

MEETING MINUTES

HS2 Colne Valley Regional Park Panel

Meeting Date / Time:	21 June 2017
Meeting Location:	South Bucks District Council Office, Capswood, Oxford Road, Denham
Meeting Type:	Panel Meeting #14
Organisations in Attendance:	Buckinghamshire County Council (BCC), Chiltern District Council (CDC), Department for Transport (DfT), Colne Valley Park Community Interest Company (CVP CIC), Hertfordshire County Council (HCC), Herts and Middlesex Wildlife Trust (HMWT), London Borough of Hillingdon (LBH), South Bucks District Council (SBDC), Three Rivers District Council (TRDC) & HS2 Ltd

Attendees:	Title, Organisation
Ben Robinson (BR)	Principal Planner, CDC
Bev Allen (BA)	EA
Claire Gregory (CG)	Environment Lead, DfT
Daniela Eigner (DE)	Programme Manager, Groundwork South
Ella Davies (ED)	Interface Manager, HS2 Ltd
Ian Thynne (IT)	Principal Environmental Officer, LBH
Ifath Nawaz (IN)	Project Solicitor and Manager, SBDC and CDC
Jane Griffin (JG)	Principal Planner, SBDC and CDC
Jackie Copcutt (JC)	Senior Project Manager, BCC
Jenny Foster (JF)	Senior Planning Officer, HCC
Jim Barclay (JB)	Independent Chair
John Woodhouse (JW)	Town Planner, HS2 Ltd
Julia Carey (JC)	Environmental Records Centre, BCC
Julie Hughes (JH)	TRDC
Katherine Frost (KF)	TRDC
Kimberley Royer-Harris (KRH)	Panels Coordinator, HS2 Ltd
Miriam Baines (MB)	BCC
Peter Simons (PS)	Senior Planning Officer, TRDC
Stewart Pomeroy (SP)	Colne Valley Managing Agent, Groundwork / CVP CIC
Tom Day (TD)	Head of Living Landscapes, HMWT
Apologies:	Sarah-Jane Scott, Josie Allen, Mathew Frith

Item	Title	Action/ Owner
A.	Welcome and Introductions	

Item	Title	Action/ Owner
B.	<p>Review minutes and actions of meeting #13 – May 2017</p> <ol style="list-style-type: none"> 1. No comments on the minutes of meeting #13. 2. ED informed the Panel that the open actions from meeting #13 will be discussed during the July meeting. <p>Action/s:</p> <ul style="list-style-type: none"> • None 	
C.	<p>Chair's Update</p> <ol style="list-style-type: none"> 3. The Chair noted that the Design Panel have been invited to attend Panel meetings. 4. He stated that a short news item has been drafted for the Design Panel outlining the cooperation between the Panel and the Design Panel. He agreed to circulate the news item to the Panel. 5. He further stated that HS2 Ltd have also requested a letter from the Chair on behalf of the Panel to acknowledge their involvement in the Specimen Design. 6. He noted that following discussions with DfT it has been confirmed that HS2 Ltd is responsible for making a decision on the future of the Panel. <p>Action/s:</p> <ul style="list-style-type: none"> • HS2 Ltd to circulate the Design Panel news item to the Panel 	HS2 Ltd
D.	<p>HS2 Ltd Updates</p> <ol style="list-style-type: none"> 7. ED stated that works on the M25 slip roads are continuing. 8. She also stated that ecology surveys are currently taking place in the Colne Valley and habitat relocations are due to commence in the autumn. 9. She noted that certain GI works are currently intended to start in Buckinghamshire in August. 10. She informed the Panel that the MWCC contracts will be awarded at the end of July and following this there will be a 100 day mobilization period. MWCC will attend Panel meetings once the mobilization period has ended. 11. ED stated that a paper regarding the future of the Panel is currently going through HS2 Ltd governance. 12. TD asked for further information on EWC works, particularly in relation to when Broadwater Lake works would start. 13. ED noted that the HS2 Ltd programme is dependent on the EWC programme and an update will be provided to the Panel as soon as an updated programme has been received. ED confirmed that Broadwater Lake habitat creation would be undertaken by MWCC. <p>Action/s:</p> <ul style="list-style-type: none"> • HS2 Ltd to provide the Panel with sight of programme relevant to the Colne Valley. 	HS2 Ltd
E.	AMP Principal Designer Role	

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	<p>14. IN stated that SBDC is obliged to appoint a principal designer for the AMP and this process needs to be finalised as soon as possible.</p> <p>15. She further stated that SBDC have approached four firms to request quotes for the principle designer role.</p> <p>16. She noted that a brief will need to be drawn up to present to the firms.</p> <p>17. The Chair noted that there could be scope in the underspend of the Panel’s administrative budget to fund the principle designer role.</p> <p>18. ED noted that the future costs of the Panel will also need to be considered.</p> <p>19. The Chair asked the Panel if they would consider using a part of the £3m fund to fund the principal designer role.</p> <p>20. TD queried whether further funding could be acquired to fund the principle designer role.</p> <p>21. ED noted that further funding was previously turned down but the question could be raised.</p> <p>22. The Chair, IN, ED and DE agreed to discuss the brief and funding for the principal designer role, and to report back to the Panel on this topic at the next meeting.</p> <p>23. ED agreed to provide a breakdown of the administrative budget to the Panel and requested that Panel members send through their invoices.</p> <p>24. The Chair asked the Panel to highlight any individuals that could act as the principle designer.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • HS2 Ltd to investigate the possibility of further funding for the principle designer role • Panel members to send through any outstanding invoices • HS2 Ltd to provide a breakdown of the administrative budget 	<p>HS2 Ltd All HS2 Ltd</p>
F.	<p>AMP</p> <p>25. DE noted that since the last version of the AMP has been circulated a few minor comments have been raised. She stated that the AMP will be amended and the final version sent out to the Panel.</p> <p>26. DE asked the Panel to consider how the AMP should be made public.</p> <p>27. PS noted that land owners should be notified of the AMP in advance of the public.</p> <p>28. TD agreed that landowners should be notified first out of courtesy.</p> <p>29. JG queried whether all of the relevant landowners have been identified.</p> <p>30. DE noted that there is still uncertainty regarding the landowners in the Western Valley Slopes.</p> <p>31. DE agreed to get into contact with all the relevant landowners once the AMP is final.</p> <p>32. TD noted that contact should be undertaken not only with landowners but also with affected stakeholders.</p> <p>33. The Panel agreed to provide a list of affected stakeholders.</p> <p>34. JG suggested that landowners and affected parties should be notified 6 weeks before the public dissemination of the AMP.</p> <p>35. The Chair noted that the AMP should be disseminated publicly in September and landowners and affected parties should be notified in the meantime.</p>	

Item	Title	Action/ Owner
	<p>Action/s:</p> <ul style="list-style-type: none"> • DE to contact landowners and affected stakeholders • Panel members to provide to DE a list of affected stakeholders 	<p>DE All</p>
<p>G.</p>	<p>AMP Prioritisation Matrix</p> <p>36. DE gave a presentation on the scores of the AMP prioritisation matrix and Stage 5 of the AMP. She outlined the delivery of Stage 5 and the AMP overall project scores.</p> <p>37. It was agreed to change the title of the ‘mitigation category’ column of the prioritisation matrix to ‘level of harm’.</p> <p>38. She noted that LDA have £15,000 allocated for Stage 5 to develop some of the projects further. She explained that LDA will advise what is deliverable within the budget, if complex projects are chosen then less than 5 projects might have to be taken forward.</p> <p>39. She stated that the 5 highest scoring projects are the Western Valley Slopes, Broadwater Area, HOAC, Harefield Moor and Tilehouse Lane Woods. This scoring is an overall project score and does not take into consideration timelines, certainty over HS2 works and feasibility.</p> <p>40. JF advised that the bio-diversity effects of the Western Valley Slopes project might not be realised due to construction effects of HS2. She noted that HS2 Ltd will also restore and provide mitigation for the Western Valley Slopes.</p> <p>41. JF suggested that improvements to access and signage for the Colne Valley Regional Park should be focused on as these are elements that won’t be provided by HS2 Ltd.</p> <p>42. DE advised that Stage 5 focuses on how the remaining budget for LDA is best spent to develop designs further but chosen projects will not be the only projects delivered as part of the £3 million.</p> <p>43. JF advised that she had created a design for the Western Valley Slopes and commenced a costing exercise for the project. She agreed to circulate the conceptual ideas to the Panel.</p> <p>44. TD noted that ecological improvements to the park are equally as important as access and signage.</p> <p>45. The Chair stated that any one of the AMP projects could be developed in the future.</p> <p>46. JF advised that the projects outside Act limits should be developed in Stage 5 as HS2 Ltd will provide mitigation within Act limits.</p> <p>47. JG noted that a portion of the £3m fund could be allocated for projects that could be developed in the future.</p> <p>48. DE stated that LDA could further develop elements of AMP projects for immediate implementation and parts of the fund could be saved for future projects.</p> <p>49. JG noted that work needs to be done to develop recreational routes for the top 3 projects.</p> <p>50. PS highlighted that access is a top score in all the projects and LDA could work on improving defragmentation.</p> <p>51. IT noted that the Harefield Moor and New Years Green projects are dependent on the construction of and mitigation provided by HS2 Ltd.</p> <p>52. IT suggested that the Panel could provide resources at a lower cost.</p>	

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	<p>53. TD advised that workshops could be held to share knowledge with LDA and existing records could be utilised.</p> <p>54. The Chair noted that past workshops have been productive and two thematic workshops on ecology and access could be organised.</p> <p>55. JC advised that it would be good idea to ask LDA to develop a high level plan for the Western Valley Slopes design, based on the work done by JF.</p> <p>56. The Chair summarised that the Panel had decided to organise two thematic workshops. He also noted that the Panel had agreed to ask LDA to further develop the Broadwater Lake and Tilehouse Woods projects in Stage 5. He further noted that the Panel had also agreed to ask LDA to develop a high level plan for the Western Valley Slopes. HOAC and Harefield Moor will not be delivered as part of Stage 5 due to remaining uncertainties over extent of HS2 works.</p> <p>57. DE noted that LDA could take 2-3 months to complete Stage 5 and two workshops will be arranged before the next Panel meeting.</p> <p>58. TD noted that information from the record centres will need to be acquired before the workshops.</p> <p>59. DE agreed to circulate the invites for the workshops and asked the Panel members to attend the workshops that are applicable to them.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • JF to circulate the Western Valley Slopes design to the Panel • DE to organize two thematic workshops 	<p>JF DE</p>
<p>H.</p>	<p>AOB</p> <p>60. JF noted that the Panel will comment on MWCC works. She queried the amount that has been put aside for mitigation.</p> <p>61. ED confirmed that HS2 Ltd will only provide the mitigation within Act limits that is required in the ES and any additional mitigation will come out of the £3m fund.</p> <p>62. DE stated that the Colne Valley Festival would be a good opportunity to promote the work of the Panel. The Panel agreed that DE could attend the festival to promote the work of the Panel.</p> <p>63. DE also agreed to attend a festival taking place in Three Rivers.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • None <p>Items to be added to agenda for future meetings:</p> <ul style="list-style-type: none"> • Update on thematic workshops • Future of the Panel 	

Next meeting: 18 July 2017, from 10.30am. Venue: South Bucks District Council Office, Capswood, Oxford Road, Denham