

MEETING MINUTES

HS2 Chilterns AONB Review Group

Meeting Date / Time:	22 April 2016
Meeting Location:	Chiltern District Council, King George V House, King George V Road, Amersham, Bucks, HP6 5AW
Meeting Type:	Review Group Meeting #1
Organisations in Attendance:	Aylesbury Vale District Council (AVDC), Buckinghamshire County Council (BCC), Chilterns Conservation Board (CCB), Chilterns District Council (CDC), Department for Transport (DfT), Natural England (NE), Wycombe District Council (WDC) & HS2 Ltd

Attendees:	Title, Organisation
Catherine Murray	Chiltern District Council (CDC),
Dave Buttery	Acting Chair, Department for Transport (DfT)
David Collins	Ecology and Biodiversity Lead, HS2 Ltd
David Green	Technical Lead – Landscape Assessment, HS2 Ltd
Jackie Copcutt	Buckinghamshire County Council (BCC)
James Gasson-Hargreaves	Senior Project Manager, HS2 Ltd
Jerry Unsworth	Planning Consultant to WDC and CDC
John Woodhouse	Town Planning Manager (Central C1), HS2 Ltd
Jonathon Bellars	Aylesbury Vale District Council (AVDC)
Kath Daly	Chilterns Conservation Board (CCB)
Katrina White	Panel Advisor, HS2 Ltd
Liz Bingham	Natural England (NE)
Mike Wilkinson	Natural England (NE)
Neil Jackson	Chilterns Conservation Board (CCB)
Paul New	Interim Senior Interface Manager, HS2 Ltd
Phil King	Senior Town Planning Manager, HS2 Ltd
Tiago Dias	Landscape Design Advisor, HS2 Ltd
Apologies:	

Item	Title	Action/ Owner
A.	Introductions and the role of the HS2 team	
B.	<p>Discussion of the draft Terms of Reference</p> <ol style="list-style-type: none"> 1. The Review Group discussed suggested changes to the Terms of Reference which had been presented to HS2 Ltd in advance of the Review Group Meeting 2. All Review Group members sought to ensure design principles show consideration to setting and impacts on AONB. HS2 Ltd agreed all references to AONB should state ‘and its setting’ 3. It was noted that a number of items within the Terms of Reference which had been copied over from the ToR for the Colne Valley Panel did not necessarily work well for the Review Group. 4. The Review Group considered that there should be clarity on whether 	

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	<p>administration costs and advice to support the work of the Group would be funded from the £3m or a separate budget. The common objective being to ensure all decisions can be taken with an understanding of the financial implications and to maximise funds available for improvement and enhancement of the AONB</p> <p>5. HS2 Ltd agreed to do a comprehensive review of the TOR in light of comments and circulate in advance of the next meeting. Agreed that reference to 'allocated budget' should be removed.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • Suggest correspondence list to which all Review Group papers should be circulated (for information purposes) • HS2 to revise wording of TOR and circulate to Review Group for comment in advance of next meeting (NB. check wording used in assurances) • In light of the request of the Review Group, HS2 Ltd will report back to Roger Hargreaves that the members of the Review Group are strongly of the view that the admin and support costs for the Review Group should to be in addition to the £3m budget • HS2 to provide an initial cost assessment for a separate admin/ support budget • HS2 to clarify what activities fall within the admin/ support budget for the AONB review group • HS2 to report back regularly (either each meeting or quarterly) on the budget position (what has been spent and what remains) • HS2 to set up an MOU and share with partners 	<p>ALL</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd HS2 Ltd</p>
C.	<p>Appointment of an Independent Chair</p> <p>6. Review Group agreed that an Independent Chair may be of benefit to the group depending on the cost implications</p> <p>7. Group would decide whether to appoint an Independent Chair or alternative arrangements, such as DfT chairing, dependant on the cost forecast and the decision on administration costs.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • HS2 Ltd to circulate a draft job description for Independent Chair to the group prior to the next meeting. • Review Group to comment on JD asap • HS2 Ltd to share forecast cost for independent chair 	<p>HS2 Ltd</p> <p>ALL</p> <p>HS2 Ltd</p>
D.	<p>Overview of programme delivery in the Chiltern AONB</p> <p>8. HS2 Ltd gave a presentation on the main construction activity in the Chilterns displayed</p> <p>9. 'Employers requirements design' will inform the procurement process</p> <p>10. Group wish to be included and have sight of advanced planting and advanced habitat creating plans (this forms part of the enabling works - which has already gone out to tender – the Contractor will not be appointed until August</p>	

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	<p>therefore detailed plans will not be expected until late 2016 – early 2017). This will still be bound by the EMRs.</p> <p>11. As the final programme would be provided by the appointed contractor, HS2 will not know the exact timings of construction activity for some time but is developing its own reasonable assumptions, which it will share with the Group in due course. The Contractor will identify the most efficient and cost effective time and order.</p> <p>12. Representatives from both the Early Works and Main Works Contractors would be invited to the Group when appointed and appropriate.</p> <p>13. Detailed design and programming by Contractors can be expected around 2017-2018</p> <p>14. The Chilterns AONB area would be split over two contract areas but HS2 Ltd will work with the different contractors to ensure consistency.</p> <p>15. There will be a bridging role in the form of a Programme Director who would manage the Directors of both contracts in the AONB to ensure consistency</p> <p>16. Group agree that it may be worth considering having a Design Panel rep attend some of the meetings</p> <p>17. Beneficial to have the design guide for bridges and viaducts considered by the Review Group meeting at some point</p> <p>Action/s:</p> <ul style="list-style-type: none"> • HS2 Ltd to keep Review Group updated on design development and design specifications relevant to HS2 works in the AONB • HS2 Ltd to update the Group on the Bridge Design Requirements and other relevant specification documents and for to ensure that these issues remain on any future agenda 	<p>HS2 Ltd</p> <p>HS2 Ltd</p>
E.	<p>Overview of our design approach in the AONB</p> <p>18. Presentation on the Landscape Design Approach (Tiago Dias)</p> <p>19. LDA will be published soon and a version of the document to be published was left with member organisations</p> <p>20. The Group mentioned the 'Mitigation and integration of HS2 within the Chilterns AONB' document which was exhibited by HS2 Ltd in Select Committee.</p> <p>21. HS2 Ltd confirmed that the 'Mitigation and Integration' document was exhibited to Select Committee to demonstrate how the design of the railway and its landscape might be developed. HS2 stated that the document was produced to demonstrate to the Committee and petitioners that the land take in the Bill was sufficient to bring forward appropriate mitigation in the Bill. The document also included examples of the type of additional measures that could be developed outside of Bill powers to strengthen the mitigation measures proposed as part of the HS2 scheme. The document included statements which made it clear that some of the proposals contained within it were hypothetical. HS2 Ltd confirmed to the Review Group that it has not</p>	

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	<p>committed to developing the Mitigation and Integration document further, but recognised that there would be scope to incorporate elements of this document into the work of the Review Group in the future.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • Review Group members to re-share comments on the LDA and 'Mitigation and Integration' Document with HS2 Ltd • HS2 Ltd to confirm if the principles within the Landscape Led Approach to HS2 in Buckinghamshire were taken into consideration when it produced the LDA, and if not confirm why. • HS2 Ltd to share LDA document with the Review Group members • HS2 Ltd to undertake a review of the 'Mitigation and integration of HS2 within the Chilterns AONB' document, separating out proposals within the HS2 Bill from proposals that could only be delivered outside of Bill powers. • HS2 Ltd to produce and share consolidated plans showing mitigation with the proposed scheme (as updated by additional provision) to give better clarity on what mitigation measures HS2 will bring forward in the AONB 	<p>ALL</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
F.	<p>Creation of the Forward Plan</p> <p>22. Discussion on how to structure Review Group going forward</p> <p>Action/s:</p> <ul style="list-style-type: none"> • HS2 to schedule the next 3 meetings of the Review Group • HS2 to share proposed forward look programme • Review Group to suggest items to be added to forward plan • HS2 Ltd to provide an organisation chart to enable Review Group Members a better understanding of role of HS2 staff. 	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>ALL</p> <p>HS2 Ltd</p>
G.	<p>AOB</p> <ul style="list-style-type: none"> • Group agree to take turns hosting the meetings • Agreed that the Group will meet at 6 weekly intervals of which will be reviewed at the end of 2016 • Key design elements will be subject to public consultation, e.g. head houses, viaducts • Group highlighted that HS2 had previously agreed to update the Chiltern Mitigation and Integration document 	
H.	<p>Date of Next Meeting</p> <p>23. Next meeting to be held on the 27 May 2016</p> <p>Items for the agenda:</p> <ul style="list-style-type: none"> • Mitigation and Enhancement Fund/budgets 	

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	<ul style="list-style-type: none"><li data-bbox="336 275 600 300">• Consolidated plan<li data-bbox="336 315 1158 340">• 'Bridge design Requirements' document and principles for AONB	

Next meeting: 27 May 2016 Time: 10.30hrs-13.30hrs, Venue: Aylesbury Vale District Council, The Gateway, Gatehouse Road, Aylesbury, Bucks, HP19 8FF