

Document Number:	HS2-HS2-ER-MRC-000-0000019
Meeting Date:	17 July 2013
Meeting Location:	Warwick Hilton Hotel
Meeting Title:	Route wide planning forum
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 Attendees:	[REDACTED]	Town Planning Manager, HS2 Ltd 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]	LB Camden Westminster City Council South Northants District Council Northamptonshire County Council Warwickshire County Council Warwickshire County Council Warwickshire County Council Warwickshire County Council Chiltern District Council Cherwell District Council Buckinghamshire County Council North Warwick Borough Council Warwick District Council Stratford-On-Avon District Council Lichfield District Council Lichfield District Council Staffordshire County Council Birmingham City Council Birmingham City Council Solihull Metropolitan Borough Council Solihull Metropolitan Borough Council
Apologies	[REDACTED]	Greater London Authority Hertfordshire County Council LB Ealing RB Hammersmith & Fulham LB Brent LB Brent LB Camden LB Hammersmith & Fulham Westminster City Council LB Kensington & Chelsea Buckinghamshire County Council Hertfordshire County Council Hertfordshire County Council Aylesbury Vale District Council Aylesbury Vale District Council Wycombe District Council Wycombe District Council Chiltern & South Bucks District Council Three Rivers District Council

		Oxfordshire County Council Oxfordshire County Council Northamptonshire County Council South Northants District Council Staffordshire County Council Birmingham City Council
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Item		Action/ Owner
1.	Introductions	
	Introductions were made.	
2.	Local authority discussion; principles of the proposed planning regime	
3.	Lunch break	
4.	Introductions: HS2 staff joining	
5.	Local authority discussion; Feedback to HS2	
	A list of requests for changes to and clarifications on HS2's proposals for the HS2 planning regime was presented. It was agreed that HS2 Ltd will develop a separate document with these set out, with formal responses/actions on each point. Main discussion points are set out below.	HS2 Ltd
5.1	<p>Consultation with all local authorities along the route for approval matters and other cross boundary issues. For example, the impacts of Birmingham Interchange station spread wider than the immediate area. It is requested that a commitment be made somewhere that requires consultation with neighbouring authorities. It was noted that under the normal TCPA planning process there is no requirement to consult, but that it is recognised as good practice.</p> <p>It was noted that on Crossrail, the planning forum notes, which all parties are required to take into account, had a reference to undertaking consultation. Pre-application discussions are also required, given the proposed 8 week limit. Officers noted that under normal planning 8 weeks is a target and is not always achieved.</p>	
5.2	The definition of 'building' under the Act needs to be explicit. Crossrail schedule 7 defines buildings sufficiently wide enough to encompass items such as vent shafts, portals etc. as identified in Chiltern DC's comments. Earthworks are approved separately.	
5.3	Clarity requested on whether 'reasonably capable of being modified' includes cost.	
5.4	Apparent inconsistencies had been identified in the grounds for refusing conditions. HS2 to explain the rationale behind the inconsistencies.	
5.5	A dialogue is required on what goes into the statutory guidance	
5.6	Officers wish to be able to impose conditions, even if not agreed. Therefore officers suggest that a discussion should happen within a set time limit (7 days suggested) of issuing the decision notice, and takes place before any conditions are imposed as part of the process. The development of agreed standard conditions was also raised.	
5.7	Clarification is requested on the content of submissions. Crossrail planning forum notes will provide further information and can be found on the following link: http://crossrailplanningforum.org/planning-forum-notes.asp	
5.8	<p>Officers feel that 8 weeks determination period is not sufficient particularly for major items such as stations that will be high profile and political and will need to go to committee. LAs noted the current (under the T&CPA) 13 and 16 week determination times for larger, more complex applications.</p> <p>HS2 noted that stations will already have planning permission and applications under the planning regime will be 'discharges of conditions'. While the 8 week limit can be extended by discussion, the point of the special planning regime is to ensure delivery of the project to the programme and prevent delay. There would be considerable pre-application discussion for stations throughout the process. It was acknowledged that detailed designs are not available at Bill stage.</p> <p>Officers asked that advance and additional consultation be built into the programme to allow consultation with politicians.</p>	

	The context report will be the start of the process of consultation. There is a requirement under the planning memorandum for early consultation.	
5.9	It was requested that Community Forum Areas are given a list of applications coming forward and are consulted on them.	
5.10	It was suggested that if standards relating to construction arrangements change over time then they should be reviewed. Three years after the start of construction was suggested as an appropriate point.	
5.11	If the Secretary of State is imposing conditions when making a class approval then consultation should take place with officers. The planning forum may be the appropriate place for this consultation to take place. Discussion took place around dust controls. The standard has three sensitivity tiers: these are identified for each site in the ES. The class approval will not refer to the sites' tiers, but sets the principles so it is applicable to all sites. There could be sites where the sensitivity changes and it was questioned whether there is a review process to address this (see 5.10). It was also queried how class approvals can apply to urban and rural areas given the differences. They are based on British Standards. Further clarification to be provided.	
5.12	The change relating to topsoil use being determined by District authorities was questioned. This was an anomaly in Crossrail that is being addressed. It is an additional control for authorities.	
5.13	Planning fees were discussed. There is allowance within the regime for alternative arrangements to be made instead of fees. The HS2 fees will be by a separate statutory instrument to the national fee regulation but if the national fees rates changed it would be probable that the HS2 fees would similarly change (to be confirmed). Are the normal fee scales appropriate for a new railway? There is the wider issue of officer time and HS2 will clarify the position in relation to the project. HS2 Ltd noted a request from local authority officers for pre-application discussions to be funded. A review period every five years was also requested.	HS2 Ltd
5.14	A non material amendment is the same as for normal planning, i.e. small changes. If an authority disagrees then a new submission would be made.	
5.15	It is requested that a quarterly update on the programme (initially set out in the Context Reports) is made along with a progress update on compliance with the U&As. HS2 noted an issue with the second point; the purpose of the planning regime is not to demonstrate compliance with U&A's. These are dealt with through separate means.	
5.16	It is suggested that restoration plan submissions are made and approved before work on site is complete. This could create a situation where unintentional breach occurs should works on site accelerate and finish early. HS2 recognises however that the 6 month limit could be reviewed, it is noted that site restorations are only for sites temporarily occupied. Any permanent changes require a plans and specifications submission.	
5.17	Consideration should be given to a mechanism for integration outside the red lines to the wider area to ensure that appropriate improvements to the public realm are made. Comfort is sought that commitment to consultation is given.	
5.18	Confirmation was requested that the special planning regime will not continue into the operations & maintenance phase. This was confirmed.	
6.	Review of notes and actions from previous meeting	
	See action list: Appendix A	
7.	Route map of planning and environment documentation update	
7.1	A slide was presented with the additions identified at the previous meeting. To be circulated.	HS2 Ltd
7.2	An updated timeline for the whole project was requested with the documentation completion dates identified within it.	HS2 Ltd
8.0	HS2 Update	
8.1	The Safeguarding directions have been made and HS2 staff will be contacting	HS2 Ltd

	authorities directly to arrange meetings to discuss its requirements. The key points were set out on a slide (to be circulated).	
8.2	The ES draft consultation closed on the 11 July. The events were well attended with over 5500 visitors.	
8.3	The phase two consultation was announced today and will run for six months. This includes an Exceptional Hardship Scheme for phase two.	
8.4	The property compensation re-consultation is to be confirmed. The meeting will be updated as soon as more information is available.	HS2 Ltd
9.0	Any other business	
9.1	To note, the Terms of Reference for the acoustic sub group have been agreed and were issued with the meeting papers for information. They will also be published on the website.	HS2 Ltd
9.2	Members will be emailed to canvas opinion on the structure for the next meetings. Member briefings are proposed for 4 & 5 September 4pm (one south location, one north). The planning forum was due to be on the same days with the north/south split. Opinions will be sought on whether members would prefer to maintain the single route wide format of the last two meetings, and if so, what location would be preferred. Milton Keynes was suggested as a central location. Otherwise location could be alternated north/south.	HS2 Ltd

Appendix A: Action list from previous meetings

Meeting	Date	Ref.	Action	Status
Route wide 3	19/06/13	2.5	Route wide briefing on scope, methodology and approach to ecological surveys. Attendees to be nominated to TB.	Local Authorities.
Route wide 3	19/06/13	2.7	Members to suggest attendees for CoCP meeting.	Meeting on 3 July. Closed.
Route wide 3	19/06/13	2.13	Issue protections diagram.	Highways diagram issued 15 July. Closed
Route wide 3	19/06/13	2.16	HS2 Ltd to provide timescales of when baseline traffic data is likely to be available.	Baseline transport assessment survey data is available now and can be provided to local authorities if requested. Where practicable, HS2 Ltd will endeavour to provide this information to a local highway authority, where a reasonable lead in time is given. Requests for this information should be made to [REDACTED] – ruannan.law@hs2.org.uk
Route wide 3	19/06/13	2.17	Arrange local discussion on highways & [REDACTED] with shire authorities. Attendees to be nominated to [REDACTED].	Local Authorities
Route wide 3	19/06/13	2.20	Districts to be invited to any meetings with mineral authorities regarding minerals & borrow pits, arisings and disposals.	Confirmed that districts will be invited to meetings when they take place.
Route wide 3	19/06/13	2.21	HS2 has agreed to provide a briefing regime on hybrid bill for Councillors, particularly Planning Committee	4 & 5 September agreed as appropriate dates.

			Members. It was requested that dates be arranged as soon as possible.	
Route wide 3	19/06/13	3.3	Comments on the planning regime principles to be provided by the next meeting at latest.	Comments to be supplied by 19 July.
Route wide 3	19/06/13	3.4	DfT to consider sharing (for information only) the planning schedule with authorities in Oct/Nov before it is submitted to Parliament.	Under review.
Route wide 3	19/06/13	3.5	Heritage sub group presentation on heritage agreements to be issued to members.	Issued by email 25/06/13. Closed.
Route wide 3	19/06/13	3.6	Key documents were listed with the completion dates set out. Many state completion 'By Royal Assent'. This is driven by the requirement for the U&A register to be finalised. HS2 Ltd to confirm that the intended target date for completion of these documents is actually the end of the House of Lords Select committee. HS2 to reissue the documents list with the U&A register included.	Agenda item 7. Closed.
Route wide 3	19/06/13	4.3	HS2 to investigate inconsistency between the ES area and the CFA area for Coleshill Junction.	The boundaries for the ES are fixed. Both teams work closely to ensure cross boundary issues are addressed.
Route wide 3	19/06/13	5.1	Update on high level forum to be provided on 17 July.	The request is actively being considered but there is no outcome to report. As soon as a decision is made, this will be communicated to members.
Route wide 3	19/06/13	5.4	HS2 to clarify the point when design will be fixed in advance of Bill deposit.	No single point for design to be fixed as scale or type of proposed design change will be a factor in determining when design is fixed to deposit Bill. Area teams will highlight the programme in bilateral discussions.
Route wide 3	19/06/13	5.5	Regular bilateral engagement schedule to be agreed with NCC.	In hand. Closed.
Route wide 3	19/06/13	6.5	Consider regular update of the context report programme of submissions.	To be included in regime discussion points list. Closed.
Route wide 3	19/06/13	6.6	Consider enshrining pre-application consultation in the planning memorandum.	To be included in regime discussion points list. Closed.
Route wide 3	19/06/13	9.3	Include planning fee regulations on document list. Consider extending the scope of reimbursement beyond submission fees.	For future discussion. Not relevant to the fee regulations. To be included in regime discussion points list. Closed.

Route wide 3	19/06/13	9.5	LAs to consider what other elements they may want included for approval in construction arrangements.	Local authorities.
Route wide 3	19/06/13	9.7	LA's to review wording on the pre-application consultation point.	Local authorities
Route wide north & South 2	22/05/13 23/05/13	2.11 2.11	HS2 to keep meeting updated on progress with appointing a chair.	The application period has closed. Sifting is taking place against the identified criteria for the shortlist. An interview panel is being set up with interviews taking place early to mid August. Hopefully the formal chair will be in place by September.
Route wide north 2	22/05/13	2.13	WaCC request an ecology sub group.	HS2 is prepared to hold a route-wide briefing to discuss the scope and methodology and approach to surveys and other route wide matters if this is considered helpful. Please suggest relevant ecology officers for the meeting to [REDACTED].
Route wide north 2	22/05/13	4.9	Consider the appropriateness of the 6 month backstop from site restoration application process.	HS2/DfT to investigate and this will be considered along with other comments on the regime, to be included in regime discussion points list. Closed.
Route wide north 2	22/05/13	4.14	Clarify status of Environment Memorandum at the next meeting.	Draft of the environmental memorandum is programmed for discussion with statutory agencies in Autumn 2013.
Route wide north 2	22/05/13	5.3	It is requested that baseline traffic information be provided to members when available.	See 2.16 above.
Route wide north 2	22/05/13	5.4	WaCC to confirm whether a local highways discussion or a route wide presentation on principles and approach is required.	Confirmed that a local discussion is required. To be arranged directly with WaCC.
Route wide north & south 2	22/05/13 23/05/13	6.1 6.1	HS2 to advise on safeguarding direction when able to do so.	Safeguarding was announced on the 9 July and DVD's have been sent to local authorities.
Route wide south 2	23/05/13	5.5	HS2 to update officers on minerals & borrow pits, and arising's/disposals local impacts assessment and transport assessment detail when available	See 2.20.
Staffordshire	20/07/12	17	Briefing on hybrid Bill & petitioning process to be given to Community Forums	CF's due to re-start late summer/autumn 2013 and agreed that a briefing on the hybrid Bill & petitioning process will be on agenda.
Bucks-Herts	15/11/12	6.1	Discuss local environment management plans at the next CoCP sub groups.	Meeting took place on 3 July. Closed.