

MEETING MINUTES

HS2 Colne Valley Regional Park Panel

Meeting Date / Time:	16 th October 2015, 10.00am
Meeting Location:	Colne Valley Park Visitor Centre Denham Court Drive, Denham Buckinghamshire UB9 5PG
Meeting Type:	Panel Meeting
Stakeholders:	Natural England (NE), Herts and Middlesex Wildlife Trust (HMWT), Hertfordshire County Council (HCC), Colne Valley Park Community Interest Company (CVP CIC), South Bucks District Council (SBDC), London Borough of Hillingdon (LBH), Buckinghamshire County Council (BCC), Department for Transport (DfT), Chiltern District Council (CDC), Three Rivers District Council (TRDC)

Attendees:	
Billy Ahluwalia (BA)	Senior Project Manager, HS2 Ltd
Derrick Morris (DM)	Petition Advisor, HS2 Ltd
Des Andrews (DA)	Project Director, HS2 Ltd
Jackie Copcutt (JC)	HS2 Lead Project Officer, BCC
Jales Tippell (JT)	Consultant, LBH
Jane Griffin (JG)	Principal Planner, SBDC and CDC
Jenny Foster (JF)	Senior Planning Officer, HCC
Jerry Unsworth (JU)	Planning Consultant to SBDC and CDC
John Michaelides (JM)	Senior Commercial Manager, HS2 Ltd
John Woodhouse (JW)	Town Planning Manager – C1/Colne Valley, HS2 Ltd
Josie Allen (JA)	Lead Adviser, Thames Valley Team, NE
Michael Hurn (MH)	Chair, DfT
Paul New (PN)	Senior Interface Manager, HS2 Ltd
Phil King (PK)	Senior Town Planning Manager, HS2 Ltd
Raj Alagh (RA)	Solicitor, LBH
Rebecca Perdrix (RP)	Team Administrator (minutes), HS2 Ltd
Robin Jones (RJ)	Strategic Manager, Groundwork / CVP CIC
Stewart Pomeroy (SP)	Colne Valley Managing Agent, Groundwork / CVP CIC
Tom Day (TD)	Head of Living Landscapes, HMWT
Peter Simons (PS)	Senior Planning Officer (Transport and Policy), TRDC

Item	Title	Action/Owner
1.	Introductions 1. Chair welcomed members to the first HS2 Colne Valley Regional Park Panel (the Panel) and commenced introductions.	

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	<p>2. Chair stated all members were issued two sets of draft Terms of Reference (ToR), HS2 Ltd draft and a SBDC draft with other stakeholder inputs. The Panel agreed two documents have been circulated prior to meeting.</p> <p>3. Chair outlined the purpose of the meeting and handed over to PN to talk through brief presentation of the overview of the programme delivery of HS2 works in the Colne Valley.</p>	
2.	<p>Overview of programme delivery in the Colne Valley</p> <p>4. PN stated purpose of HS2 Construction in the Colne Valley presentation, to provide brief description of HS2 Ltd's main works and overview of the sequence of works. PN stated detailed design is scheduled to begin 2017 following Royal Assent.</p> <p>5. Questions were asked by the Panel regarding detailed design. Chair asked HS2 Ltd in terms of design, what is the programme of HS2 Ltd's design. DA responded late 2015 / early 2016 will be completing the Employers Design and 'employers requirements', connected with the planned invitation to tender in April 2016. The scheme design is scheduled to last approx. 9 months for stage 1, then the detailed design will begin.</p> <p>6. JU referred to the Panel request to explore having a design competition to be held in 2016 to integrate into the subsequent contract. Chair responded that the DfT do not feel there is a requirement for a design competition as this is a major project and will have the best designers working on the project. JU disagreed but also reiterated the need to further explore how HS2's 'competition' approach for viaduct design would work, suggesting a sub-meeting. Chair stated there is merit in having discussion regarding logistics, design process and how we engage. JT stated the design deserves a proper competition and is not in agreement with HS2 Ltd appointing the designers. JT stated HS2 Ltd need to be open minded regarding this point.</p> <p>7. RJ requested further explanation regarding the time line and the design process:</p> <ul style="list-style-type: none"> a. <i>What is the nature of the works.</i> DA responded HS2 Ltd are at the Employers requirements stage at the moment. This design takes the Hybrid Bill design to a level suitable for issue to qualified tenderers. b. <i>What is the change of level of design.</i> DA stated this design optimise the Hybrid Bill design and reduces risk to the project, but is not advanced too far so as to not stifle further innovation from the engaged contractors. c. <i>How long is the process.</i> DA spoke to the scheme design, the process estimated to take approximately 9 months, when the Scheme Design is completed the Detailed Design begins. HS2 Ltd to provide a summary of the design process and how it would interact with stakeholder/ design engagement. PK stated the Information Paper G6 covers a large part of the design development and will provide a link to section. 	<p>HS2 Ltd</p> <p>HS2 Ltd</p>

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	<p>8. JG raised concerns about there still being no environmental work or ground work done yet, what impacts have HS2 Ltd been able to identify.</p> <p>9. TD stated the Panel are after clarity as to what the end design will actually look like as this is their main concern. JU added to this that they would like this time to be used for progressing the landscape and design framework. Chair responded by giving commitment to the Panel to have momentum on this issue and this is the focus of the Panel.</p> <p>10. RA referred to the dates listed on slide 7 of presentation, Sequence of Activities and asked if the dates were confirmed. Chair responded advising the dates listed are estimates, however this is what HS2 Ltd are working towards. PN was asked to share the HS2 Construction in the Colne Valley presentation with the Panel.</p> <p>11. JF stated concerns with the tender and design work process and made request to have a separate discussion of how the contractor is awarded the contract and how the Panel can input into the design to ensure they are consulted in the process. RJ added to this point by stating he would like details as to when in the process the Authorities will be contacted for each stage of the design. The Panel would like a focus on the time between now and April 2016 and for it to include noise and landscape mitigation.</p>	HS2 Ltd
3.	<p>Terms of Reference</p> <p>12. Chair stated the draft ToR has had comments from all Members, except Natural England. He stated HS2 Ltd issued their draft ToR on Friday 9th Oct, 2015. Chair stated that following this meeting, he will merge the two documents and issue one document with combined comments/outcomes from today's discussion. Chair suggested discussion by each heading.</p> <p>13. RJ asked why HS2 Ltd changed the title of the Panel from Colne Valley Panel to Colne Valley Regional Park Panel. JM responded stating that this is not changed, and is consistent with the wording of the assurance on the Panel.</p> <p>Membership</p> <p>14. Chair opened discussion by asking if there are any issues with the Membership list. Comments from the Panel as follows:</p> <ul style="list-style-type: none"> a. Suggestion to add Environment Agency. HS2 Ltd would speak to the EA officers to seek their views on this. The request that this should be a representative from the local Hatfield office. b. To maintain a representation from the Department for Transport c. TD and SP to confirm if the HMWT will represent the other two Wildlife Trusts. d. HS2 Ltd Design Panel – Chair to consider inviting members of Design Panel as required. <p>15. Submission of named individual from each party – Chair stated this request is acceptable.</p>	HMWT

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	<p>16. Key Criteria for participation – Chair asked what was the key idea behind this section in SBDC’s draft. Group discussion about reasoning behind paragraph, purpose was to outline objectives of the Colne Valley Regional Park Panel and those objectives of HS2 Ltd.</p> <p>17. Engaging with Stakeholders – Chair asked purpose of statement. Group discussion regarding how the Panel should engage with other stakeholders. JT considered that it was necessary to keep local communities informed of the activities of the panel and suggest that a communication strategy ought to be developed.</p> <p>Function</p> <p>18. Chair stated he wants to focus on the six points under the purpose of the Panel. PK stated HS2 Ltd’s aspirations for the Panel’s purpose. PK referred to SBDC draft ToR, Function, <i>point 1: ‘agree the future approach to HS2 landscape design within the Colne Valley Regional Park, as a development of the ES baseline scheme’</i>, the word ‘agree’ is not a suitable word and would like to see an emphasis here on coordination. Discussion had around point 1. JM summarised his view of the discussion, stating there are two purposes of the Panel; 1) to work together and coordinate with each Authority which will have approvals for work in the Park; and 2) Proactively input to and collaborate on mitigation and design.</p> <p>19. TD asked how the Panel will be taken seriously, what weight will its decisions hold as the Panel does not have a statutory role. PK responded stating HS2 Ltd’s ToR have included wording to cover this. JT stated her concerns about the passive, broad language used in HS2 Ltd’s draft ToR. JM responded stating the Assurances are a commitment given by the project and will be included on the U&A Register. JG stated that they would wish to agree the approach.</p> <p>20. TD stated he thinks the ToR need to outline how the Panel should act when members have conflicts and cannot reach a consensus. PK responded that it would be the role of the independent chair to resolve issues and disputes within the Panel and ensure it continues to function to programme and agenda.</p> <p>21. RJ stated HS2 Ltd have referred to the Assurance a number of times and wanted to remind the Panel the assurance has not been accepted to date.</p> <p>22. RJ stated the wording in SBDC draft ToR, points 2 and 3 have been carefully thought through and specifically used to cover ‘jointly develop’ and ‘agree’. JM responded agreeing both points 2 and 3 touched on the important points and form the basis of the Panel, however would like the Chair to refine the wording of both statements. Discussions had by all regarding remaining points. Chair to combine comments and issue in merged ToR document.</p>	<p>HS2 Ltd</p>

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	<p>23. Chair referred to the first paragraph following point 6 in the SBDC draft ToR and requested clarification. SP explained this paragraph was added to ensure that mitigation would be considered in areas around the viaduct, to include the whole lake, for example, and not just the immediate affected area. PK stated he agreed with the principles in this paragraph and supports its purpose. HS2 Ltd need to look beyond the immediate area. Chair to consider the detailed wording.</p> <p>24. Following paragraph, direct link to Design Panel – Chair asked HS2 Ltd if there are any comments regarding this paragraph. PK stated a link to the Design Panel should only be on an as-required/needed basis. Chair to consider when appropriate to have someone from the Design Panel attend this Panel.</p> <p>Outputs</p> <p>25. Chair asked if any comments regarding the Outputs section. JU stated he saw the framework and site briefs as a bridging opportunity to inform detailed design and reduce the scope for later disagreement / misunderstanding and explained his views on this. Discussion had by Panel. Chair agreed to expand on JU’s explanation in the merged ToR.</p> <p>26. Chair referred to the following paragraph; <i>‘The consequences of Output 2 may require additional or amended AP’s during the Parliamentary process.’</i> Chair stated the time for Additional Provision changes is passing and this wording should say ‘consents’. The Panel acknowledged this.</p> <p>Decisions</p> <p>27. Chair stated the wording <i>‘signing-off the outputs’</i> is not suitable. All in agreement on the main point and intention of the paragraph. The Chair is to revise wording but keep meaning and purpose.</p> <p>Implementation and Delivery</p> <p>28. Chair asked for comments on section. Discussion had by Panel, all generally in agreement with intention of paragraph.</p> <p>Remuneration</p> <p>29. Chair asked for clarification on this section. PK stated HS2 Ltd’s position on the purpose of remuneration and gave examples of cost breakdowns to include daily rate for the Chair, venue hire, and administrative costs of staff attending. RJ raised the additional resources required locally in connection with bringing forward the ‘framework’, site briefs and to review/input in to documents etc. Chair stated if during the course of works, if the need arises, then a proposal for additional resources should be put forward.</p>	

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	<p>30. JT asked for HS2 Ltd to provide a document to detail the scope for who will be responsible for what costs, and how costs incurred by the local Authority will be reimbursed. Chair asked for a proposal from HS2 Ltd. PK to provide a draft Memorandum outlining cost breakdown.</p> <p>31. PK requested the Panel to put a proposal forward to HS2 Ltd outlining their requirements to ensure there is no overlap with what HS2 Ltd are already providing through the planning forum memorandums and/or forthcoming Service Level Agreements with Local Authorities as per Information Paper C13.</p> <p>Chair</p> <p>32. PK outlined the proposed timescale and process for hiring the Chair. HS2 Ltd require internal clearance and the role of the Chair needs to be confirmed. PK advised he is working on this item and the aim is to appoint the Chair early 2016. PK stated the Panel need to have input into the selection of the Chair and request the Panel to nominate one or two members to be involved in the hiring process. Panel to discuss and advise HS2 Ltd any suggested candidates and nominated members for hiring process.</p> <p>33. HS2 Ltd to share Chair job description with the Panel.</p> <p>Meetings</p> <p>34. Chair stated meetings should align with key project milestones and as the programmes allows for it. 6-8 week intervals is suggested depending on whether there is substantive matters to justify meeting.</p> <p>Record Keeping</p> <p>35. PK stated HS2 Ltd will provide this. JT requested minutes to be uploaded to HS2 Ltd website. PK to confirm.</p> <p>36. JM suggested that if there are confidential matters (e.g. pertaining to private landowner), the Panel should consider whether such information should be disclosed.</p> <p>37. Chair stated ToR review now complete.</p>	<p>HS2 Ltd</p> <p>The Panel</p> <p>The Panel</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
<p>4.</p>	<p>Next Steps</p> <p>38. PK suggested the next the Panel meeting should include mitigation and scope in the Agenda and is open to other suggestions for the Agenda.</p> <p>39. Chair stated he will consolidate comments, merge both draft ToR documents and issue one document to the Panel by the end of next week (23/10/15). The Panel to review document and decide from there if a follow-up meeting is necessary to discuss the issued ToR.</p>	<p>Chair</p>

Item	Title	Action/ Owner
	40. Next meeting suggested for late December 2015. Date to be confirmed.	
	41. Minutes to be issued to the Panel by COB Friday 23/10/15.	HS2 Ltd

Meeting Actions

#	Action	Owner
1.	Provide summary of the design process and how it would interact with design engagement. [complete]	HS2 Ltd
2.	Provide link to Information Paper G6 which outlines a large part of the design development process. [completed below] https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/437450/G6 - Design Development v1.2.pdf	HS2 Ltd
3.	Share HS2 Ltd's Colne Valley Construction presentation. [complete]	HS2 Ltd
4.	Confirm if the Herts and Middlesex Wildlife Trust will represent the Panel on behalf of all Wildlife Trusts. [complete]	HMWT
5.	Post Meeting Action: HS2 Ltd to invite both the Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust and the London Wildlife Trust to the next meeting. [complete]	HS2 Ltd
6.	Panel members to coordinate a proposal for resourcing/ remuneration and submit to HS2 Ltd. [complete]	Panel
7.	Provide a draft Memorandum outlining cost breakdown for remuneration. [complete]	HS2 Ltd
8.	HS2 Ltd to draft a communication strategy to share prior to next meeting of the Colne Valley Regional Park Panel [to discuss at 10 Dec meeting]	HS2 Ltd
9.	The Panel to advise suggested candidates and nominated members to sit on the interview panel for the selection of the Chair. [to discuss at 10 Dec meeting]	Panel
10.	Provide Chair job description. [complete]	HS2 Ltd
11.	Confirm meeting minutes to be uploaded to HS2 Ltd website.	HS2 Ltd
12.	Issue merged ToR to the Panel. [complete]	Chair
13.	Issue draft minutes to the Panel by COB Friday 23 October, 2015. [complete]	HS2 Ltd

Next meeting: Thursday 10th December, 2015, 9.30 am. Colne Valley Park Visitor Centre
Denham Court Drive, Denham