

MEETING MINUTES

HS2 Colne Valley Regional Park Panel

Meeting Date / Time:	26 March 2018
Meeting Location:	South Bucks District Council Office, Capswood, Oxford Road, Denham
Meeting Type:	Panel Meeting #19
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), South Bucks District Council (SBDC), Three Rivers District Council (TRDC), HS2 Ltd, Natural England, Environment Agency, Align JV, SCS JV, London Wildlife Trust (LWT)

Attendees:	Title, Organisation
Daniela Eigner (DE)	Programme Manager, CVRPP
Ifath Nawaz (IN)	Project Solicitor and Manager, SBDC and CDC
Jane Griffin (JG)	Principal Planner, SBDC
Jenny Foster (JF)	Senior Planning Officer, HCC
Jim Barclay (JB)	Independent Chair
Stewart Pomeroy (SP)	Colne Valley Managing Agent, CVP CIC
Tom Day (TD)	Head of Living Landscapes, HMWT
Ben Robinson (BR)	Principal Planner, CDC
Richard Bennett (RB)	Canal & River Trust
Jackie Copcutt (JC)	Senior Project Manager, BCC
Piotr Behnke (PB)	Lead Advisor, Natural England
Ella Davies (ED)	Interface Manager, HS2 Ltd
Robert Howard (RH)	Landscape Manager, HS2 Ltd
Matthew Edgar (ME)	Stakeholder Manager, SCS JV
Mathew Frith (MF)	Director of Conservation, LWT
Tony Burton (TB)	Independent Design Panel member
Apologies:	James Boag, David Eve, Ian Thynne

Item	Title	Action/ Owner
A.	Welcome and Introductions	
B.	<p>Review minutes and actions of meeting #18 – January 2018</p> <p>1. SP requested that ‘Groundwork South’ was removed from the attendee lists as he is not representing Groundwork South at CVRPP meetings.</p> <p>Action/s:</p> <ul style="list-style-type: none"> ED to remove ‘Groundwork South’ from previous minutes. 	ED
C.	Panel engagement on viaduct design	

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	<p>2. JF asked if the Colne Valley viaduct engagement events held by HS2 had asked attendees to rank AMP projects. ED stated that this was not the case to her knowledge but would confirm.</p> <p>3. ED outlined Align’s planned programme of engagement with the Panel over the next six months. Align intends to share the results of the engagement and a final slide set of viaduct visualisations with the Panel, to hold a final workshop and subsequently to seek any formal comment Panel members wish to provide.</p> <p>4. David Eve (Align) will provide a programme to the Panel in due course.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • ED to confirm content of engagement event questionnaires. <i>Post-meeting note: DE confirmed by email to the Panel that the questionnaires did not invite people to rank AMP projects.</i> • David Eve to circulate summary of exhibition report. 	
D.	<p>Design Panel update</p> <p>5. TB provided an update on the Independent Design Panel’s work. He highlighted some of their outstanding issues on the viaduct design, including noise barrier dependencies.</p> <p>6. TB asked if the Panel could provide an indication of their position before the next Independent Design Panel meeting on 10 April. DE to draft a list and circulate to Panel members for comment. JB will use this to present to the Independent Design Panel on 10 April.</p> <p>7. TB left the meeting following this agenda item.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • DE to draft a list of outstanding comments on the viaduct design and circulate to Panel members for comment. 	DE
E.	<p>HS2 Ltd update</p> <p>8. ED gave a brief update of works and stakeholder meetings in the Colne Valley.</p> <p>9. ME introduced himself to the Panel as Stakeholder Manager for SCS JV, leading on CVRPP engagement and AMP support. ME and DE to set up workshops to discuss recreational routes and New Years Green sustainable placement site.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • ED to circulate ME details • ME and DE to set up workshops to discuss recreational routes and New Years Green sustainable placement site. 	ED DE/ME
F.	<p>Future of Panel and resources</p> <p>10. The paper on the future of the Panel, drafted by JB, IN and ED was discussed. The recommendations were noted and approved after amendment to the funding of the Programme Manager post.</p>	

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	<p>11. Some Panel members expressed concerns with funding the Programme Manager post from the £3m fund. It was agreed that the priority would be to avoid any calls for the Programme Manager post from the £3m. It was agreed that only AMP project specific revenue and project management costs incurred by Panel members could be considered for funding from the £3m. This would need to be clearly identified and shown in the business case documentation.</p> <p>12. ED and IN confirmed that the £5,000 administrative fund for management of the AMP consultant (LDA) funding agreement with SBDC is evidenced by timesheets submitted by the Council. This sits outside the £300,000 admin budget.</p> <p>13. The Panel agreed to fund only one person to attend from each Panel member organisation in future.</p> <p>14. The Panel agreed to hold quarterly meetings in 2018/19.</p> <p>15. The Panel agreed that project management and legal costs associated with each project should be identified in the budget of that project.</p> <p>16. The Panel agreed to invoice AMP Stage 5 work directly to SBDC while there is surplus in the AMP fund originally allocated to LDA.</p> <p>17. JB proposed that the future membership of the Panel beyond March 2019 should be discussed in September 2018 in order that post April 2019, and in the absence of an independent chair, the extant Panel would be able to function effectively.</p> <p>18. The Panel agreed that the Programme Manager post would be funded for an additional 12 months up to July 2019 from the remaining Consultancy and Admin budget.</p> <p>19. SP identified that there would be opportunities to combine the post with CIC's resource requirements on other projects e.g. Heathrow, Southern Rail Access to Heathrow.</p> <p>20. IN to demonstrate SBDC spend as commissioning authority to Panel in September 2018 and to amend expenditure projections according to this review.</p> <p>Action/s:</p> <ul style="list-style-type: none"> To note the change in funding only one attendee from each organisation 	
G.	<p>AMP update</p> <p><i>AMP governance templates (Heads of Terms / Business case)</i></p> <p>21. The Panel approved the AMP governance templates but requested that the Heads of Terms template includes a section on publicity. The Panel agreed that all press releases, promotion of the project or any other publicity material produced before, during or after the project must make reference to the CVRPP.</p> <p>22. JF will obtain legal review from Herts CC and will respond to DE in due course.</p> <p>23. The Panel discussed whether AMP projects should have contingency included in the proposals or not. TD stated that this had not been done for the wildlife projects. The Panel agreed that there should not be a contingency allowance included in individual AMP projects. The Panel will continue to hold £300,000 from the £3m for general contingency.</p>	

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	<p>24. DE to circulate funding agreement and updates to templates.</p> <p><i>AMP budget update and look ahead</i></p> <p>25. JF raised the potential northern gateway project for up to £500,000 that would cover multiple AMP projects.</p> <p>26. DE requested that the Panel should consider a high level cost allocation for all AMP projects by the end of August 2018.</p> <p><i>Project 1 'Broadwater Lake' update</i></p> <p>27. TD gave a report on the Broadwater Lake project. Following a meeting with the Broadwater Sailing Club, the restoration proposal for the lake has been updated to ensure viability of future sailing use alongside ecology proposals. TD confirmed no concerns raised by Tarmac on the altered plans.</p> <p><i>Project 9 'Recreational Routes' – Grand Union Canal towpath sub-proposal</i></p> <p>28. RB presented the latest position on the GUC towpath sub-proposal. It was agreed to look further at scope, scale and third party funding in the recreational routes sub-group.</p> <p><i>Project 14 'Wildlife Improvements' – Bats sub-proposal</i></p> <p>29. The Panel agreed to ringfence the £30,000 habitat creation fund within the Bats project to within the Colne Valley Regional Park in accordance with the terms of reference of the Panel and AMP.</p> <p>30. The Panel agreed that a maintenance period would need to be agreed.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • DE to circulate funding agreement and updates to templates • DE and RB to arrange a follow-up meeting to discuss Project 9 Grand Union Canal towpath sub-proposal. 	<p>DE DE/RB</p>
H.	<p>Meeting schedule</p> <p>31. The Panel agreed to hold quarterly meetings through 2018/19. DE and IN to agree dates.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • DE and IN to agree dates for future meetings. 	<p>DE/IN</p>
I.	<p>AOB</p> <p>32. JB noted that Martin Knight had stepped down from the Panel.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • No actions 	

Next meeting: TBC.