

A14
**Cambridge to Huntingdon
improvement scheme**
Development Consent Order Application

HE/A14/EX/162

TR010018

HE/A14/EX/162

Note on participation in the detailed design process

September 2015

The Infrastructure Planning (Examination Procedure) Rules 2010

A14 CAMBRIDGE TO HUNTINGDON IMPROVEMENT SCHEME

PARTICIPATION IN THE DETAILED DESIGN PROCESS

1. INDEPENDENT DESIGN REVIEW

Introduction

- 1.1 The Highways Agency submitted its application for a Development Consent Order ("the DCO") for the A14 Cambridge to Huntingdon Improvement Scheme on 31 December 2014. It was accepted for examination on 27 January 2015 and the examination commenced on 13 May 2015.
- 1.2 On 4 February 2015, the then Minister of State at the Department for Transport, John Hayes MP, gave a speech on 'beautiful roads'. As part of this, a commitment was made to create a 'Design Panel', which would have an influence on the design of new roads and encourage 'design excellence'. This was reflected in the Government's Road Investment Strategy which was published in March 2015.
- 1.3 As is evident, these commitments came some time after the preparation and submission of the DCO application and, as such, were not specifically considered in its development.
- 1.4 On 1 April 2015, Highways England was designated as a Strategic Highways Company and took over the various functions of the Highways Agency. Highways England operates within a framework of a number of constitutional documents. One of these is a Licence, which reiterates that Highways England must establish the Design Panel to provide advice to Highways England on 'design issues'. Please see Highways England's separate submission *Matters arising from Highways England's Oral Submissions made at the Issue Specific Hearing on Traffic and Transportation and associated Post Hearing Documents* (Applicant reference: HE/A14/EX/157), which contains a summary of Highways England's licence.
- 1.5 The Design Panel met for the first time in June 2015 (again, some time after the DCO application had been developed and submitted, and after the DCO application examination had commenced). The Design Panel's role will include providing advice on, amongst other things, *'embedding a design led approach as an important part of the development of all road improvement schemes'*¹.
- 1.6 The Design Panel's role is primarily to influence the early development of schemes, at a pre-application stage. In light of this and the very early stage in development of the Design Panel, Highways England has given further consideration to the best means of obtaining independent expert advice on the design of the scheme.
- 1.7 Highways England considers that the Design Council's Design Review panel offers the best solution to obtain independent, expert advice on scheme design, particularly in light of the National Networks National Policy Statement ("the NPS") specifically suggesting this at Footnote 63 on page 36. This would be in line with the relevant design principles, as set out in the Design Council's relevant guidance².
- 1.8 Attached to this note is correspondence between Highways England and the Design Council confirming the arrangements that have been put in place for a review of the scheme's design. A review of the design will take place from the end of 2015 and into early 2016 (which will be once the various options (within the scope of the DCO) to be taken forward to detailed design have been fully developed, but prior to selection of the final solution). It is envisaged that the various forums detailed below, as

¹ Taken from *The road to design excellence*, a press release published by Highways England on 12 June 2015 – this is accessible at: <https://www.gov.uk/government/news/the-road-to-design-excellence>

² Accessible at <http://www.designcouncil.org.uk/resources/guide/design-led-approach-infrastructure>

appropriate, would be presented with the information to be submitted to the Design Council, prior to submission to the Design Council. The review process will be undertaken over the winter/spring 2016 and will inform the detailed design adopted prior to the discharge of the DCO's Requirements and then construction. Upon receipt of the Design Council's formal report, Highways England will then consider the advice and reflect it in the final detailed design of the scheme where appropriate, reasonable and feasible to do so. The forums would be provided with the advice given by the Design Council, with feedback given on matters of specific interest to the forums raised prior to the Design Council's consideration of the scheme.

- 1.9 Precise details for the logistics of the review will be progressed through further discussions between the Design Council and Highways England in the coming months.

Securing the independent design review

- 1.10 Highways England considers that the most appropriate way to secure appointment of the Design Council's Design Review panel is through the DCO's Requirements (albeit that any engagement would likely have taken place prior to the making of the DCO, if the DCO application is approved). Proposed drafting of the new Requirement is included in section 12 of this note.

NPS compliance

- 1.11 The NPS makes a number of references to good design. At paragraphs 4.28 to 4.35, the NPS sets out the assessment principles for good design.
- 1.12 The DCO application and the A14 scheme comply with the NPS in respect of good design of the scheme. An explanation of this is contained in the *Case for the Scheme: second update - Update of compliance tracker relating to the National Policy Statement for National Networks - Deadline 9* (Applicant Ref: HE/A14/EX/144; PINS Ref: REP9-019). The Scheme and environmental mitigation proposals were designed with reference to guidelines in DMRB Volume 10 Environmental Design and Management. The engineering teams designed with aesthetic appearance in mind as well as function and cost. At the same time, as part of the iterative process of forming the DCO design, all aspects of the design were assessed by Jacobs' environmental specialists, including landscape and visual assessment specialists. They commented on aesthetic appearance as well as other qualities/effects and their recommendations informed the design choices.
- 1.13 Engagement with the Design Council will further bolster Highways England's compliance with the NPS through to the detailed design stage. By taking account of the independent, professional advice provided, Highways England will further ensure that good design principles are taken into account in the final detailed scheme design.

2. INTRODUCTION TO ENGAGEMENT ON DETAILED DESIGN

- 2.1 Highways England will engage with relevant stakeholders on the detailed design matters noted in the *Consultation Report* (Applicant Ref: 5.1; PINS Ref: APP-757) and the Statements of Common Ground, as well as matters that arise as a result of the refinement of the design secured by the DCO. This will include significant components of the scheme (e.g. the river Great Ouse crossing), as well as more localised elements (e.g. tree planting). These will be raised at the appropriate forums: as noted at the Issue Specific Hearing on detailed design held on 17 September 2015, Highways England intends to set up a number of forums through which interested parties will be able to contribute to the detailed design of the scheme. The development of the overall engagement process is currently underway, and it is anticipated that the relevant forums will be set up in the next 1 to 2 months. This section sets out further details of the forums that are proposed and how they will operate.

- 2.2 These forums will provide genuine engagement with interested parties in the development of the detailed design of the scheme. Consultation on the detailed design via these forums will be secured by a Requirement within the draft DCO, with the detail to be contained in the Code of Construction Practice. Please see section 12 of this note for more detail on the precise mechanics for this that are proposed.
- 2.3 Highways England envisages five areas of stakeholder 'focus'. Each area will be led by a named Highways England individual and the overall process will be overseen and managed by the Stakeholder Manager, a Highways England representative. The five areas of focus are:
- 2.3.1 strategic stakeholders;
 - 2.3.2 parish councils;
 - 2.3.3 communities;
 - 2.3.4 the environment; and
 - 2.3.5 landowners.
- 2.4 As was confirmed at the Issue Specific Hearing held on 17 September, Highways England will continue to work closely with the local authorities (as it has been doing throughout the development of the scheme to date), meeting them regularly to update them on detailed design issues and to hear their views.
- 2.5 The principal mechanism for engagement will be through the proposed forums (see below), but other channels such as one-to-one discussions will also take place as appropriate.
- 2.6 Each of the five proposed forums will have individual terms of reference which will define the scope of the stakeholders to be involved in the forum. Preliminary terms of reference for the Parish, Community, Environment and Landowner forums are attached. It should be noted that these are subject to change as they will be developed by each forum in a collaborative manner in the course of their establishment.
- 2.7 The Strategic Stakeholder Board has been in place since 2014 and already has agreed terms of reference. These will be reconsidered by Highways England and the Board to ensure that they remain appropriate for the emerging position on engagement in respect of detailed design of the scheme.
- 2.8 Highways England's Stakeholder Manager for each forum will co-ordinate all stakeholder meetings, with administrative support from Highways England. The frequency of the meetings will be predominantly stakeholder driven – as such, it may be that a 'forum' will meet quarterly, but be supplemented by a number of individual one-to-one meetings if the stakeholders so wish. Fundamentally the process will be designed to ensure stakeholders are appropriately and genuinely engaged with, however this may be. As such, there needs to be an element of flexibility in the terms of reference of the forums.
- 2.9 Highways England will listen and engage with the stakeholders on any concerns and consider how best to respond to those (including, where appropriate, by considering and developing alternative options). Stakeholders will be kept informed as to what the proposed course of action is, with discussions as appropriate to seek to reach a satisfactory outcome.
- 2.10 Newsletters and other local publicity (as well as the use of electronic means where appropriate) will be used by Highways England to promote the engagement. It is

envisaged that forum documents will be made publically available to ensure that information is available for those who could not attend.

3. **STRATEGIC STAKEHOLDER BOARD**

3.1 The Board consists of strategic stakeholders comprising Cambridgeshire County Council, Greater Peterborough and Cambridge Local Enterprise Partnership, the Department for Transport, South Cambridgeshire District Council, Huntingdonshire District Council, Cambridge City Council, Network Rail and the Port of Felixstowe. It also reports directly to the Highways England A14 Project Board.

3.2 Its purpose is collectively to discuss, challenge and consider the strategic direction of the project as well as to discuss how best the project can engage with stakeholders. Additionally, the Board will monitor and evaluate the project's progress in achieving its objectives. In respect of detailed design issues, the Board will discuss the direction of the community forums and monitor the ongoing activities and proceedings of all of the forums (details of which are set out below).

3.3 The Board meets monthly.

3.4 It is also likely that there will be certain 'sub-groups' that operate directly under the Board, to be established with the agreement of the Board to focus on particular areas of interest and to take these forward. They would sit separately from the forums described below.

4. **PARISH FORUMS**

4.1 Three Parish Forums are currently in existence and are primarily attended by parish councillors and town councillors who represent areas that are affected by the scheme.

4.2 The purpose of the forums to date has been to update and inform parish and town councils on the status and progress of the scheme. They will however be adjusted to allow full dialogue and feedback as the scheme moves forward into detailed design and construction.

4.3 The parish forums currently meet quarterly but it is expected that they will meet more regularly going forward. Meetings will be scheduled according to need, but it is thought they will usually be monthly.

4.4 This is reflected in the preliminary terms of reference attached.

5. **COMMUNITY FORUMS**

5.1 The proposed Community Forums would be open to all attendees from the local community, i.e. there would be no 'closed' membership *per se*. Attendance and membership would be publicised in the local areas.

5.2 The scope of the forums will be as broad as necessary to deal with detailed design issues (but specifically will be for input on detailed design ahead of such details being finalised and then submitted for approval by the Secretary of State under the DCO's Requirements).

5.3 Highways England also envisages that the community forums will be able to perform a dual role of consultation by both Highways England and by the local authorities on detailed design particularly if, as Highways England envisages, the local authorities provide representatives to attend the forums.

5.4 Highways England intends to set up a community forum for each relevant community affected by the scheme. It is envisaged that, as a minimum, the number and location of the forums would mimic that of the parish forums, i.e. three forums split according to

geographic location namely west, central and east. However, in order to allow for meaningful engagement and to ensure that all stakeholders are given equal opportunity to be engaged, Highways England would consult with the local authorities as well as undertake their own scoping exercise (based on previous consultations) to determine the exact number and location.

5.5 Each forum will be structured to provide the mechanism for Highways England and its contractors to discuss the design issues that affect a particular community, take comments and feed back on Highways England's responses.

5.6 Highways England will endeavour to respond to issues raised by responding at the next scheduled meeting, or at a time to be agreed with forum members where more time is required (e.g. if significant further information would need to be obtained).

5.7 This is reflected in the preliminary terms of reference attached.

6. **LANDOWNER FORUMS**

6.1 The proposed Landowner Forums would be attended by invitation only, to ensure that attendees are only those with landholdings directly affected by the scheme.

6.2 The landowner forums would, in addition to detailed design issues, deal with matters relating to compulsory acquisition and temporary possession.

6.3 Highways England will endeavour to respond to issues raised by responding at the next scheduled meeting, or at a time to be agreed with forum members where more time is required (e.g. if significant further information would need to be obtained).

6.4 It is likely that the forums would be supported by one-to-one meetings where appropriate.

6.5 This is reflected in the preliminary terms of reference attached.

7. **ENVIRONMENT FORUM**

7.1 The proposed Environment Forum would be attended by the environmental statutory bodies and other specific environmental stakeholders with an interest in the scheme - Natural England, the Environment Agency and local wildlife trusts are prime examples of attendees.

7.2 The matters discussed at this forum would focus on issues that have been agreed as being suitable for 'deferral' to the detailed design stage through the Statement of Common Ground process, as well as any other environmental issues identified throughout the refinement of the scheme design.

7.3 Highways England will endeavour to respond to issues raised by responding at the next scheduled meeting, or at a time to be agreed with forum members where more time is required (e.g. if significant further information would need to be obtained).

7.4 This is reflected in the preliminary terms of reference attached.

8. **DISAGREEMENT AT THE FORUMS**

8.1 Where there are areas of disagreement at the forums outlined above, Highways England anticipates that these would be primarily resolved through further discussion. However if that does not produce agreement, the issue would be referred to the Chief Highways Engineer who would assemble a panel of independent experts, including representatives from local authorities and other members of the Strategic Stakeholder Board as appropriate for the issue being considered.

8.2 Highways England will have due regard to the recommendation of that panel, before making the final decision using its expertise and knowledge as to what would be appropriate (and operationally feasible) in the context of the scheme.

9. Ultimately, however, the decision-maker will be the Secretary of State, according to the discharge of requirements procedure set out in Highways England's summary document in relation to the Issue Specific Hearing on the Development Consent Order (Applicant reference: HE/A14/EX/151) . To ensure that the views of consultees are properly considered by the Secretary of State in reaching that decision, Highways England has amended Schedule 2 to the draft DCO to make it clear that where details are submitted to the Secretary of State for approval under a particular Requirement, a summary of the consultation carried out by Highways England on those details, the comments received and Highways England's responses to them, must be included with the submission.

10. LOCAL AUTHORITIES

10.1 As confirmed at the Issue Specific Hearing held on 17 September, Highways England will continue to work closely with local authorities (as it has been doing to date), meeting them regularly to update them on detailed design issues.

10.2 Highways England also envisages that the community forums will be able to perform a dual role of consultation by both Highways England and by the local authorities on detailed design, and that each community forum will have a standing local authority member.

11. HOW DO THESE GROUPS FIT TOGETHER

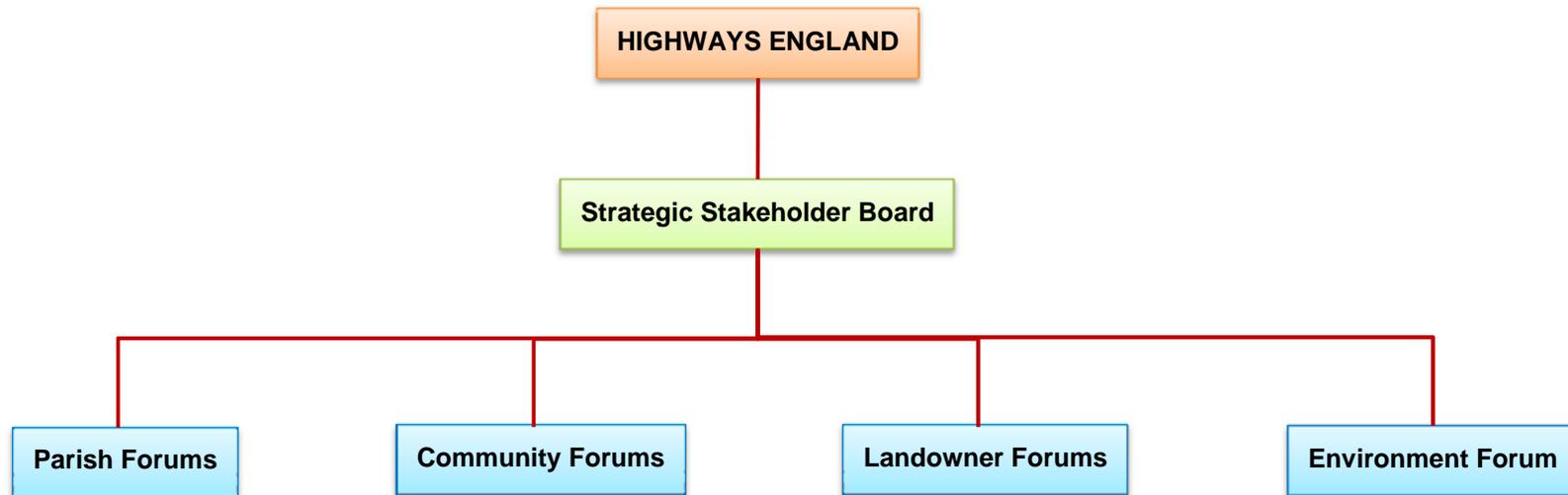
11.1 The attached diagram illustrates the relationship between the different forums.

12. ADDITIONAL REQUIREMENTS PROPOSED TO BE INCLUDED IN THE DCO

12.1 Highways England has included two new requirements in Part 1 of Schedule 2 to the latest draft of the DCO submitted to the examination at Deadline 10, securing the various strands of proposed engagement set out above. For clarity, these are reproduced here:

(1) No part of the authorised development may commence until options for the detailed design of that part of the authorised development have been submitted to the Design Council's Design Review panel and the undertaker has received and considered the advice of the Design Review panel in respect of that part of the detailed design of the authorised development.

(2) The undertaker must, in the course of developing the detailed design of the authorised development, consult with the relevant planning authorities, the Parish Forums, the Community Forums, the Landowner Forums and the Environment Forum in accordance with the provisions of the code of construction practice.



APPENDIX - DESIGN COUNCIL CORRESPONDENCE

Our ref: TR010018
Your ref:

Thomas Bender
Design Council
Angel Building, 407 St John Street
London
EC1V 4AB

A14 Cambridge to Huntingdon
Highways England
Woodlands
Manton Industrial Estate
Manton Lane
Bedford
MK41 7LW

24 September 2015

Dear Thomas

A14 Cambridge to Huntingdon Improvement Scheme

I refer to our discussions of earlier this week, when you confirmed that the Design Council is willing to undertake a review of the design of the A14 Cambridge to Huntingdon improvement scheme.

As discussed, the review process would involve a panel of members of the Council considering the scheme designs, to incorporate a site visit, with the production of a post visit formal report for consideration. I am aware that the Design Council has been involved in a number of Nationally Significant Infrastructure Projects to date. Highways England anticipates that the review would be in line with the Design Council's relevant design guidance 'A design-led approach to infrastructure' (accessible at: <http://www.designcouncil.org.uk/resources/guide/design-led-approach-infrastructure>).

Highways England envisages that it would be in a position to submit a design for review by the end of 2015 (which would be once we have developed the various options to be taken forward for detailed design). The review process would therefore be undertaken over the winter and would inform the detailed design adopted prior to the discharge of the DCO's Requirements and then construction.

I do hope this is acceptable to the Design Council, but please do not hesitate to get in touch if you would like to discuss further.

Yours sincerely,



p.p. Sarah Walker

A14 Cambridge to Huntingdon improvement scheme
Highways England



Sarah Walker
A14 Cambridge to Huntingdon
Highways England
Woodlands
Manton Industrial Estate
Manton Lane
Bedford
MK41 7LW

25 September 2015

Dear Sarah,

Thank you for your letter of 24 September. Design Council Cabc would be delighted to undertake a Design Review of the design of the A14 Cambridge to Huntingdon Improvement Scheme on the basis you set out in your letter.

We look forward to becoming involved in this way and to assisting Highways England in the process of arriving at a detailed design for this scheme.

Yours sincerely,



Thomas Bender



APPENDIX – INDICATIVE FORUM TERMS OF REFERENCE

A14 Community Forums

Terms of Reference and membership

1 Purpose

The A14 Community Forum will serve as a two-way channel between the A14 Cambridge to Huntingdon Improvement Scheme and local communities on aspects of the scheme which affect the community in their local area.

The Forum will provide a medium for open discussion on matters concerning the detailed design, and subsequent construction of the scheme prior to the finalisation of the detailed design by Highways England (and submission of details to the Secretary of State for approval, where relevant).

- 1.1 To promote communication across the communities affected by the construction of the A14 scheme
- 1.2 To keep local communities and businesses informed about the scheme's progress.
- 1.3 To give communities affected by the project an opportunity to express their views and, where possible, influence the approach to detailed design, construction and communication activity at a local level.
- 1.4 Provide an opportunity for members of the project team to respond to and address concerns raised, where possible propose options to address these concerns and agree satisfactory outcomes.

2 Activities

The principal activities for the forum are:

- 2.1 Actively discuss concerns of the community arising from the proposed detailed design and subsequent works/construction.
- 2.2 Detail and review the expected durations of phases of work, their potential impact on the local community and proposed mitigation measures.
- 2.3 Seek the view of attendees on significant aspects of the scheme design, proposed construction methods and the effectiveness of the scheme's community liaison activities and recommend improvements. Views can be communicated in person, in writing or electronically to a dedicated email address as appropriate and feasible.
- 2.4 Enter a dialogue to agree the community relations material to be provided and how it will be disseminated to those affected.

3 Meetings

- 3.1 Meetings shall take place monthly, or as otherwise agreed by the forum members, subject to review of frequency and need.

4 Standard agenda items

Whilst it will be for the membership to determine the final agendas for the meetings, the following are proposed as standard agenda items:

- Safety moment
- Update on scheme progress
- Concerns/issues received and actions taken in response
- Changes/updates to the proposed design, construction methods or proposals that may have the potential to impact on the local community, including mitigation
- Community feedback
- Items for future meetings
- Agreement of date for next meeting

5 Outputs

- 5.1 Minutes of meetings
- 5.2 Feedback to the project and contractors on specific topics, site management issues and community engagement

6 Membership

The initial membership will be as follows (it should be noted that, as such, there will be an 'open' membership):

- 6.1 Project team members
- 6.2 Officers from the relevant local authorities
- 6.3 Local residents, community representatives and groups, businesses and business representative groups and any of the local schools and educational institutions
- 6.4 Contractor's Community Relations representative
- 6.5 Subject matter specialists from the project team will be invited to attend meetings, as required.

7 Chair

- 7.1 A representative of the relevant local authority will be appointed to chair the Forum. The role of the Chair will be to encourage debate, identify areas of consensus, summarise differences and distill possible solutions emerging or needing to be investigated further.

8 Administration

- 8.1 Highways England will provide administrative support to the group.
- 8.2 The Agenda and any relevant information for each meeting will be issued two weeks in advance of the future meeting.
- 8.3 Minutes of the meeting will be taken and distributed no later than two weeks after each meeting. These will be made available along with presentations and information presented to the forum on the project's website.

A14 Environmental Forums

Terms of Reference and membership

1 Purpose

The A14 Environmental Forum will serve as a two-way channel between the A14 Cambridge to Huntingdon Improvement Scheme and both local, scheme wide and national environmental groups and organisations on those aspects of the scheme which affect environmental interests in the local area.

The Forum will provide a medium for open discussion on matters concerning the detailed design, and subsequent construction of the scheme, and communications with the relevant local authorities and relevant environmental organisations.

- 1.1 To promote communication with environment bodies whose interests and responsibilities are affected by the construction of the A14 scheme
- 1.2 To keep these stakeholders informed about the scheme's progress.
- 1.3 To give these bodies an opportunity to express their views and, where possible, influence the approach to detailed design, construction and communication activity.
- 1.4 Provide an opportunity for members of the project team to respond to and address concerns raised, where possible propose options to address these concerns and agree satisfactory outcomes.

2 Activities

The principal activities for the forum are:

- 2.1 Actively discuss environmental concerns arising from the proposed design and subsequent works/construction.
- 2.2 Detail and review the expected durations of phases of work, their potential impact and proposed mitigation measures.
- 2.3 Seek the view of attendees on aspects of the scheme's design, proposed construction methods and the effectiveness of the scheme's community liaison activities and recommend improvements, from an environmental perspective.

3 Meetings

- 3.1 Meetings shall take place monthly, or as otherwise agreed by the forum members, subject to review of frequency and need.

4 Standard agenda items

Whilst it will be for the membership to determine the final agendas for the meetings, the following are proposed as standard agenda items:

- Safety moment
- Update on scheme progress
- Concerns/issues received and actions taken in response
- Changes/updates to the proposed design, construction methods or proposals that may have the potential to impact on the area, including mitigation
- Stakeholder feedback, including that received prior to the meeting in writing, or electronically to the forum's dedicated email address where appropriate and feasible.
- Items for future meetings
- Agreement of date for next meeting

5 Outputs

- 5.1 Minutes of meetings
- 5.2 Feedback to the project and contractors on specific topics, site management issues and stakeholder engagement

6 Membership

The initial membership will be:

- 6.1 Project team members
- 6.2 Officers from the relevant local authorities
- 6.3 Local, regional and national environmental groups
- 6.4 Contractor's Community Relations representative
- 6.5 Subject matter specialists from the project team will be invited to attend meetings, as required.

7 Chair

- 7.1 A chair, elected by and from the membership, will be appointed to chair the Forum. The role of the Chair will be to encourage debate, identify areas of consensus, summarise differences and distil possible solutions emerging or needing to be investigated further.

8 Administration

- 8.1 Highway England will provide administrative support to the group.
- 8.2 The agenda and any relevant information for each meeting will be issued two weeks in advance of the future meeting.
- 8.3 Minutes of the meeting will be taken and distributed no later than two weeks after each meeting. These and presentations and other information presented to the forum will be made available on the project's website.

A14 Land Owner Forums

Terms of Reference and membership

1 Purpose

The A14 Land Owner Forum will serve as a two-way channel between the A14 Cambridge to Huntingdon Improvement Scheme and local land owners, tenants and their agents and/or representatives on aspects of the scheme which affect those specific land interests.

The Forum will provide a medium for open discussion on matters concerning the detailed design, and subsequent construction of the scheme, compulsory acquisition and temporary possession matters and communications with land owners, tenants, agents and representatives.

- 1.1 To promote communication across the land owners and tenants affected by the construction of the A14 scheme
- 1.2 To keep landowners and tenants well informed about the scheme's progress, including in respect of compulsory acquisition and temporary possession matters.
- 1.3 To give all affected by the project an opportunity to express their views and, where possible, influence the approach to detailed design, construction and communication activity insofar as it relates to specific land interests.
- 1.4 Provide an opportunity for members of the project team to respond to and address concerns raised, where possible propose options to address these concerns and agree outcomes.

2 Activities

The principal activities for the forum are:

- 2.1 Actively discuss concerns arising from the proposed design and subsequent works/construction.
- 2.2 Detail and review the expected durations of phases of work, their potential impact on land owners and tenants (particularly in respect of compulsory acquisition and temporary possession) and proposed mitigation and compensation measures.
- 2.3 Seek the view of attendees on aspects of the scheme's design, proposed construction methods and the effectiveness of the scheme's community liaison activities and recommend improvements.

3 Meetings

- 3.1 Meetings shall take place monthly, or as otherwise agreed by the forum members, subject to review of frequency and need. It is likely that, given the private interests involved, this forum will lead on to one-to-one engagement more than other forums.

4 Standard agenda items

Whilst it will be for the membership to determine the final agendas for the meetings, the following are proposed as standard agenda items:

- Safety moment
- Update on scheme progress and timing of compulsory acquisition and/or temporary possession
- Concerns/issues received and actions taken in response
- Changes/updates to the proposed design, construction methods or proposals that may have the potential to impact on land owners and tenants, including mitigation and compensation
- Land owner and tenant feedback (this is to include any feedback received prior to the meeting in writing, or electronically to the dedicated forum email address where appropriate and feasible)
- Items for future meetings
- Agreement of date for next meeting

INDICATIVE

5 Outputs

- 5.1 Minutes of meetings
- 5.2 Feedback to the project and contractors on specific topics, site management issues and stakeholder engagement

6 Membership

The initial membership will be:

- 6.1 Project team members
- 6.2 Local land owners, tenants and land owner/tenant representatives and groups,
- 6.3 Contractor's Community Relations representative
- 6.4 Subject matter specialists from the project team will be invited to attend meetings, as required.

7 Chair

- 7.1 A chair, elected by and from the membership, will be appointed to chair the Forum. The role of the Chair will be to encourage debate, identify areas of consensus, summarise differences and distil possible solutions emerging or needing to be investigated further.

8 Administration

- 8.1 Highway England will provide administrative support to the group.
- 8.2 The agenda and any relevant information for each meeting will be issued two weeks in advance of the future meeting.
- 8.3 Minutes of the meeting will be taken and distributed no later than two weeks after each meeting. These and presentation and information presented at the forum will be made available on the project's website.

A14 Parish Update Forums

Terms of Reference and membership

1 Purpose

The A14 Parish Update Forum will serve as a two-way channel between the A14 Cambridge to Huntingdon Improvement Scheme and local parish councillors and town councillors on aspects of the scheme which affect their local area.

The Forum will provide a medium for open discussion on matters concerning the detailed design, and subsequent construction of the scheme prior to the finalisation of the detailed design by Highways England (and submission of details to the Secretary of State for approval, where relevant)

- 1.1 To promote communication across the parish and town councils affected by the construction of the A14 scheme
- 1.2 To keep parish and town councils well informed about the scheme's progress.
- 1.3 To give parish and town councils affected by the project an opportunity to express their views and communication activity at a local level.
- 1.4 Provide an opportunity for members of the project team to respond to and address concerns raised, where possible propose options to address these concerns and agree satisfactory outcomes.

2 Activities

The principal activities for the forum are:

- 2.1 Actively discuss concerns of parish and town councils arising from the proposed detailed design and subsequent works/construction.
- 2.2 Detail and review significant aspects of the detailed design of the scheme, the expected durations of phases of work, their potential impact on the local community and proposed mitigation measures.
- 2.3 Seek the view of attendees on significant aspects of the scheme design, proposed construction methods and the effectiveness of the scheme's community liaison activities and recommend improvements. Views can be communicated in person, in writing or electronically to a dedicated email address where appropriate and feasible.
- 2.4 Enter a dialogue to agree the community relations material to be provided and how it will be disseminated to those affected.

3 Meetings

- 3.1 Meetings shall take place quarterly, or as otherwise agreed by the forum members, subject to review of frequency and need.

4 Standard agenda items

Whilst it will be for the membership to determine the final agendas for the meetings, the following are proposed as standard agenda items:

- Safety moment
- Update on scheme progress
- Concerns/issues received and actions taken in response
- Changes/updates to the proposed design, construction methods or proposals that may have the potential to impact on the local community, including mitigation
- Stakeholder feedback
- Items for future meetings
- Agreement of date for next meeting

5 Outputs

- 5.1 Minutes of meetings
- 5.2 Feedback to the project and contractors on specific topics, site management issues and community engagement

6 Membership

The initial membership will be:

- 6.1 Project team members
- 6.2 Officers from the relevant local authorities
- 6.3 Affected local parish councillors and town councillors
- 6.4 Contractor's Community Relations representative
- 6.5 Subject matter specialists from the project team will be invited to attend meetings, as required.

7 Chair

- 7.1 A chair, elected by and from the membership, will be appointed to chair the Forum. The role of the Chair will be to encourage debate, identify areas of consensus, summarise differences and distil possible solutions emerging or needing to be investigated further.

8 Administration

- 8.1 Highway England team will provide administrative support to the group.
- 8.2 The Agenda and any relevant information for each meeting will be issued two weeks in advance of the future meeting.
- 8.3 Minutes of the meeting will be taken and distributed no later than two weeks after each meeting. These will be made available on the project's website.
- 8.4 .