

MEETING MINUTES

HS2 Chilterns AONB Review Group

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| Meeting Date / Time: | 09 September 2016 |
| Meeting Location: | Chiltern District Council, King George V House, King George V Road, Amersham, Bucks, HP6 5 AW. |
| Meeting Type: | Review Group Meeting #4 |
| Organisations in Attendance: | Aylesbury Vale District Council (AVDC), Buckinghamshire County Council (BCC), Chilterns Conservation Board (CCB), Chilterns District Council (CDC), Department for Transport (DfT), Natural England (NE), Wycombe District Council (WDC) & HS2 Ltd |

| Attendees: | Title, Organisation |
|-------------------------|---|
| Adam Wallace | Natural England |
| Christoph Brintup | Landscape Design Technical Lead, HS2 Ltd |
| James Gasson-Hargreaves | Senior Interface Manager, HS2 Ltd |
| Jerry Unsworth | Consultant, Wycombe District Council |
| John Woodhouse | HS2 Ltd |
| Jonathon Bellars | Aylesbury Vale District Council (AVDC) |
| Kath Daly | Chilterns Conservation Board (CCB) |
| Liz Bingham | Natural England |
| Neil Jackson | Chilterns Conservation Board (CCB) |
| Phil King | Senior Town Planning Manager, HS2 Ltd |
| Sebastian Jew | Interface Manager (Central C2), HS2 Ltd |
| Simon Gray | Chiltern District Council (CDC) |
| Simon Newell | Buckinghamshire County Council |
| Steve Fancourt | Rural Landscape Manager, HS2 Ltd |
| Thomas Fitzgerald | Buckinghamshire County Council |
| Umran Nazir | Chair, Department for Transport (DfT) |
| Apologies: | Catherine Murray (CDC), Jackie Copcutt (BCC), Kathleen Covill (NE), Katrina White (HS2) |

| Item | Title | Action/Owner |
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| A. | Introductions | |
| B. | <p>Review of Minutes and Actions</p> <p>1. One emailed comment received on minutes to be incorporated before being recirculated for final approval and then published</p> <p>Action/s:</p> <ul style="list-style-type: none"> Action 5 regarding sharing of technical documents. The group requested that broad dates be put against these so they can plan resource on | |

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| | <p>reading and reviewing. HS2 Ltd agreed to this and also agreed to produce a forward plan that brings together the various work streams on a plan for the group to use as a reference document.</p> <ul style="list-style-type: none"> Action 28 regarding attendance from the HS2 Design Panel. HS2 Ltd had not progressed this and the Group would like a member to attend at least one AONB Group meeting. HS2 to progress and advise. | <p>HS2 Ltd</p> <p>HS2 Ltd</p> |
| C. | <p>Project Officer – Job Description</p> <p>2. CCB tabled the Job Description and explained the details and rational behind it. It was agreed the role would be recruited and managed by CCB with input from the Group as necessary. There was discussion that the management style would need to be agreed given the number of member organisations in the Group.</p> <p>3. It was confirmed that funding would be provided by HS2 Ltd and that the funding would be available for 2 years from the time of appointment. HS2 Ltd is seeking to have funds available by the end of October.</p> <p><u>Action/s:</u></p> <ul style="list-style-type: none"> No action/s to note | |
| D. | <p>Update from Focus Group meeting #1</p> <p>4. An update was provided on first meeting of the Focus Group who are now meeting between the main Group to develop work on the Design Objectives.</p> <p>5. A first draft of the Objectives had been circulated to the Group and HS2 Ltd for comment. HS2 Ltd raised some concerns with these and would need to discuss with relevant technical colleagues within the organisation before responding formally.</p> <p><u>Action/s:</u></p> <ul style="list-style-type: none"> It was agreed that comments would be returned within 2 weeks, with the aim of setting up a meeting with relevant technical colleagues in HS2 Ltd and the Group to discuss, amend and agree wording for the objectives. The Group requested that consolidated Bill plans be updated to include the scheduled works within the AONB and that these be made available for the meetings as a reference plan. | <p>ALL</p> <p>HS2 Ltd</p> |
| E. | <p>Break</p> | |
| F. | <p>Discussion of Project brief for Consultancy Services</p> <p>6. The Group table the first draft of the project brief being prepared to go out to tender for the appointment of consultants to develop the Integration and Enhancement Plan.</p> <p>7. The brief sets out two main work streams:</p> | |

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| | <p>a. To develop objectives that can reasonably be adopted during the detailed design stage by the HS2 main works contractors for the HS2 works within Bill limits. The second being</p> <p>b. To progress work on the Integration and Enhancement plan that would develop proposals to spend the £3m committed by the Secretary of State during the Parliamentary process.</p> <p>8. HS2 Ltd agreed this brief was in line with that provided for the similar panel in the Colne Valley and would provide any specific comments within two weeks.</p> <p>9. There was discussion about the timescales within the brief and whether they were realistically achievable but it was agreed to not amend them at this stage and progress with issuing tenders based on HS2 Ltd seeking to have funds available by the end of October.</p> <p>10. It was agreed Chiltern District Council would be the commissioning authority.</p> <p><u>Action/s:</u></p> <ul style="list-style-type: none"> • No action/s to note | |
| G. | <p>Programme Update</p> <p>11. HS2 Ltd updated on the current position with regards to procurement of contractors. The project is on track to appoint the Early Works Contractors by the end of the year (seeking for end of November). The scope of this work is being finalised and would be shared with the Group as appropriate and where this work is planned within the AONB.</p> <p>12. HS2 Ltd is currently responding to a number of technical queries as a result of the issue of the Invitations to Tender for Main Works Civil Contracts. There will be evaluations taking place throughout Q1 2017 and appointments made for the 9 packages in the summer of 2017.</p> <p>13. HS2 Ltd confirmed that the appointment of the early planting contract had been made and press announcement would be made shortly to advise the public who won the contract.</p> <p><u>Action/s:</u></p> <ul style="list-style-type: none"> • No action/s to note | |
| H. | <p>AOB</p> <p>14. No items raised</p> | |
| I. | <p>Date of Next Meeting</p> <p>15. Next meeting to be held on the ##</p> | |

Next meeting: 21 October 2016 Time: 10.30hrs-13.30hrs, Venue: TBC