

MEETING MINUTES

HS2 Colne Valley Regional Park Panel

Meeting Date / Time:	22 November 2017
Meeting Location:	South Bucks District Council Office, Capswood, Oxford Road, Denham
Meeting Type:	Panel Meeting #17
Organisations in Attendance:	Buckinghamshire County Council (BCC), Chiltern District Council (CDC), 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, London Wildlife Trust, Natural England

Attendees:	Title, Organisation
Ben Robinson (BR)	Principle Planner, CDC and SBDC
Daniela Eigner (DE)	Programme Manager, Groundwork South
Ian Thynne (IT)	Principal Environmental Officer, LBH
Ifath Nawaz (IN)	Project Solicitor and Manager, CDC and SBDC
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, High Speed 2 Ltd
Katherine Frost (KF)	Sustainable Projects Officer, TRDC
Martin Knight (MK)	Knight Architects
Mathew Frith (MF)	Director of Conservation, LWT
Piotr Behnke (PB)	Lead Advisor, Natural England
Sarah-Jane Scott (SS)	Biodiversity Technical Specialist, Environment Agency
Sarah Armstrong-Stacey (SA)	HS2 Senior Advisor, Natural England
Stewart Pomeroy (SP)	Colne Valley Managing Agent, Groundwork / CVP CIC
Tom Day (TD)	Head of Living Landscapes, HMWT
Apologies:	Julia Carey, Ella Davies, Steve Fancourt, Caroline Hutson, Ricardo Arroyo, Richard Bennett

Item	Title	Action/ Owner
A.	Welcome and Introductions 1. MK explained that he we will be attending Panel meetings for continuity of the independent design panel as technical advisor to the Panel.	

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	2. SA explained that her and PB are taking over from Josie Allen and will attend Panel meetings on behalf of Natural England.	
B.	<p>Review minutes and actions of meeting #16 – September 2017</p> <p>3. JF asked whether Align received the specimen design at the award of contract or with further delay at the end of September. JW explained that this would not affect Align’s capability to incorporate the specimen design into the actual viaduct design.</p> <p>4. Panel members raised concerns that the viaduct specimen design has still not been released into the public domain. BR stated that this would prevent local authorities from considering the specimen design report when reviewing Schedule 17 applications. The Panel has requested that HS2 Ltd make the specimen design report public.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • HS2 Ltd to confirm when the HS2 viaduct specimen design report will be made public. 	HS2 Ltd
C.	<p>Chair’s Update</p> <p>5. JB explained that SBDC has agreed to continue carrying out their role as budget holder and will be the commissioning authority for the Additional Mitigation Plan budget.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • None 	
D.	<p>HS2 Ltd Updates</p> <p>6. JW updated on HS2 works in the Colne Valley for the next 6 months and what kind of Schedule 17 applications will be sought from the local planning authorities.</p> <p>7. The MWCC has organized a site visit to the Colne Valley Regional Park together with Panel members. This will take place end of November 2017.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • Post note - HS2 Ltd to report back on the no-net loss calculation and update on the deficit within the Colne Valley at the next Panel meeting. 	HS2 Ltd
E.	<p>Additional Mitigation Plan</p> <p><i>AMP publication</i></p> <p>8. DE informed the Panel that the AMP is now publicly available and can be downloaded via the Government website.</p>	

Item	Title	Action/ Owner
	<p>9. DE advised that the Panel newsletter will be sent out to stakeholders listed within the Communications strategy and anyone who signed up to the mailing list during the public exhibitions in February 2018.</p> <p><i>AMP shortlisted projects update</i></p> <p>10. JB explained that the Panel is now moving forward to the early delivery phase of AMP projects. The Panel agreed that a voting system should be used to approve or reject AMP proposals and that the majority would be anything above 50% support by the Panel members.</p> <p>11. IN stated that Chilterns and South Bucks District Council would be willing to continue their role as budget holder for the Panel’s administration budget and the £3 million AMP budget. IN will send out a short paper to the Panel suggesting a way forward for the governance of the AMP budget. This paper will be circulated before the next Panel meeting.</p> <p>12. IN also pointed out the importance of following good governance on the selection of projects to move forward with and that any conflicts of interest should be recorded and the parties could remain and not vote or leave the room. The Panel agreed to this approach.</p> <p>13. The Panel agreed that each panel member had only 1 vote and anyone who abstained from the vote would have to declare their conflict of interest at the start of the vote and specify which organisation they are representing.</p> <p>14. Project 1 – Broadwater Lake</p> <ul style="list-style-type: none"> • TD explained that Broadwater Lake (Project 1) is still to be developed and that there has been close engagement with the landowner to discuss the relocation and extension of the existing nature reserve. <p>15. Project 2 – Tilehouse Lane Woods area</p> <ul style="list-style-type: none"> • DE provided an update on Project 2 Tilehouse Lane Woods. A workshop was held on 6th October to discuss the details and schedule of works for this project. SP presented on the first phase of works required for delivery. The Panel approved £ 6,243 of the AMP budget to carry out the first phase of works in 2018. <p>16. Project 6 – Western Valley Slopes</p> <ul style="list-style-type: none"> • DE provided an update on Project 6 Western Valley Slopes. A workshop was held on 31st October and the sub-group has since drawn up a recommendations report. The report is still a draft but DE explained that the intention is to formally sign off the report at the next Panel meeting. 	<p>DE</p>

Item	Title	Action/ Owner
	<p>17. Project 9 – Recreational Routes</p> <ul style="list-style-type: none"> • DE provided an update on Project 9 Recreational Routes. Since the last workshop in July, the sub group has worked up a set of recommendations for HS2 and for AMP sub-projects. The Panel approved £14,587 of the AMP budget for improvements to Colne Valley Trail. There is an opportunity for a Heritage Lottery Fund (HLF) match-funding contribution of £ 21,881, resulting in a total project value of £ 36,468. • The Panel approved another AMP sub-project to improve a key access route from Uxbridge to the Colne Valley Regional Park (DEN/21/2). The Panel approved £17,192 of the AMP budget. There is an opportunity for HLF match-funding contributions of £ 25,786 (HLF 'Improving the Interface between Town & Country' project), resulting in a total project value of £42,978. <p>18. Project 14 – Wildlife Improvements</p> <ul style="list-style-type: none"> • DE provided an update on the Project 14 Wildlife Improvements workshop, which took place on 31st October. The sub-group has since worked up some AMP sub-proposals. • TD presented on the 'water vole' sub proposal. The Panel approved £232,173 of the AMP budget for the delivery of the project. This approved amount is divided between: <ul style="list-style-type: none"> 1) The core water vole element, which will be £49,082 of the AMP budget and an opportunity for HLF match-funding contributions of £73,622. 2) The angling and nature conservation element, which will be £38,988 of the AMP budget and an opportunity for HLF match-funding contributions of £58,482. 3) An additional water vole element to achieve added benefits for water voles. This element will be funded solely by the AMP budget and totals £144,103. <p>This would result in a total project value of £364,277.</p> • SS presented on the bat sub proposal. The Panel approved £117,480 of the AMP budget for the deliver of this project. 	

AMP Projects	Sub-proposal	Abstentions	AMP cost	Match-funding	Total value
AMP SHORTLISTED PROJECTS					
Project 2 Tilehouse Lane Woods Area	Project Phase 1	Full Panel member support excluding 1 abstained due to Conflict of Interest (CIC)	£6,243		£ 6,243
Project 9 Recreational Routes	Colne Valley Trail signage	Full Panel member support excluding 2 abstained due to Conflict of Interest (CIC, TRDC)	£14,587	£21,881	£ 36,468
	Uxbridge access to the Park	Full Panel member support excluding 2 abstained due to Conflict of Interest (LWT, TRDC)	£17,192	£25,786	£ 42,978
Project 14 Wildlife improvements	Water Voles	Full Panel member support excluding 3 abstained due to Conflict of Interest (HMWT, LWT, TRDC)	£232,173	£132,104	£ 364,277
	Bat proposal	Full Panel member support excluding 2 abstained due to Conflict of Interest (HMWT, TRDC)	£117,480		£ 117,480
			£ 387,675	£ 179,771	£ 567,446

Note: TRDC decided to abstain as KF wanted to seek clarification on whether any of the land is under TRDC ownership.

Match-funding opportunities for other AMP projects

19. DE explained that the AMP budget will not be sufficient to deliver all AMP projects. The Panel has been asked to consider match-funding opportunities as and when they arise.
20. DE stated that The Heritage Lottery Fund Stage 2 Application for the Colne Valley will be submitted in February 2018; if the Panel wants to make us of this opportunity for match-funding including projects that are within the AMP but not shortlisted, the Panel would have to reach agreement at this meeting.
21. Panel members were asked to consider HLF match-funding opportunities where there is a direct link with AMP projects.
22. JF stated that the proposals will need to ensure that there is consistent branding across the projects (signage, etc.). The Panel asked for confirmation whether HLF signage/interpretation boards will show that they have been match-funded by with the Colne Valley Regional Park Panel.
23. The Panel would like the HLF officer to confirm the reporting procedure for all projects.
24. Project 3 Harefield Moor
 - This project is aimed at delivering the Denham Quarry element of AMP project 3 'Harefield Moor'. Improvement to the recreational area and bringing the site into positive management including improvements to wildlife. The Panel approved £ 11,856 of the AMP budget to deliver this project. There is an opportunity for a HLF match-funding contribution ('Positive management') of £17,784, resulting in a total project value of £29,640.
25. Project 8 Access Points, Wayfinding & Signage
 - Connecting villages with the countryside - improving accessibility and strategic connections taking into account the needs of residents – enhancing routes from local villages into the Colne Valley countryside. The Panel approved £17,280 of the AMP budget. There is an opportunity for a HLF match-funding contribution ('Your Town/Village in the Colne Valley) of £25,920, resulting in a total project value of £43,200.
 - Gateways to the Park – Improving 2 gateways to the Park, Batchworth Lock Centre, Rickmansworth and Colne Valley Park Visitor centre, Denham. The Panel approved £15,340 of the AMP budget. There is an opportunity for a HLF match-funding contribution ('Bridge to the Country') of £23,010, resulting in a total project value of £38,350.
 - River Signage - Providing information on the names of local rivers across the Regional Park so that local people can get their bearings and celebrate the wetland landscape around them. The Panel approved £3,888 of the AMP budget. There is an opportunity for a HLF match-funding contribution ('River Signage') of £5,832, resulting in a total project value of £9,720.

26. Project 10 Multimedia

- Opportunity to produce a map-based vision which identifies future partnership working, areas requiring protection and areas where there is opportunity for enhancement in the Colne Valley. The Panel approved £9,826 of the AMP budget. There is an opportunity for a HLF match-funding contribution ('Spatial Vision') of £14,738, resulting in a total project value of £24,564.
- TD and JG stated that there is great value in working up a spatial vision as it can help authorities in the future to defend the value of the Park when developments are being proposed.

27. Project 11 Views

- Creation of new viewpoints or enhancement to existing viewpoints. The Panel approved £14,715 of the AMP budget. There is an opportunity for a HLF match-funding contribution ('Windows to the Valley') of £22,072, resulting in a total project value of £36,787.
- TD requested that the wildlife trusts are considered on the scheme and that there is minimum ecological disturbance. The project will also need to consider that ecological connectivity is not lost.
- The Panel would like to explore the opportunity to recycle trees for art, countryside furniture or signage. Unnecessary removal of trees needs to be avoided including any other ecological cost as a result of this project. A link should be made to other AMP projects where possible.

28. Project 13 Local Community Engagement

- Walks through a changing landscape - actively engaging local people with the countryside, involving volunteers and running public events highlighting the Colne Valley' special landscape. The Panel approved £8,489 of the AMP budget. There is an opportunity for a HLF match-funding contribution ('Walks Through a Changing Landscape') of £12,734, resulting in a total project value of £21,223.
- Events throughout the Colne Valley – public and educational events including events for under-represented groups and the wider public in the Colne Valley. The Panel approved £21,228 of the AMP budget. There is an opportunity for a HLF match-funding contribution ('Events flowing through the Colne') of £31,841, resulting in a total project value of £53,069.
- Supporting Nature Conservation Groups - working with local groups to engage with the countryside and working with volunteers. The Panel approved £6,995 of the AMP budget. There is an opportunity for a HLF match-funding contribution ('Nature Conservation Group Support') of £10,493, resulting in a total project value of £17,488. MF asked for more details from HLF re: who will be included under the umbrella of 'nature

conservation groups’.

- JF and JG requested that as part of the ‘Supporting Nature Conservation Groups’ project, there should be 1 of the volunteer weeks more focused on families and engagement with younger volunteers and schools.
- JG stated that all workshops and events being created should be coordinated amongst the different projects to avoid any oversaturation and to coordinate efficiently amongst the projects.
- There should also be consideration on what events HS2 are organising and whether there is any overlap or requirement to coordinate AMP/HLF events with HS2 events.

29. Project 14 Wildlife Improvements

- Project to control invasive, non-native plant species within Colne Valley Regional Park through landowner and community engagement. The Panel approved £12,469 of the AMP budget. There is an opportunity for a HLF match-funding contribution (‘Invasive Species’) of £18,704, resulting in a total project value of £31,173.
- MF requested that this project should include the production of a plan for future engagement and management.

30. DE summarised that in total, the Panel approved £509,761 of the AMP budget including both shortlisted and other AMP projects. Including match-funding contributions, this could lift the overall value to £872,660.

31. JB explained that the Panel should consider keeping £300k of the total AMP budget as contingency.

32. JG asked that all AMP projects should make sure that there is not an over abundance of different leaflets and that all leaflets should be in consultation with organisation who may already have printed leaflets on different issues. The Panel would like whether there are opportunities to work with schools on leaflet designs and to use local suppliers to print leaflets.

AMP Projects	Sub-proposal	Abstentions	AMP cost	Match-funding	Total value
AMP OTHER PROJECTS					
Project 3 Harefield Moor	Denham Quarry	Full Panel member support	£11,856	£17,784	£ 29,640
Project 8 Access Points, Wayfinding & Signage	Connecting villages with the countryside	Full Panel member support	£17,280	£25,920	£ 43,200
	Gateways to the Park	Full Panel member support	£15,340	£23,010	£ 38,350
	River signage	Full Panel member support	£3,888	£5,832	£ 9,720
Project 10 Multimedia	Spatial Vision	Full Panel member support excluding 3 abstained due to Conflict of Interest (CIC, NE, TRDC)	£9,826	£14,738	£ 24,564
Project 11 Views	Views	Full Panel member support	£14,715	£22,072	£ 36,787
Project 13 Local Community Engagement	Walks through a Changing landscape	Full Panel member support	£8,489	£12,734	£ 21,223
	Events throughout the Colne Valley	Full Panel member support	£21,228	£31,841	£ 53,069
	Supporting Nature Conservation Groups	Full Panel member support	£6,995	£10,493	£ 17,488
Project 14 Wildlife Improvements	Control of invasive, non-native species	Full Panel member support	£12,469	£18,704	£ 31,173
			£ 122,086	£ 183,128	£ 305,214

	<p><u>Action/s:</u></p> <ul style="list-style-type: none"> • DE to send out Panel newsletter to stakeholders and the public. • Panel members to sign off the ‘Western Valley Slopes recommendations report’ at the next Panel meeting. Workshop to be set up with the Main Works Contractor in January. • Governance process and financing of AMP budget to be discussed at next Panel meeting. • IN to prepare a paper to explain Chiltern/South Bucks District Council’s governance procedure as the AMP budget holder. Paper to be discussed at the next Panel meeting. • HS2 Ltd to confirm whether any of the timber wood felled during construction could be re-used as part of AMP projects. • DE to forward Panel members any new AMP proposals well ahead of January meeting. Panel members to send any new proposals to DE by mid-December. • HLF officer to confirm that Panel’s requests can be accommodated within the HLF scheme and to provide clarification on outstanding queries. 	<p>DE</p> <p>All</p> <p>IN</p> <p>HS2Ltd</p> <p>All/DE</p>
<p>F.</p>	<p>Future of the Panel</p> <p>33. JB stated that the future of the Panel post March 2018 still needs to be finalised and will need to be discussed at the next Panel meeting. The Panel expressed concern that this still has not been resolved and would like a decision being made at the January meeting.</p> <p>34. The future of the Panel, the costs of running the Panel and how the Panel and the PM/Independent Chair posts will be funded will be raised at the next Panel meeting.</p> <p>35. JB asked the Panel to consider which organisations should represent the Panel at steering groups moving forward.</p> <p>36. JF stated that the Panel needs to continue not only for the AMP but also for pre-app engagement on Schedule 17 applications and influencing HS2’s designs.</p> <p><u>Action/s:</u></p> <ul style="list-style-type: none"> • JB and DE to set up a meeting with ED to discuss the governance of the Panel and AMP budget. 	<p>Chair/D E</p>

	<ul style="list-style-type: none"> • HS2 Ltd to address Panel's concerns for future of the Panel post March 2018 and provide a solution on how Panel will be managed. 	HS2 Ltd
G.	<p>AOB</p> <p>37. SP raised concerns that the Woodland Fund only mentions the planting of new woodland and restoration of PAWS but not the management of existing ancient woodland. This means that existing ancient woodlands within 25 metres of the route are not eligible but new plantings and PAWS sites up to 25 miles away will be. SP asked whether there is scope for this to be addressed in the next funding round.</p>	HS2 Ltd

Next meeting: 17 January 2018, from 10.30am. Venue: South Bucks District Council Office, Capswood, Oxford Road, Denham