Health Impact Assessment. HS2 Ltd confirmed it is a separate document (not a standing order requirement) and not being consulted on as part of the ES. Comments could be made via the petitioning process. (Similarly, the Equality Impact Assessment is for information only and not part of the ES.) A Forum member reported that people had been encouraged to comment on the document via the HS2 Ltd Twitter account. HS2 Ltd to provide additional clarity on this point. The Chair asked when GIS mapping data supporting the ES would be available. HS2 Ltd expects this to be made available at a later date. A request was made for data behind local traffic assessments in the ES to be shared with local authorities. HS2 Ltd confirmed it was meeting the local authorities about this and encouraged responses to the ES consultation.	HS2 Ltd HS2 Ltd
5.0	Conditions of deemed planning permission	
	PK gave a presentation. A comment was made that 8 weeks for application determination on a large submission, was tight given the amount of necessary consultation with local communities. HS2 Ltd stated that this was the same period as the Crossrail project and engagement with local authorities would occur at the pre-application stage. There was no requirement for local authorities to consult with local communities on requests for approval.	
5.1	Outstanding issues: The Chair asked members to check and see if any issues previously raised by the Planning Forum had been missed from the presentation.	LAs
6.0	EMRs and Draft Planning Memorandum	
	MH gave a presentation. Chair noted the involvement of local authorities in the development of the environmental minimum requirements. HS2 Ltd highlighted the key changes to the Planning Memorandum since the October Planning Forum meeting and recommended that the next meeting be used to discuss the LAs' detailed comments. HS2 Ltd stated that it was expected that documents would go through various iterations before Royal Assent.	
6.1	Outstanding issues: Chair encouraged Forum members to review and let HS2 Ltd know if there are any outstanding issues in advance of the next meeting.	
7.0	HS2 Update	

7.1	<p>Sub-groups: the Chair had attended 3 meetings.</p> <p>Highways sub-group meeting on October 15 focussed on protective provisions. No date for next meeting: may be led by a specialist highways lead going forward.</p> <p>Heritage sub-group meeting on September 10 focussed on the draft Heritage Memorandum. Next meeting expected early February.</p> <p>Acoustics sub-group had met on October 28 and again recently: an additional meeting has been requested before end of ES consultation.</p>	
7.2	<p>Planning Forum lookahead</p> <p>Next meeting planned for February (ie no meeting planned for January). As mentioned in 6.0 the Planning and Environmental memoranda could be discussed in more detail at the February meeting. Monthly meetings are then planned until June.</p>	
7.3	<p>Feedback from local authority meeting in November.</p> <p>Chair reported suggestion at local authority meeting In November that Forum meetings revert to one meeting (instead of two). The views of the members of the Planning Forum were sought on whether it should hold one or two meetings. HS2 Ltd will seek Forum member views via email.</p> <p>The meeting had also requested a time for a LAs pre-meeting before Forum meetings: this is now being accommodated.</p>	HS2 Ltd
7.4	<p>LA Briefing Session.</p> <p>UN gave an aural report. 14 local authorities attended. Robert Goodwill MP Parliamentary Under Secretary of State hosted the meeting and sought views from attendees on HS2. Alison Munro also gave a presentation. No requests were made for a future meeting. DfT to circulate minutes of meetings to local authorities when finalised</p>	DfT
8.0	Any other business	