

MEETING MINUTES

HS2 Chilterns AONB Review Group

Meeting Date / Time:	27 May 2016
Meeting Location:	Aylesbury Vale District Council, The Gateway, Gatehouse Road, Aylesbury, Bucks, HP19 8FF
Meeting Type:	Review Group Meeting #2
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	Area Manager, Natural England (NE)
Catherine Murray	Chilterns District Council (CDC),
Christoph Brintup	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 and CDC
John Woodhouse	Town Planning Manager (Central C1), HS2 Ltd
Jonathon Bellars	Aylesbury Vale District Council (AVDC)
Kath Daly	Chilterns Conservation Board (CCB)
Katrina White	Panel Advisor, HS2 Ltd
Liz Bingham	Natural England (NE)
Neil Jackson	Chilterns Conservation Board (CCB)
Phil King	Senior Town Planning Manager, HS2 Ltd
Sebastian Jew	Interface Manager (Central C2), HS2 Ltd
Steve Fancourt	Rural Landscape Manager, HS2 Ltd
Umrans Nazir	Acting Chair, Department for Transport (DfT)
Apologies:	Dave Buttery, DfT

Item	Title	Action/Owner
A.	Introductions	
B.	Review of Minutes and Actions <ol style="list-style-type: none"> 1. To be able to receive an electronic copy of the Landscape Design Approach (LDA), it was clarified that Group members will need to sign non-disclosure agreements with HS2 Ltd. 2. The LDA is still a working document/ still not complete. 3. The LDA will be finalised Spring 2017 when the main works contractor comes on-board. 4. HS2 intend to publish a version of the LDA shortly but it has to be approved through internal governance first 	

Item	Title	Action/ Owner
	<p>5. The Groups comments on the LDA are welcome (dialogue to start as of 27 May 2016 and continue throughout the year)</p> <p>Action/s:</p> <ul style="list-style-type: none"> • HS2 to consider minor tracked changes to minutes as suggested by Jerry Unsworth in his email. • HS2 record action as per Natural England suggestion (comments from David Collins) • Where possible HS2 to Issue Bridge Design requirements in advance of next meeting (subject to internal approvals and confidentiality documents signed) • Arrange for Tomas Garcia (bridge design expert) or another specialist to attend the next meeting to start discussion on the Bridge Design Requirement document • HS2 to produce a schedule / list of documents the Group could expect to discuss with HS2 over the next 12 months • HS2 to see if able to set up a shared 'dropbox' or SharePoint facility for the Group to be able to access all the relevant documents 	
<p>C.</p>	<p>Terms of Reference Sign off</p> <p>6. Group raise concerns over how it would reach consensus if members were to disagree on any decisions but recognised this was an aim of the group.</p> <p>7. HS2 are supportive of members of the Group meeting outside the scheduled meetings to discuss items further. Members should recognise that these meetings may be outside of the funding agreement although they will be reimbursed for their time so long as it directly relates to the terms of reference of the panel and is deemed reasonable</p> <p>8. Group agreed that it needs to be a 'task and finish' group and that they need to work towards a target date. The current understanding being for the Review Group to run for 2 years after which a decision will be made as to whether the operation of the Group would need extending further.</p> <p>9. The 'enhancement' element of the Groups purpose is key, it informs a broader reach than the ToR of the Colne Valley Panel and would allow the Group flexibility in which proposals it seeks to bring forward</p> <p>10. HS2 will endeavor to provide clarity on the mitigation it will likely be bringing forward in the AONB and in order to support the work of the Group to develop proposals for enhancements and landscape integration</p> <p>Action/s:</p> <ul style="list-style-type: none"> • Amendments to be made to ToR <ul style="list-style-type: none"> i. #1 HS2 to change any reference of 'surrounding' to 'setting' (refer to email correspondence from NE ii. #1 Add a 'strap line' after 'reasonably applied' (suggestions to be made by Group) to make it clear what the Group intend to do iii. #6 detailed design & Groups role – further clarification needed about the roles and relationship of Local Authorities and the AONB Review Group. 	

Item	Title	Action/ Owner
	<ul style="list-style-type: none"> iv. #9 Who is 'confirming & agreeing', more clarity needed v. #10 HS2 to consider softening the wording slightly, maybe use 'preventing impact' vi. #19 Change 2 hour time limit to 'normal expected meeting 3 hrs' vii. Refer to Schedule 17 approvals in ToR • Group to propose ways a decision would be taken if Group cannot agree on something i.e. a quorum or voting system. • HS2 to share list of Schedule 17 approvals when they become available as it would give an indication to the group what timescales and scope they have to work with • HS2 Ltd to provide further clarity on the definition of 'enhancement' and 'intergration' to ensure common understanding across the Group 	
D.	<p>Funding and Future Finance</p> <p><i>Presentation given by HS2</i></p> <p>11. HS2 Ltd have agreed that they will provide a separate pot of money of up to £300k towards the admin costs (running of the Group) which will be confirmed in an assurance to the relevant bodies</p> <p>12. Discussion/reference to a letter addressed to HS2 Ltd from Kath Daly (source a copy)</p> <p>13. Group would like to look into option of an Officer to engage with landowners</p> <p>14. HS2 Ltd have not confirmed the commissioning of an officer, if Group choose to go ahead and hire someone into this position the funding for this would come out of the admin budget</p> <p>Action/s:</p> <ul style="list-style-type: none"> • HS2 to circulate Job description for an Independent Chair for Group to review ahead of next meeting • Discussion on whether or not to hire an Independent Chair to be added to next meeting agenda • Meeting slides to be circulated along with draft minutes • HS2 to circulate MOU • HS2 to share the costs spreadsheet used to estimate running costs for Group over a 2 year period 	
E.	<p>Approach to design in the AONB (and its setting)</p> <p><i>Presentation given by HS2</i></p> <p>15. HS2 clarified that it does not intend to create a masterplan for landscape areas in the AONB due to lack of flexibility. Instead, the Plan is to use principles and approach documents which would provide specifications for future designs.</p> <p>16. HS2 and Group members shared the view that there is a need to ensure a coherent approach that is 'context driven' and that design principles will held to ensure consistent quality in the AONB.</p> <p>17. The location specific design statement is to be a collaborative approach</p>	

Item	Title	Action/ Owner
	<p>18. HS2 will need to work with the Group to ensure the right level of design detail is achieved. For example, HS2 would want to ensure the outcomes are not overly prescriptive and detailed to allow the contractor some flexibility to develop its design approach for the area.</p> <p>19. The LDA is not location specific and different landscape typologies need to be taken into account</p> <p>20. The contracts are split the area into two sections (C1 and C2) of which are unlikely to take into account the Landscape Character Area boundaries (LCA)</p> <p>21. Steve Fancourt , who currently works at a route-wide level will work with the Group to ensure we are aligned and the divide between C1 and C2 will not have an impact on the outcome</p> <p>22. All parties agreed that to be effective the approach needs to be prioritise and fit into the HS2's programme.</p> <p>23. Chair will need to keep an eye on the overall construction programme for group</p> <p>24. The HS2 Interface Team will update the Group on programme and other key matters relating to HS2's construction activity.</p> <p><u>Action/s:</u></p> <ul style="list-style-type: none"> • HS2 to consider an 'overview plan' similar to a Masterplan but broader • Group should begin to work on an approach and principles now (maybe as a smaller group) mid-June (different experts to be considered e.g. historic/ecology) • Group to suggest potential dates and nominate individuals/key people to attend • Smaller focus group to remain focused on the scope and proposals and report back to meeting #3 • LDA to be discussed at next meeting • Meeting #3 (currently scheduled for 8 July) to be rescheduled 	
F.	<p>Area Central Brief</p> <p><i>Presentation given by HS2</i></p> <p>25. Dates are subject to change & Royal Assent being achieved at the end of the year</p> <p><u>Action/s:</u></p> <ul style="list-style-type: none"> • Sebastian Jew's contact details to be circulated • HS2 to try to share presentations ahead of meetings where possible 	
G.	<p>Consolidated Bill and AP Plans</p> <p><i>Plans displayed for Group to look over</i></p> <p>26. The plans show indicative/assumed mitigation from the Bill documents</p>	

Item	Title	Action/ Owner
	<p><u>Action/s:</u></p> <ul style="list-style-type: none"> • Add Bill limits using a red line • Add some feature annotations if possible • Add purple dashed lines to show construction traffic assumed in the ES • Consider adding some written annotations so Group know where there is and isn't movement • Show LCA boundaries if possible • Try to make available as a GIS layer at some point • Have this item on the agenda for meeting #3 	
H.	<p>AOB</p> <p><u>Action/s:</u></p> <ul style="list-style-type: none"> • LDA to be discussed in the smaller focus group aforementioned (relationship between LDA and design principles to be discussed) • Need a timeline indicating where the key dates fit in for the forward programme (framework to be shared before next meeting) • HS2 to circulate non-disclosure agreements (confirm whether for organisation or for the individuals) • HS2 to arrange for Deborah Denner to attend next meeting and see if she can allocate the best Design Panel rep to attend future meetings 	
I.	<p>Date of Next Meeting</p> <p>27. Next meeting to be held on the 15 July 2016</p> <p>Items for the agenda:</p> <ul style="list-style-type: none"> • Discussion on the Bridge Design Requirement document • Discussion on whether or not to hire an Independent Chair 	

Next meeting: 15 July 2016 Time: 10.30hrs-13.30hrs, Venue: Aylesbury Vale District Council, The Gateway, Gatehouse Road, Aylesbury, Bucks, HP19 8FFI