

# MEETING MINUTES

## HS2 Chilterns AONB Review Group

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| <b>Meeting Date / Time:</b>         | 21 October 2016  |
| <b>Meeting Location:</b>            | Chiltern District Council Offices  |
| <b>Meeting Type:</b>                | Review Group Meeting #5  |
| <b>Organisations in Attendance:</b> | 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 |

| <b>Attendees:</b>       | <b>Title, Organisation</b>               |
|-------------------------|--|
| Adam Wallace            | Natural England                          |
| Christoph Brintrup      | Landscape Design Technical Lead, HS2 Ltd |
| Jackie Copcutt          | Buckinghamshire County Council (BCC)     |
| James Gasson-Hargreaves | Senior Interface Manager, HS2 Ltd        |
| Jerry Unsworth          | Planning Consultant to SBDC, CDC & WDC   |
| 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)          |
| Steve Fancourt          | Rural Landscape Manager, HS2 Ltd         |
| Dave Buttery            | Chair, Department for Transport (DfT)    |

| <b>Item</b> | <b>Title</b>   | <b>Action/ Owner</b> |
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| <b>A.</b>   | <b>Introductions</b>   |                      |
| <b>B.</b>   | <p><b>Review of Minutes and Actions</b></p> <ol style="list-style-type: none"> <li>1. Jerry Unsworth was added to the attendee list of meeting #4.</li> <li>2. Emailed comments received prior to the meeting were incorporated into the minutes.</li> <li>3. Regarding action #5 from 27/05/16 – HS2 is still working on providing dates to release the technical standards document, and will also inform the group which documents are for comment and which are for information only.</li> <li>4. Regarding action #9 from 27/05/16 – HS2 to provide an indicative programme for Sch 17 applications that are likely sent to Local Authorities throughout 2017/18.</li> <li>5. Regarding action #17 from 27/05/16 – HS2 confirmed that Tony Burton would be attending the December meeting of the AONB Review Group to represent the independent Design Panel. The Group would like TB to be given an agenda item at the December meeting to brief on the work of the Design Panel. The</li> </ol> |                      |

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|      | <p>group noted this was a good opportunity to be updated on the work of the HS2 Design Panel and align both visions.</p> <p>6. The Group noted that TB was attending a tour of the Chilterns with the Chilterns Conservation Board on 31/10/16 and HS2 would not be present.</p> <p><b>Action/s:</b></p> <ul style="list-style-type: none"> <li>Group to send HS2 questions for TB in advance of meeting.</li> </ul>   |                  |
| C.   | <p><b>Terms of Reference (ToR) and Memorandum of Understanding (MOU)</b></p> <p><u>MOUs</u></p> <p>7. HS2 Ltd updated on MOUs. 2 x signed hardcopies are required to be sent to HS2 Ltd, one to be kept on file and one to be signed and returned to the other party. Upon signed versions being complete a purchase order # will be issued.</p> <p><u>ToRs</u></p> <p>8. The group discussed the wording within the Landscape Design Approach (LDA). Amendments have been made to include definitions to 'enhancement' &amp; 'integration'. However the group has been requesting that the terminology of the wording used under the 'purpose' reflect that as written in the draft version of the Landscape Design Approach which was issued to the group in April.</p> <p>9. HS2 Ltd stated that the published LDA is the project's committed position, and that the ToR of the group should be reflective of the Assurances offered by the Secretary of State that were the basis of the AONB Group being formed.</p> <p>10. The Chair suggested that if the group were not happy with this position they could write formally to HS2 Ltd as the matter had been discussed at a number of meetings now without satisfactory closure.</p> <p><b>Action/s:</b></p> <ul style="list-style-type: none"> <li>No action/s to note</li> </ul> |                  |
| D.   | <p><b>Bridge Design Requirements (BDR) and Landscape Design Approach (LDA)</b></p> <p>11. HS2 Ltd advised that the comments received on the BDR were being considered and that a formal response would be forthcoming by mid-November. HS2 Ltd intend to publish a revised version of the BDR by the end of the year.</p> <p>12. The Group requested a formal response to each of the comments raised on the LDA.</p> <p><b>Action/s:</b></p> <ul style="list-style-type: none"> <li>HS2 Ltd to provide a formal response to each of the comments raised on the LDA</li> </ul>   | HS2 Ltd          |

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| E.   | <p><b>Programme Manager – Appointment Update</b></p> <p>13. CCB advised the group that a draft funding Agreement had been received the day prior to the meeting. The initial position is that, as written, there would be too much liability on CCB to take on the role of appointing the Programme Manager and the draft Agreement should be amended to reduce liability.</p> <p>14. CCB are to provide comments and suggestions on relevant sections of the draft Agreement, for HS2 to consider with their legal team to attempt to identify a suitable solution.</p> <p>15. Options to circumvent these concerns were discussed and the members of the group would need to discuss and agree any potential resolution.</p> <p><b>Action/s:</b></p> <ul style="list-style-type: none"> <li>• CCB to comment and suggest areas of concern within draft Agreement</li> <li>• HS2 to consider options for resolution with internal legal team</li> </ul>  | <p>CCB</p> <p>HS2<br/>Ltd</p> |
| F.   | <p><b>CEIP Consultants – update n interviews and appointment</b></p> <p>16. The group was updated on the interviews held on 11 October. Chris Blandford Associates and Land Use Consultants were the two companies invited to interview after a number of others were unable to tender for various reasons.</p> <p>17. After both interviews it was decided that, whilst both capable and employable to meet the task set out in the brief, LUC were a better fit to the visions of the group and would be awarded the contract.</p> <p>18. HS2 Ltd advised that a draft funding Agreement had been sent to CDC for consideration and will await comments on this.</p> <p>19. Discussion took place about when LUC could begin work and it was tentatively agreed that they should attend the group meeting of 2 December to present and introduce initial ideas about the work they will take forward.</p> <p><b>Action/s:</b></p> <ul style="list-style-type: none"> <li>• No action/s to note</li> </ul> |                               |
| G.   | <p><b>Focus Group meeting #2 (taken with agenda item 9 – Design Principles)</b></p> <p>20. The group was updated on the meeting that took place on 6 October when the focus group had what was considered to be a productive session on developing the general Design Principles that the Assurances commit the group/HS2 Ltd to producing.</p> <p>21. There was discussion over one principle that HS2 Ltd could not accept as written and HS2 Ltd committed to taking it away and providing a new form of wording.</p>  |                               |

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|           | <p>22. The Design Principles would then need to be agreed by the project through the internal Governance processes and HS2 Ltd suggested this would take 4-6 weeks.</p> <p><b>Action/s:</b></p> <ul style="list-style-type: none"> <li>• No action/s to note</li> </ul>  |                  |
| <b>H.</b> | <p><b>Future funding agreements and reporting</b></p> <p>23. HS2 Ltd raised a point about reporting on funding. The draft Agreements require the other parties to report on a quarterly basis with regard to spending.</p> <p>24. The group also agreed to discuss the expenditure of the £300,000 admin budget at each meeting once all the MOUs were in place and invoices were received. HS2 noted that MOUs currently need to be returned and PO numbers issued before this can take place.</p> <p>25. There was discussion about the longer term arrangements for the £3m and the governance and admin of this fund. HS2 advised the thought process on this was only just developing and committed to providing an update at the next meeting.</p> <p><b>Action/s:</b></p> <ul style="list-style-type: none"> <li>• No action/s to note</li> </ul> |                  |
| <b>I.</b> | <p><b>AOB</b></p> <p>26. The Group invited Daniela Eigner from the CVRPP to attend the AONB meeting in the New Year.</p> <p>27. The Group to agree dates for next Focus Group meetings and circulate.</p>  |                  |
| <b>J.</b> | <p><b>Date of Next Meeting</b></p> <p>28. Next meeting to be held on the 02 December 2016</p>  |                  |

**Next meeting:** 02 December 2016 Time: 10.30hrs-13.30hrs, Venue: TBC