

Document Number:	HS2-HS2-ER-MRC-000-0000020
Meeting Date:	4 September 2013
Meeting Location:	One KX, 120 Cromer Street
Meeting Title:	Route wide planning forum (South)
Zone/Area References:	N/A
GIS/Land Registry Reference:	N/A
HS2 Ltd Contact Person:	[REDACTED]
Stakeholder:	Local Authority
Topic Keywords:	Planning Forum, Local Authority

Chair	[REDACTED]	Independent Chair
Promoter	[REDACTED]	Town Planning Manager, HS2 Ltd
Attendees:	[REDACTED]	London Planning Manager, HS2 Ltd Country Planning Manager, HS2 Ltd Birmingham Metropolitan Planning Manager HS2 Ltd Planning Liaison HS2 Ltd Bill Manager, DfT
Local Authority Attendees:	[REDACTED]	Cherwell District Council LB Brent LB Brent Northamptonshire County Council Westminster City Council Hertfordshire County Council LB Islington LB Camden LB Camden Aylesbury Vale District Council
Apologies	[REDACTED]	LB Hammersmith & Fulham Wycombe District Council Northamptonshire County Council

Item		Action/ Owner
1.	Introductions	
	Introductions were made. It was announced that [REDACTED] has been successful in the formal appointment of Independent Chair of the planning forum.	
2.	Review of notes & actions of the last meeting	
2.1	The notes were agreed as an accurate record.	
2.2	Item 5.0: The separate issues list has been created and is to be discussed as part of the agenda. Closed.	
2.2	Item 5.13: Moved to issues list. Closed.	
2.3	Item 7.1: The 'route map of documents' slide was issued on the 30 July. Closed	
2.4	Item 7.2: The timeline for documents was issued at the meeting. The South meeting requested additional information on the generic steps of the parliamentary process. This can be found on the Parliament website on the following link: http://www.parliament.uk/business/bills-and-legislation/current-bills/previous-bills/hybrid-bills/	
2.4	Item 8.1: Safeguarding discussions have taken place. Closed.	
2.5	Item 8.4: Property re-consultation is item 6 on the agenda.	
2.6	Item 9.1: The acoustic sub group ToR are published on the website. Closed.	
2.7	Item 9.2: Planning forum meetings taking place as agreed. Closed.	
2.8	Item 2.5: Ecology meeting is agreed for 18 September.	
2.9	Item 2.17: Meeting with Shire authorities on the TA to be agreed.	
2.10	Item 3.4: DfT has noted the request to share the planning schedule before submission. HS2 Ltd to confirm whether it is subject to parliamentary privilege.	
2.11	Item 9.7: Wording on the pre-application consultation to be discussed with the planning memorandum. Removed from action list.	

3.	Planning regime feedback	
3.1	HS2 Ltd responses to the comments received had been included in the table and issued to the meeting. The points were discussed in turn. [Following the discussions at the meeting, the points that were agreed during discussion have been greyed out, and additional comments made at the meetings included.] Points of discussion were as follows:	
3.2	Item 3: Discussion highlighted that cost information is likely to form part of the planning discussion. Anything raised by an authority can be factored into the reasonable test but would mainly be of technical or cost nature.	
3.3	Item 6: Concerns remain that the position is one sided in favour of HS2 Ltd. HS2 Ltd gave assurances that the intent is to remove Ultra Vires conditions only: the NU will not say no to lawful conditions. The final say is with Local Authorities. Comments made in the table to be enshrined in the planning memorandum or the statutory guidance.	HS2 Ltd
3.4	Item 8: It was explained that the process for external design review for HS2 Ltd is not yet determined. For Crossrail, external design review was undertaken before submissions were made. HS2 Ltd will work closely with local authorities in advance of submissions. Officers still noted concerns that 8 weeks is not sufficient for large applications such as stations and depots that will be of interest to the public and made the request that 12/13 weeks be allowed. HS2 Ltd agreed to look again at this point.	HS2 Ltd
3.5	Item 10: Clarity was requested on how engagement with communities will take place and be incorporated into the process.	HS2 Ltd
3.6	Item 14: Officers noted that existing planning fees don't cover costs of normal applications so the cost of HS2 Ltd submissions is not expected to be covered by the fee structure either. Discussion on fees is separate to the planning regime. It is not determined how this will take place for HS2 Ltd yet. For Crossrail fees discussions happened through the planning forum. HS2 Ltd to provide examples of fees on a hybrid Bill application. Officers requested that fees for pre-application discussions be set out in the planning memorandum or other formal document, in a structured manner. It was suggested that authorities share current practices with each other on their approach to fees. LB Camden agreed to co-ordinate this discussion. HS2 Ltd to send updated contact list for the forum. The fee regulations do not preclude the possibility of officers being funded instead of fees being paid. HS2 Ltd agreed to feedback on when the discussion on fees and funding would be appropriate.	HS2 Ltd HS2 Ltd LBC
3.7	Item 19: HS2 Ltd agreed to consider whether submission forward plan updates will be provided to the planning forum more frequently than 6 monthly.	
3.8	Item 20: It was clarified that monitoring U&A compliance is not done through the planning regime. The undertakings are given by the Secretary of State to Parliament. If people think that they have been broken, the route to complain is to the DfT and SoS. The first context reports will be issued after Royal Assent. The text in the table will be revised to clarify.	
3.9	Item 21: Concerns were noted about the wider context of development outside submission boundaries, and whether streetscape improvements are to be included. Construction sites are restored through site restoration submissions. The limits of deviation will set the limits of where works can be done within the powers of the Nominated Undertaker. Works on public realm outside limits would have to be raised as issues of concern.	
3.10	Item 22: HS2 Ltd noted that the content of submissions would be set out in a Planning Forum Guidance Note.	
4.	Outline content of draft planning memorandum & statutory guidance.	
4.1	A summary presentation was given on the planning memorandum and a first draft was issued in hard copy. This will be issued by email following the forums.	HS2 Ltd
4.2	A first draft of the statutory guidance is likely to be available before Bill submission for review. It was queried whether this was meaningful without the planning	

	schedule being available: this is not expected to be available before Bill submission. HS2 Ltd to confirm when the planning schedule is expected to be available.	HS2 Ltd
4.3	It was noted that it is up to local authority officers to consult members as they feel appropriate.	
5.	Local Environment Management Plans (LEMPs)	
5.1	A brief presentation was given on the latest position with LEMP's (see circulated slides).	
5.2	Views were sought on the breakdown of areas proposed for LEMP's; this could be by CFA area or by local authority boundary.	
5.3	The first LEMP's will not be produced until post Royal Assent so an exemplar is being produced now to show the level of detail that they will cover, to be issued when available. It would not be possible to produce exemplar conditions without the detailed design available but Crossrail examples can be viewed. HS2 Ltd to provide reference numbers.	HS2 Ltd HS2 Ltd
6.0	HS2 Update	
6.1	Community forums start this evening and run throughout September with the last ones in the early days of October.	
6.2	The property re-consultation is due to be launched shortly.	
6.3	There is nothing to report on the High Level Forum at this time but a response is expected this week.	HS2 Ltd
6.4	Land referencing is taking place along the route. Letters are going out to additional land owners that may not have been previously notified and letters are also being sent to relevant MPs and local authorities.	
7.0	Sub Groups	
7.1	An update on sub group meetings was given (see slide issued).	
8.0	Any other business	
8.1	NCC noted a point of concern regarding data provision. Previously NCC provided Rights of Way (RoW) data to Arup. Currently a RoW in the area is being changed under the Highways Act and this change would not be automatically flagged under safeguarding. Therefore HS2 Ltd should note that schedules in the Bill should be checked for accuracy before submission.	HS2 Ltd
8.2	The next South meeting will be on the 3 October. Location to be confirmed.	HS2 Ltd

Appendix A: Planning regime comments table; see separate file