

MEETING MINUTES

HS2 Colne Valley Regional Park Panel

Meeting Date / Time:	10 th December 2015, 9.30am
Meeting Location:	Colne Valley Park Visitor Centre Denham Court Drive, Denham Buckinghamshire UB9 5PG
Meeting Type:	Panel Meeting
Stakeholders:	Buckinghamshire County Council (BCC), Bucks, Berks and Oxfordshire Wildlife Trust (BBOWT), Chiltern District Council (CDC), Department for Transport (DfT), Environment Agency (EA), Colne Valley Park Community Interest Company (CVP CIC), Hertfordshire County Council (HCC), Herts and Middlesex Wildlife Trust (HMWT), London Borough of Hillingdon (LBH), London Wildlife Trust (LWT), Natural England (NE), South Bucks District Council (SBDC), Three Rivers District Council (TRDC)

Attendees:	Title, Organisation
Ian Thynne (IT)	LBH
Jackie Copcutt (JC)	HS2 Lead Project Officer, BCC
Jane Griffin (JG)	Principal Planner, SBDC and CDC
Jenny Foster (JF)	Senior Planning Officer, HCC
Jerry Unsworth (JU)	Planning Consultant to SBDC and CDC
Josie Allen (JA)	Lead Adviser, Thames Valley Team, NE
Julie Hughes (JH)	TRDC
Mathew Frith	Director of Conservation, LWT
Michael Hurn (MH)	Chair, DfT
Paul New (PN)	Senior Interface Manager, HS2 Ltd
Peter Simons	Senior Planning Officer (Transport and Policy), TRDC
Phil King (PK)	Senior Town Planning Manager, HS2 Ltd
Rebecca Perdrix (RP)	Team Administrator (minute taker), 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

Apologies	Title, Organisation
Jales Tippell	Consultant, LBH
Raj Alagh	Solicitor, LBH
Kathleen Covil	NE
Roy Stokes	EA
Jim Kitchen	EA

Item	Title	Action/ Owner
1.	<p>Introductions</p> <p>1. Chair welcomed members to the second HS2 Colne Valley Regional Park Panel (the Panel) and commenced introductions.</p> <p>2. Chair suggested discussions begin with meeting agenda item 2; review of minutes and actions from 16 Oct 2016 meeting.</p>	
2.	<p>Review of Minutes and Actions</p> <p>3. Chair asked the Panel if there were any further comments to those raised via email, to be made regarding the minutes. JG pointed out a spelling mistake in the Stakeholder table; to remove the s from Chiltern District Council. Action noted by RP.</p> <p>4. Chair asked for any final comments. Chair acknowledged the Panels no comment as the minutes being agreed to.</p> <p>5. Chair moved discussion on to the actions and advised the Panel an action tracker had been created. PK pulled up the actions tracker on the presentation slide and explained the tracker was created to clearly track and record all Panel actions. PK stated he will circulate the presentation slide from today's meeting and will do so after every meeting.</p> <p>6. PK addressed the action items and spoke to their open/completed status.</p> <p>6.1. <i>Item 7: Provide a draft Memorandum outlining cost breakdown for remuneration:</i> Individual Panel Members to return MOU directly to PK and include any comments.</p> <p>6.2. <i>Item 8: Communications strategy:</i> HS2 Ltd happy to receive feedback on this at next meeting.</p> <p>7. JG noted that action item 4 was to extend Panel invite to the Environment Agency and noted no representative was present. PK responded that Roy Stokes and Jim Kitchen were invited and in turn had advised that a local EA representative had also been invited, however they sent their apologies as they could not attend this meeting.</p>	<p>HS2 Ltd</p> <p>Panel</p>
3.	<p>Draft Terms of Reference</p> <p>8. Chair moved the Panel onto agenda item 3, discussions of the draft Terms of Reference (ToR). Chair mentioned the positive discussions had at the previous meeting and took on board all Panel comments to incorporate into the current ToR. Chair asked if the Panel accept the updated draft ToR and if there are any thoughts/comments.</p> <p>Membership</p> <p>9. Item k): move BBOWT to a new line and add the London Wildlife Trust to the list of Panel members.</p> <p>Function</p> <p>10. Para 2: JU suggested the removal of the word 'additional' in reference to the Additional Mitigation Plan. JU concerned this could be perceived as doing</p>	<p>Chair</p> <p>Chair</p>

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	<p>additional work, as opposed to the required mitigation from HS2 Ltd. RJ agreed with JUs point. PK responded he would like to retain distinction between the two mitigation plans; HS2 Ltd are committed to mitigating any effects identified in the Proposed Scheme and anything additional would be outside of Bill power. JG agreed with PK and expanded his statement by explaining the role of the Panel is to provide additional mitigation to that outlined in the Bill. JU acknowledged clarification and suggested this written in the ToR would be helpful. Chair to consider if re-wording is necessary to make intention clearer. Post meeting note: Chair is of the view that the current wording in the ToR is satisfactory.</p> <p>11. Para 2: add in the words 'Regional Park' as paragraph only states the Colne Valley, not the Colne Valley Regional Park.</p> <p>12. Page 2, para 2, point 2: JU suggested adding the words 'unreasonably impact' to the following section; '...proposals 'do not impact on the timely, economic and safe delivery and operation of the railway.' JUs concern is in relation to the economic impact. Chair noted request and will look to making the economic impact a separate point.</p> <p>Additional Suggestions</p> <p>13. Chair asked for any further comments. IT suggested it would be beneficial to include a red-line map of the area the Panel are including in their mitigation. Chair agreed a map of the CVRP boundary would be helpful and can attach this as an Annex. RJ added the map should include special areas. Chair to circulate map to Panel for agreeance of boundary lines.</p> <p>14. IT wanted to make a note to the panel that he wants to ensure the roles and responsibilities of the LAs do not cross over with what the Panel is putting in place. PK responded the Panel, LAs and HS2 Ltd are working collaboratively together to avoid any cross-over. JF stated her understanding of the purpose of the Panel is to mitigate the CVRP and the viaduct and nothing beyond that, as outlined by the Select Committee. PK stated a red-line area would provide a good starting point for discussions of what areas are to be included in the mitigation plan. Discussion continued regarding what areas should be included in the Panel. Panel were seeking clarification and were concerned if it was thought that the Panel was brought into effect purely because of the viaduct. JF restated her earlier point, to refer back to the wording from the Select Committee. PK agreed the Panel should refer to the Select Committee wording to confirm the CVRP boundary. JA suggested the wording be added to the ToR as guidance which the Chair agreed to take forward. Member's resolved the discussion by agreeing a CVRP red line boundary map be produced and agreed to by the Panel.</p> <p>15. Chair stated all comments will be considered and an updated ToR will be circulated to the Panel. Any further comments or suggestions can be discussed via email and will have confirmed ToR before the 20 January meeting.</p>	<p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p>

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4.	<p>Colne Valley Regional Park mitigation proposals</p> <p>16. Chair provided update on the proposed approach to the Additional Mitigation Plan for the CVRP. Chair outlined that when the Plan is complete, £3million will be provided to support the delivery and implementation of the additional mitigation proposals in the Plan. In addition an additional £300,000 would be provided to support the running costs of the Panel and a full-time officer for a period of two years. Chair explained any leftover funds from the running costs will be added to the £3million for delivery and implementation of the additional mitigation plan.</p> <p>17. Chair stated a letter will be issued detailing this further. Panel asked if there was a breakdown of the £300,000 cost. Chair responded he would like the Panel to contribute their thoughts to the breakdown of funds and work with HS2 Ltd on it.</p> <p>18. JU asked if there will be a record kept to maintain the budget. Chair advised the recording of the financial budget would be the responsibility of the Support Officer.</p> <p>19. IT asked after HS2 Ltd have completed their works, is it the LAs responsibility to maintain and provide costs for the area. Chair responded he is unable to answer at this stage.</p> <p>20. JU asked, in terms of the Panels time scale, is it scheduled to cease in April 2017. Chair responded it is a 2 year period. PK added that what HS2 Ltd have come up with is broadly in line with CICs submitted Mitigation Plan for the Colne Valley proposal.</p> <p>21. Chair asked Panel who would procure the mitigation plan and the Support Officer. JF responded her understanding would be that HS2 Ltd do this. PK stated that it may be preferential for one of the LAs to take on this task. Discussion continued regarding the ownership of the procurement and role of the Support Officer as a Panel member was not clear on the purpose and need for a full time Support Officer. SP agreed to provide Job Description for the Support Officer role and share via email with Panel. It was confirmed that this would be discussed further at a meeting between the Colne Valley Park Community Interest Company and HS2 Ltd on 15 Dec.</p> <p>22. Chair stated he will write to the Panel outlining the funding for the Additional Mitigation Plan and how it is separate from the Community and Environment Fund and the Business and Local Economy Funds.</p>	<p>SP</p> <p>Chair</p>
5.	<p>Panel Chair (Job description and advert)</p> <p>23. PK updated the Panel on HS2 Ltds progress regarding the Chair job description (JD). The Chair JD is ready for advertisement, subject to any fundamental comments from the Panel. JG stated she is content with the Chair JD and added she has aspirations that the position is filled by someone with local knowledge, acknowledging they must meet the JD specific criteria. Chair advised the Panel</p>	

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	<p>that if they have identified a person who they believe meets the criteria, they can informally put their names forward to HS2 Ltd.</p> <p>24. Panel asked what media will be used to advertise for the position. PK advised he will confirm to the Panel via email what advertising methods will be used and if LA websites and other local media will be utilised.</p> <p>25. PK stated he will instruct HS2 Ltd HR to begin advertising the Chair position.</p> <p>26. PS asked for clarification on whether the salary for the Chair will come out of the £300,000 and how much specifically will the Chair position be advertised for. PK responded by saying that an estimate had been included in budgets for this based on other panel chair jobs. PK suggested it would be appropriate for a review in March 2017 to decide whether to extend the Chair position or not.</p> <p>27. Chair summarised discussion stating he has not heard any issues from the Panel regarding the JD and will instruct HS2 Ltd to begin advertising. Chair referred to the outstanding action item 9, <i>The Panel to advise suggested candidates and nominated members to sit on the interview panel for the selection of the Chair</i>. PK stated the representative should be a member of the Panel. Panel agreed to discuss offline and provide response at the 20 Jan meeting.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>Panel</p>
<p>6.</p>	<p>Programme for reference design (engagement and timing)</p> <p>28. PK provided an update on the status of the design development and engagement programme and talked through presentation slides 4-6.</p> <p>29. PK advised the Panel that Tomas Garcia, the technical specialist for bridges will be attending the next Panel meeting on 20 Jan to provide an update on the Design Approach for Bridges and Viaducts. JU suggested a member from the Design Panel should also be in attendance at the 20 Jan meeting. PK responded HS2 Ltd are already engaging with the Design Panel and incorporating the landscape design approach. Panel supported JUs suggestion and request a Design Panel member attend the 20 Jan meeting. PK agreed to ask if member from Design Panel can attend CVRPP 20 Jan meeting, however suggested their attendance would be more beneficial at the March meeting after the Panel has had time to review the design approach.</p> <p>30. JU stated it would be beneficial for the Panel to see the Design Panels meeting minutes and other relevant public documents as the Design Panel could become detached from the CVRP Panel, the procurement process for and actual design of the viaduct. Chair agreed with JUs comment and stated HS2 Ltd are committed to engaging with LAs on this matter. PK agreed to find out whether the Design Panel minutes are available for this meeting and if they are publically available would seek to make them available before 20 Jan meeting.</p>	<p>HS2 Ltd</p> <p>HS2 Ltd</p>
<p>7.</p>	<p>Forward Plan</p> <p>31. PK referred to presentation slide CVRPP Forward Programme of Activities and explained HS2 Ltd wanted to ensure the Panel maintained momentum. PK</p>	

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	<p>advised he will add to the forward programme to Review and Agree to the Support Officer JD for the 20 Jan meeting. PK added the Support Officer would be responsible for maintenance of the Programme of Activities. RJ suggested the Forward Programme of Activities be a process document rather than producing a document as the Panel has a life beyond the Dec column showing on the current table. Someone outside this Panel could view the document and assume the Dec date is the end point.</p> <p>32. TD raised point that the date for the April meeting could clash with Easter and Half Term dates and suggested an alternative date be looked at. RJ advised the Panel the Colne Valley Park Visitor Centre will be undergoing refurbishments in March 2016 and an alternative venue will need to be sought. SP agreed to provide alternative venue suggestions to HS2 Ltd for consideration. Panel also agreed meeting start times should be 10am.</p> <p>33. PK stated any suggestions for agenda items should be forwarded to him or RP for inclusion.</p>	<p>HS2 Ltd</p> <p>SP</p>
8.	<p>HS2 Ltd updates</p> <p>34. PK advised the Panel of the Planning Forum meeting being held after today's Panel meeting and he will be providing an update at the Planning Forum regarding Key Design Elements process and engagement. PK stated he will circulate the presentation slides from that meeting on key design elements. PK will also share the minutes from the meeting when they become available.</p> <p>35. PK outlined the January Committee programme, which he advised details can be found on the Parliament website. PK agreed to provide link for the latest committee programme and details on AP5.</p> <p>36. JG asked for a brief update on HOAC progress. PK advised he can give a high level overview as he is not fully up-to-speed on the details. PK stated the relocation of HOAC will involve an engagement event, details are still being confirmed. IT commented that the current HOAC lake as it stands, is still unclear on the inclination on what is going to happen with it and this should be discussed in the Panel. Discussions carried on with regards to the lake and its future plans.</p>	<p>HS2 Ltd HS2 Ltd</p> <p>HS2 Ltd</p>
9.	<p>AOB</p> <p>37. Chair asked the Panel if there was any other business they wished to discuss. RJ raised the Community Environmental Fund and asked what the timetable was for announcing it. PK responded he is unsure of the timetable but will advise the Panel members if there is any progress on this to report prior to the next meeting.</p>	
10.	<p>Date of next meeting</p> <p>38. Next meeting confirmed for 20 January 2016 at 10am.</p>	

Meeting Actions

#	Action	Owner
1.	Minutes: remove the 's' from Chiltern District Council in Stakeholder table list. [complete]	HS2 Ltd
2.	Each individual Panel member to respond to Phil King regarding MOU	Panel
3.	ToR updates: 1) Membership para, item k) put BBOWT on new line and add London Wildlife Trust, 2) Function, para 2: Chair to consider clarifying the 'additional' wording to make intention clear, 3) Function, para 2: add in words 'Regional Park', 4) Function, pg. 2, item 2: Jerry Unsworth requested wording 'unreasonably impact' to be added. Chair to consider separate item for this, 5) Consider inclusion of Select Committee's instruction/wording regarding creation of Panel for the CVRP in ToR.	Chair
4.	Provide red line boundary for CVRP area for Panel to agree on and include as annex to ToR.	Chair / HS2 Ltd
5.	Combine all comments re: ToR and circulate. Panel to agree/respond via email before next meeting, 20 Jan 2016.	Chair
6.	SP to provide Job Description for Support Officer role and share via email with Panel. To be discussed further at Colne Valley Park Community Interest Company meeting 15 Dec.	SP
7.	Write to Panel regarding terms of Financial limits and Community Environmental Fund and confirm whether or not they are mutually exclusive. [complete; email from Denise Devereux, Wed 16/12/2015 15:16]	Chair
8.	Chair Job Description - PK to confirm via email what advertising methods will be used and if LA websites and other local media will be utilised.	HS2 Ltd
9.	PK to instruct HS2 Ltd HR to begin advertising the Chair position. [complete]	HS2 Ltd
10.	The Panel to advise suggested candidates and nominated members to sit on the interview panel for the selection of the Chair at the 20 Jan meeting.	Panel
11.	Ask if member from Design Panel can attend CVRPP 20 Jan meeting.	HS2 Ltd
12.	PK to find out whether the Design Panel minutes are available and if they are publically available, would seek to make them available before 20 Jan CVRP Panel meeting.	HS2 Ltd
13.	Forward Programme: Add 'Review and Agree to Support Officer JD' to Jan 20 meeting	HS2 Ltd
14.	SP to provide alternative venue suggestions to HS2 Ltd for consideration. [complete]	SP
15.	Circulate presentation slides on key design elements from 10 Dec Planning Forum meeting. [complete]	HS2 Ltd
16.	Circulate 10 Dec Planning Forum meeting minutes when available.	HS2 Ltd
17.	Provide link for latest committee programme and details on AP5. [complete]	HS2 Ltd

Next meeting: Wednesday 20th January, 2016, 10:00 am. Colne Valley Park Visitor Centre
Denham Court Drive, Denham