



Document Reference Number:	HS2-HS2-ER-MRC-000-000005
Meeting Date:	24 April 2013
Meeting Location:	3 rd Floor, One KX, Cromer Street, London WC1H
Meeting Type:	Route wide planning forum meeting one
HS2 Ltd Contact Person:	[REDACTED]
Stakeholder:	Phase One line of route Local Authorities
Topic Keywords:	Planning Forum, Local Authority

Chair	[REDACTED]	Independent Interim Chair
Promoter Attendees:	[REDACTED]	Department for Transport Town Planning Manager Planning Manager (London) Planning Manager (Country) Planning Liaison
External Attendees:	[REDACTED]	LB Hammersmith & Fulham and RB Kensington & Chelsea Westminster City Council LB Islington LB Ealing LB Camden LB Camden LB Brent Hertfordshire County Council Aylesbury Vale District Council Greater London Authority
Apologies	[REDACTED]	South Bucks District Council Buckinghamshire County Council Westminster City Council LB Kensington & Chelsea LB Ealing LB Hillingdon

Item		Action/ Owner
1.	Introductions	
	Introductions were made.	
2.	Actions from previous meetings	
2.1	For continuity with the previous structure, the route wide relevant outstanding actions are addressed in this meeting and the agenda includes issues raised by the former Chairs of the other meetings.	
2.2	A list of the actions and their current status is included as appendix A.	
2.3	The response to item 5.3 noting that a CD of the draft environmental statement (ES) could not be provided was challenged. HS2 Ltd agreed to reconsider.	HS2 Ltd
2.4	A discussion regarding chairs of sub-groups took place. HS2 Ltd has invited a local authority member to chair the acoustic sub-group. Should a member volunteer, they could undertake the role of reporting to the planning forum.	
3.	Engagement	
3.1	Slides of the presentations on engagement were circulated following the event, attached as appendix B.	
	Points of discussion:	
3.2	It was noted that the previous planning forum structure encompassed a broader range of issues and concern was expressed that this opportunity could be lost. This was noted by HS2 Ltd and it was agreed that the draft terms of reference will be revised, referring to the wider consenting regime, to take account of this concern. The Crossrail planning forum terms of reference will be circulated for information and two members volunteered to review the HS2 Ltd draft terms of reference once revised in light of comments received so far. It was agreed that	HS2 Ltd HS2 Ltd

	two additional volunteers would be sought from attendees at meeting one (north). It was also agreed that terms of reference for 'bilateral' engagement will also be developed for review.	HS2 Ltd
3.3	Concern was noted about the absence of a High Level Forum. HS2 Ltd is working with the DfT to broaden engagement at this level. Information was also requested on the NGO meetings. A link to the notes of these meetings is as follows: http://www.hs2.org.uk/have-your-say/forums/environment-forum . HS2 Ltd agreed to feedback on the Environment Forum at the next meeting.	HS2 Ltd
3.4	The position of Chair will be advertised and the interview panel will consist of DfT & HS2 Ltd representatives, and two local authority forum members. If any member would like to put themselves forward for the panel, they should approach [REDACTED] to discuss this week. It was suggested that one volunteer could be from the 51m group.	Members
4.	Planning Regime	
4.1	Slides of the presentation on the planning regime were circulated following the event, attached as appendix B.	
	Points of discussion:	
4.2	The difference between scheduled and non-scheduled works was discussed. Examples of scheduled works tend to be the large items that have a defined location; bridges, stations etc. Non-scheduled works are ancillary such as electrical substations. They can be large, but tend to be items that could be located in different places. Euston station is likely to consist of several scheduled works.	
4.3	The link between the final ES and the bill was discussed. The limits of deviation in the bill set out the limits for any works, (if they are to be carried out under the special powers) which gives some flexibility for location of works. However works must be identified in the final ES and their impacts assessed which restricts that flexibility.	
4.4	A query was raised regarding the six month limit set for site restoration. This is only relevant to temporary construction sites and is a back stop protection for local authorities to prevent contractors not agreeing a restoration scheme in a reasonable time. In practice it is likely that site restoration plans will be submitted much earlier. Due to the length of the construction programme, it is not practicable to agree restoration plans at the start of the works.	
4.5	Guidance to the planning regime has previously not been available so HS2 Ltd is proposing to develop guidance for the regime. The intention is to consult on the draft guidance through the planning forum.	
4.6	It was noted that the presented planning regime is reasonably fixed but that comments are still welcomed. The next session can be used to discuss the principles in detail but comments are welcome in the interim. Prior to the next meeting local authorities should also consider the key points for discussion. Also, any questions in the interim can be sent through to [REDACTED]. It was noted that the experience of those authorities that have dealt with Crossrail would be particularly welcomed, and benefit could be gained from all forum members meeting. It was agreed that contact details for all members will be circulated to all. If local authorities do not agree with the principles set out in the bill, there is opportunity to petition the bill.	Members HS2 Ltd
4.7	It was noted that the Crossrail planning authorities have developed a 'lessons learnt' report that has been offered to the highways sub-group once signed off. This will also be issued to all planning forum members.	
4.8	The importance of planning fees was noted. On Crossrail highways and Environmental Health Officers were funded up front and Aylesbury Vale officers noted that they would be keen to explore this approach. If proposed fees are considered inadequate, it will become a petitioning point.	
5.0	Sub-groups	
5.1	A briefing note was issued & briefly explained to update members on the latest	

	position with the sub-groups. The note is attached as appendix C.	
6.0	HS2 Update	
6.1	Phase Two has been announced. The consultation is likely to be toward the end of 2013 with an initial preferred route decision made by the end of 2014.	
6.2	The draft ES consultation is due to start in the spring, although the start date & duration are not yet available. LB Camden noted their view that the consultation should be a minimum of 12 weeks. They also asked that HS2 Ltd be mindful of the need for events to take account of local requirements, such as translations, and additional events. They also requested that they be advised of draft ES event dates in advance.	HS2 Ltd
6.3	The draft ES will set out the emerging design and alternatives for the HS2-HS1 link. LB Camden will be briefed on the information in the next few weeks.	
6.4	There is an assumption that the Sponsors Requirements (SR) will be updated in due course to take account of the Phase Two announcement. However there has not yet been an update and the SR previously issued to planning forum members is still the current version.	
6.5	The memorandum of understanding for cost reimbursement for technical engagement has been signed by 11 authorities and others are encouraged to sign.	
7.0	Meeting schedule	
	A revised schedule of dates was tabled. Any comments are welcome. It was noted that two meetings are in school holidays so perhaps could be rescheduled.	Members HS2 Ltd
8.0	Any other business	
	None reported.	

Appendix A

Route wide planning forum: route wide actions from previous planning forums

Meeting	Date	Ref	Action	Status
Staffs	20/07/12	16	HS2 to consider a briefing regime on hybrid bill for Councillors, particularly planning committee members	HS2 Ltd delivered half day seminars on the hybrid bill & planning regime in March for officers. Consideration being given to a similar event for members late summer/autumn 2013
Staffs	20/07/12	17	Briefing on hybrid bill & petitioning process to be given to community forums	Due late summer/autumn 2013
Staffs	07/02/13	5.6	Request that discussions on the deemed consent regime under the bill start.	Seminars took place on 6 & 7 March. Addressed on April agenda. Closed.
Staffs & Birmingham /Solihull Bucks-Herts	07/02/13 13/02/13 24/01/13	6.1 6.1 5.1	HS2 Ltd to write regarding the changes to the planning forum with revised ToR.	Letters issued. Closed.
Staffs	07/02/13	7.1	Agree the dates for the route wide planning forum.	To be discussed on the agenda under item 7.
Northants-Oxon	05/02/13	5.3	Request for fully indexed CD versions of the draft ES to be issued to local authorities.	Reported to meeting that this cannot be provided due to the lead in time required for production which conflicts with programme constraints.
Bucks-Herts	15/11/12	6.1	Discuss local environment management plans at the next code of construction practice (CoCP) sub-groups.	Noted for consideration for when the next sub-group is arranged.
Bucks-Herts	24/01/13	4.1	HS2 Ltd to share community proposals on other areas of the route with members.	This is being progressed for the draft ES.

Bucks-Herts	24/01/13	8.2	Officers & members to advise whether they would like a sub-group (acoustics) local authority officer to report to the planning forum.	Sub-group agenda item.
London	11/01/13	2.3	HS2 Ltd to respond to the letter to the Chair of the Planning forum.	Letter sent on the 18 Jan with SR. Closed.
London	11/01/13	5.1	Issue notes of subgroup meetings to forum members.	Issued when approved and issued to subgroup members. On-going
London	11/01/13	6.3	Arrange planning regime briefing and invite [REDACTED].	Events took place on 6 & 7 March. Closed.
London	11/01/13	7.1	Chair to circulate form of words for safeguarding responses.	Issued. Closed.

Appendix B

Engagement presentation & HS2 Ltd Planning regime presentation slides: See attached PDF.

Appendix C

Sub group briefing note to the route wide planning forum
April 2013

Acoustics:

- Nov, Dec & January notes were issued previously. February & March notes will follow shortly. Agendas are attached for information.
- The November meeting focused on airborne sound assessment methods. December meetings focused on ground borne sound and vibration assessment. The WHO has published guideline values for community noise that are “..essentially values for the onset of health effects from noise exposure” and the Acoustic Review Group has issued a paper on the guidelines which has been provided to Environmental Health Officers for comment.
- EHPs have provided a response on prediction methods and this will be responded to separately by HS2 Ltd.
- January took the form of a whole day workshop (repeated over two days) and was on the assessment of significance criteria for operational noise & vibration. (Highlighting difference between impacts & effects for the environmental impact assessment [EIA]) It included visits to the Sound Lab to replicate the experience of high speed train noise.
- A working group has been established to draft the stationary sources specification.
- The February meeting was on the 11 February and was also an all day workshop, north and south combined to look at significance criteria for construction.
- March was also an all day workshop on the 14th and took place in London. The meeting addressed the structure of the draft ES, a baseline update and sensitivity tests for modelling. A visit to an HS1 vent shaft was also arranged. Members of the Acoustic Review Group (ARG) were invited to the sub-group. Sub-group members were also invited to attend the next ARG group meeting.



- April's meeting was on the 15th and covered a baseline update, further sensitivity analysis follow up, worked examples of significance criteria and assessment of tranquillity.
- HS2 Ltd has asked meeting members if anyone would like to act as chair for the sub-groups.
- Planning forum to consider whether they would prefer a member of the sub-groups to report to the forums rather than HS2 Ltd.

Code of Construction Practice:

- Letters responding to authorities who have commented have been sent out.
- Updated CoCP is on the website now.
- As a supporting document to the draft ES, it will be part of the draft ES consultation and members of the public will be able to comment on it at that stage. The Local Environment Management Plan issue is addressed in section 4. The document is available on following link:
<http://www.hs2.org.uk/news-resources/environmental-documents>

Heritage:

- The first meeting took place on 22 January, focusing on archaeological matters and was well attended by county and city council archaeologists, English Heritage and two conservation officers.
- As the first meeting the agenda dealt with the draft terms of reference, an update on Phase One works (including EIA, forums, the draft CoCP and the bill process).
- Key discussion focused on the archaeological assessment work and the methodology for field work both in terms of work for the EIA and as the project progresses. A brief discussion of the issues surrounding archive deposition was held with lessons learnt from HS1.
- Key Actions (mainly HS2 Ltd): To consider a Phase One wide archaeology (and built heritage) position statement to support the EIA; To consult on the methodology for site evaluation (notably in support of the EIA); To provide greater clarity regarding the timetable for EIA consultation.
- The next meeting was on the 18 April and focused on built heritage focusing on the issue of 'setting' and integration of landscape mitigation design with cultural heritage assets.
- Once notes are agreed by attendees, they will be issued to planning forum members. The first meeting note will be sent out shortly. The agenda is attached for information.

Highways:

- Two meetings have taken place and the third is on Tuesday 30 April.
- Meetings are programmed bi-weekly until July.
- The proposed highways disapplications and protective provisions for HS2 Ltd have been issued to the group and comment and discussion is planned for the next meeting.
- Notes of the first three meetings will be issued to planning forum members shortly.