

MEETING MINUTES

HS2 Chilterns AONB Review Group

Meeting Date / Time:	02 December 2016
Meeting Location:	Chiltern District Council Offices
Meeting Type:	Review Group Meeting #6
Organisations in Attendance:	Buckinghamshire County Council (BCC), Chilterns Conservation Board (CCB), Chilterns District Council (CDC), Department for Transport (DfT), Land Use Consultants, Natural England (NE), Wycombe District Council (WDC), HS2 Design Panel & HS2 Ltd

Attendees:	Title, Organisation
Dave Buttery	Chair, Department for Transport (DfT)
David Green	Landscape Assessment Manager, HS2 Ltd
Jackie Copcutt	Buckinghamshire County Council (BCC)
John Woodhouse	Town Planner, HS2 Ltd
Jerry Unsworth	Planning Consultant to SBDC, CDC & WDC
Kate Ahern	Land Use Consultants
Kath Daly	Chilterns Conservation Board (CCB)
Liz Bingham	Natural England
Phil King	Senior Town Planning Manager, HS2 Ltd
Richard Hannay	Land Use Consultants
Sebastian Jew	Interface Manager (Central C2), HS2 Ltd
Simon Gray	Chiltern District Council (CDC)
Tim Butcher	TBC, HS2 Ltd
Tony Burton	HS2 Design Panel

Item	Title	Action/ Owner
A.	Introductions	
B.	<p>Review of Minutes and Actions</p> <p>1. The group discussed the previous minutes. All amendments sent via email had been incorporated. A request was made to ensure any actions captured in the body of previous minutes were included in the actions section and actions tracker. Subject to those amendments the minutes were agreed.</p> <p>Action/s:</p> <ul style="list-style-type: none"> Ensure all actions from previous meeting are logged in the action tracker 	HS2
C.	<p>Introduction to the HS2 Design Panel</p> <p>2. Tony Burton introduced himself and the role of the HS2 Design Panel. The panel has been running for one year and recently held their first annual</p>	

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	<p>meeting. Its membership includes 40-50 people of various professional backgrounds and the Panel is independent from HS2 Ltd.</p> <p>3. The role of the HS2 Design Panel is not to design the works of the project but to act as a critical friend when reviewing forthcoming design elements.</p> <p>4. The Panel have been key in the development of key HS2 design documents such as the Design Vision and the Landscape Design Approach. It was noted that the Panel had a key role in suggesting changes and additions to these documents which form the principles of the project in design terms.</p> <p>5. The work of the group is normally in workshop and mentoring sessions and recently some of the aspects of the project that have been considered include stations, procurement of the supply chain, passenger experience and the HS2 Landscape Design Approach. The Panel have quarterly meetings with the relevant executive members of HS2 Ltd and DfT.</p> <p>6. There was discussion amongst the Group and TB regarding best ways to ensure the work of the two Panels were linked together and able to influence each other. It was agreed that the Review Group would write to the Design Panel requesting a meeting on site, to be followed by a workshop to discuss ways of collaborative working and the General Design Principles that have been produced by the Review Group.</p> <p>7. The Group also agreed to write to the Chair requesting HS2 Ltd provide a statement about the vision for the design of HS2 works within the AONB. The group want to understand whether HS2 Ltd can take forward any specimen designs for viaducts within the AONB.</p> <p>8. It was agreed that the Project Manager from the Colne Valley Regional Park Panel would be invited to attend the January meeting of the Review Group.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • CCB to write to HS2 Design Panel requesting on site meeting and post meeting workshop. • CCB to write to the AONB Review Group chair requesting a response to the vision of HS2 works within the AONB. • CVRPP Project Manager to be invited to present at AONB Review Group January meeting. 	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>CCB</p> <p>CCB</p> <p>HS2</p>
D.	<p>Introduction to Land Use Consultants</p> <p>9. LUC presented on the scope of the works they have been commissioned to take forward on behalf of the AONB Review Group. The presentation is published alongside these minutes. Topics discussed throughout the presentation included:</p> <ul style="list-style-type: none"> ✓ Scope of project; ✓ Engagement; ✓ Detailed design principles; ✓ Additional projects; ✓ Opportunities; ✓ Assurances given to communities, Local Authorities and representative bodies; ✓ Communications; 	

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	<ul style="list-style-type: none"> ✓ Timeframes; ✓ Landowners. <p>Action/s:</p> <ul style="list-style-type: none"> • HS2 Ltd to provide GIS data for Phase One route 	
E.	<p>Status Updates</p> <p><i>Enabling Works Contractor (EWC)</i></p> <p>10. HS2 Ltd advised that the EWC contractor for the Central Area had recently been appointed. The contractor appointed being a Joint Venture named Fusion JV. The EWC is being set up as a management contract and is currently mobilising and embedding their staff with HS2 Ltd. The scope of the EWC work will be developed over the next 3 months but will mainly focus on ecological mitigation areas, utility diversions, highway works and main compound site clearance.</p> <p>11. HS2 Ltd also provided an update on the Schedule 17 application process. There are likely to only be 2no. applications made to the local planning authorities for the AONB throughout 2017 and these relate to ecological mitigation areas.</p> <p><i>Hybrid Bill</i></p> <p>12. The Chair provided an update of the progress of the Bill through Parliament. The House of Lords concluded hearings from petitioners on 1 December which brought an end to the private sessions in the House. The Committee have advised they will publish their final report before the House rises for Christmas. The Department for Transport will need to consider the report and provide a full response in due course. The Bill then completes the final stages through the House including Third Reading and the Commons consideration of any recommendations made by the Lords. The timing of this is now in the hands of Parliament but the Chair advised Royal Assent is likely to be toward the end of January or the beginning of February.</p> <p><i>Programme Manager Advertising</i></p> <p>13. CCB advised that the advert and Job Description had been published on the Guardian that week and would be open until the first week of January. Interviews are tentatively scheduled for 12 Jan. The funding Agreement required between HS2 Ltd and CCB is still being finalised but was progressing productively.</p> <p><i>Landscape Design Approach</i></p> <p>14. HS2 Ltd had provided a response to the Group in advance of the meeting that outlined its position in relation to the concerns surrounding the LDA as published. HS2 Ltd now consider this issue to be closed.</p> <p><i>Bridge Design Requirements</i></p> <p>15. HS2 Ltd had previously committed to providing an update at the meeting. However, the work being completed to update the BDR and provide responses</p>	

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	<p>to the comments received had not yet been finished and would follow once complete. The action remains on the action log.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • No action/s to note 	
F.	<p>Communications</p> <p>16. The meeting had overrun on timing and it was agreed to pick this topic up in a conference call early in the New Year.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • A telecon to be arrange for January to discuss communications and stakeholder engagement of the Group. 	
G.	<p>AOB</p> <p>17. HS2 Ltd requested that the member organisations attending the meetings put forward their invoices under the MOU, or estimates for fees incurred for attending the meeting. It was stated that there is concern the Group is spending the money available for the administration of the Group quickly. When forecasting spend, the Group was envisaged to meet once every 6 weeks, but this has now become twice, as the Group has established a Focus Group to meet separately. HS2 Ltd has made available MOUs to the member organisations and these have been agreed. The members now need to put forward timesheets in order to establish the level of agreed spend incurred to date.</p> <p>Action/s:</p> <ul style="list-style-type: none"> • Members to submit their invoices/estimates under the MOU 	ALL
H.	<p>Date of Next Meeting</p> <p>18. Next meeting to be held 20 January 2017</p> <p>19. 2017 dates as follows:</p> <ul style="list-style-type: none"> ➤ 20 January 2017, Venue TBC ➤ 03 March 2017, Venue TBC ➤ 28 April 2017, Venue TBC ➤ 09 June 2017, Venue TBC ➤ 21 July 2017, Venue TBC ➤ 06 October 2017, Venue TBC ➤ 17 November 2017, Venue TBC 	

Next meeting: 20 January 2017 Time: 10.30hrs-13.30hrs, Venue: TBC