

# MEETING MINUTES

## HS2 Colne Valley Regional Park Panel

<b>Meeting Date / Time:</b>	2 March 2016
<b>Meeting Location:</b>	South Bucks District Council Office Capswood, Oxford Road, Denham
<b>Meeting Type:</b>	Panel Meeting
<b>Organisations in Attendance:</b>	Buckinghamshire County Council (BCC), Bucks, Berks and Oxfordshire Wildlife Trust (BBOWT), Chiltern District Council (CDC), Department for Transport (DfT), Environment Agency (EA), Colne Valley Park Community Interest Company (CVP CIC), Hertfordshire County Council (HCC), Herts and Middlesex Wildlife Trust (HMWT), London Borough of Hillingdon (LBH), London Wildlife Trust (LWT), Natural England (NE), South Bucks District Council (SBDC), Three Rivers District Council (TRDC) & HS2 Ltd

<b>Attendees:</b>	<b>Title, Organisation</b>
Darl Sweetland (DS)	HS2 Project Officer, Buckinghamshire County Council
Deborah Denner (DD)	Independent Design Panel representative, Frame Projects
Mathew Frith (MF)	Director of Conservation, LWT
Martin Knight (MK)	Independent Design Panel representative, Knight Architects
Michael Hurn (MH)	Chair, DfT
Ian Thynne (IT)	LBH
Jane Griffin (JG)	Principal Planner, SBDC and CDC
Jenny Foster (JF)	Senior Planning Officer, HCC
Jerry Unsworth (JU)	Planning Consultant to SBDC and CDC
Jim Barclay (JB)	Newly appointed Independent Chair
Julie Hughes (JH)	Tbc, Three Rivers District Council
Katrina White (KW)	Panel Co-ordinator, HS2 Ltd
Paul New (PN)	Senior Interface Manager, HS2 Ltd
Peter Simons (PS)	Senior Planning Officer (Transport and Policy), TRDC
Phil King (PK)	Senior Town Planning Manager, HS2 Ltd
Robin Jones (RJ)	Strategic Manager, Groundwork / CVP CIC
Roy Stokes (RS)	Project Manager, EA
Stewart Pomeroy (SP)	Colne Valley Managing Agent, Groundwork / CVP CIC
Tom Day (TD)	Head of Living Landscapes, HMWT
<b>Apologies:</b>	Jales Tippell (LBH) and Josie Allen (Natural England)

<b>Item</b>	<b>Title</b>	<b>Action/Owner</b>
<b>A.</b>	<b>Introductions</b> 1. Chair introduces newly appointed Chair - Jim Barclay. 2. This will be Michael Hurn's last meeting as chair of the Panel. DfT will still continue to have a presence at the meetings and Satish Luhar will be the new DfT representative.	

Item	Title	Action/ Owner
B.	<p><b>Review minutes and actions from 3 January 2016</b></p> <ol style="list-style-type: none"> <li>3. Item #27: Reference to FOI request relating to the viaduct did not read well and needed updating before final minutes are issued.</li> <li>4. Item #26: SBDC did not consider the minutes to accurately reflect their and other panel members' position regarding the desire for a design competition for the viaduct.</li> <li>5. Meeting output will be of a higher level going forward and will consist of key points covered being similar to the Planning Forum notes.</li> </ol> <p><b>Outstanding Actions at March 2016:</b></p> <ol style="list-style-type: none"> <li>6. Martin Knight was able to confirm to the Panel that he was the judge for the Overhead Lines Competition and that there were 3 winners, each design will be developed into a prototype as the future railway progresses. There is commercial sensitivity on the publishing of winners' names. Timescales are currently unknown.</li> <li>7. Suggestion that the group shares/pools resources amongst them if they do not have certain expertise within one or two of the bodies. Panel collectively agrees that maximum attendance should be 2 representatives per body and that additional experts are to be invited only when required. Drafting changes suggested by Hertfordshire County Council to the MOU have been accepted.</li> <li>8. Agree to pay for time attending meetings retrospectively but need to sum up what has been accrued this past financial year, without this HS2 Ltd cannot process.</li> <li>9. Action #9: Three Rivers District Council raised concern that the ToRs<sup>1</sup> did not detail how disputes would be resolved; particularly when member organisations cannot agree on best outcome. The Panel discussed different resolutions such as voting or dispute mechanisms and how these options could potentially nullify the main aspiration of the Panel in its entirety. The Panel came to the view that the intention and purpose of the Panel is to reach a full consensus and, if not, maintain a record of individual positions. Panel is to continue to work collaboratively and maybe consider agreeing upon an objective criteria/resolution mechanism upfront if required taking into consideration the fact that the funds granted for the Colne Valley Regional Park area is for the Panel to use collectively.</li> <li>10. Panel to recognise the role of the members and their position within their organisations and their need to go back and discuss items before making decisions/approvals.</li> </ol>	
C.	<p><b>Appointment of Independent Chair Person</b></p> <ol style="list-style-type: none"> <li>11. Jim Barclay appointed as the independent chair of the Colne Valley Regional Park Panel. Jim has visited the Regional Park to visualise the scale and location of the viaduct. Jim is empathetic to the positions of the key stakeholders and is keen to work with the Panel to find the best mitigation and use of the funds granted.</li> </ol>	

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<sup>1</sup> Terms of Reference

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	<p>12. Jim informed the Panel that he will remain objective, and at all times strive to ensure that the Panel is able to function effectively in order to address issues with the design, mitigation, and regeneration post-construction of the viaduct.</p> <p><b>Action:</b> Jim will be circulating his contact details and plans to visit the Regional Park again and to meet with the different organisations to fully understand everyone’s position (ideally before the next meeting). Jim will also seek to meet the Chair of the Design Panel.</p>	JB
D.	<p><b>Memorandum of Understanding</b></p> <p>13. Item covered when discussing actions from previous meeting. Any concerns of the member organisations on the MOU need to be raised with HS2 Ltd separately</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• HS2 Ltd: Final draft of MOU to be circulated by HS2 Ltd, inclusive of the amendments proposed by Hertfordshire County Council.</li> </ul>	HS2 Ltd
E.	<p><b>Comments on Bridge Design Approach</b></p> <p>14. HS2 Ltd reiterated the sensitivity and confidentiality of the document. Comments were initially due back before the meeting. Tight deadline having to be imposed so as to get through HS2 internal governance processes before it is finalised in April in time for the ITT. Comments from last meeting were noted (Overhead lines and Noise barriers are both integral to design and cannot be treated as a ‘bolt on’).</p> <p>15. Discussion from the Panel took place. Key comments and discussions from the Panel included:</p> <ul style="list-style-type: none"> <li>• Noise barrier needs to be integrated into the design of the viaduct and this should be factored into the ITT<sup>2</sup>.</li> <li>• The Colne Valley viaduct should be a discreet contract that ensures the design quality does not get lost.</li> <li>• Stakeholder engagement should not be compromised because of issues to do with confidentiality.</li> <li>• Clarity is needed on the level of involvement that the Design Panel would have in design development and how the best elements from a design completion can be incorporated into HS2’s procurement process.</li> <li>• That the Colne Valley Viaduct was so important and in many ways distinct from other viaducts along HS2 that it should have its own section within the BDR.</li> <li>• LBH sought a definitive position from DfT on whether there will be a design competition. [Although both HS2 Ltd and DfT noted the stated position to the Select Committee to be that there is currently no intention to run a design competition.]</li> <li>• The Panel discussed the different noise, visual and wildlife mitigation aspects to be considered and acknowledge that marrying up noise and bird strikes can</li> </ul>	

<sup>2</sup> Invitation to Tender

Item	Title	Action/ Owner
	<p>prove difficult and suggested the installation of features to the design that could aid in the mitigation of some wildlife</p> <ul style="list-style-type: none"> <li>• Panel have requested more transparency with design, taking into account technical issues</li> <li>• HS2 Ltd should consider workshops with potential bidders in order to address the significance of design and this should include preliminary briefings with supply chain.</li> </ul> <p>16. Martin Knight's view was that ITT should set clear requirements and the need for high quality design. MK noted that from experience competitions may not always be the best solutions. For example, the potential could exist where a design is selected which may not be able to be built due to technical limitations.</p> <p>17. HS2 acknowledge they will be judged by the design. DfT confirmed that procurement process needs to be in favour of technical issues and not financial issues. Panel discussed the advantages of the bridge design approach despite its simplicity</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Each member of the Colne Valley Regional Park Panel to provide comments on the Bridge Design Requirements by 11 March 2016.</li> <li>• HS2 Ltd to compile comments of the Panel and pass on to relevant contacts within HS2 responsible for producing the document.</li> <li>• HS2 to put together a detailed presentation on design development - timelines and detail of process for next 2 years.</li> </ul>	<p>ALL</p> <p>HS2 Ltd</p> <p>HS2 Ltd</p>
F.	<p><b>Overview of HS2 Mitigation Proposals in the Colne Valley HS2 Ltd</b></p> <p>18. Presentation was given by Chris Thomas from ETM on HS2 Ltd mitigation proposals within the Bill, including changes that come out of the Select Committee process. The document included some images which did not reflect all of the changes made through the Select Committee, and therefore the document will be updated. It was confirmed that the challenge now was for the Panel to look for opportunities to contribute to and build upon what is already included in the Bill scheme with the funds granted to them and investigate the opportunities</p> <p>19. Discussions from the Panel included the importance of aftercare and long term management. LBH raised the need to clarify who has the responsibility to maintain. It was felt that further discussion was needed about mitigation proposals (particularly around Old Shire Lane) and the potential to bring forward public access with environmental mitigation</p> <p>20. Jim Barclay suggested that one option was to create a task and finish group, as this issue was too important to try and deal with in as part of the normal meeting cycle. The other option was to hold a workshop to get a consensus on key issues and current understanding of needs.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• It was agreed that we would hold a workshop on the morning of the next Panel meeting.</li> </ul>	<p>ALL</p>

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	<ul style="list-style-type: none"> <li>• HS2 Ltd: To confirm maintenance responsibilities and consider whether the Information Paper setting out maintenance responsibilities needed updating.</li> </ul>	HS2 Ltd
G.	<p><b>Additional Mitigation Plan CVCIC/HS2 Ltd</b></p> <p>21. The Colne Valley Community Interest Company took the opportunity to press for options relating to the preparation of the additional mitigation plan. Principles to be agreed in order to produce brief/scope for consultants.</p> <p>22. A brief for the Additional Mitigation Plan was currently being drafted by the CVCIC and would be shared with panel members by email. This would look at area specific opportunities. Panel members can give more informed suggestions having known areas better. Overarching principle would be considering integrity to the whole regional park.</p> <p>23. Appointment of support officer is in progress. Members from SBDC offered to sit on interview panel on behalf of the panel, which should also include an HS2 representative.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• All: To provide comment on the approach to CIC before next panel meeting</li> <li>• HS2 Ltd / CIC: To circulate reports prior to workshop</li> <li>• CIC: To coordinate workshop to progress work on Additional Mitigation Plan</li> </ul>	ALL HS2/CIC CIC
H.	<p><b>Forward Programme</b></p> <p>24. Meeting in June to either be 1 June or 8 June depending on May half Term</p> <p>25. The April meeting to be extended to allow more time to discuss Additional Mitigation Plan and to include intro from Design Panel</p>	
I.	<p><b>HS2 Ltd updates:</b></p> <p>26. <b>Hybrid Bill Programme;</b></p> <ul style="list-style-type: none"> <li>• 3rd Reading - March 23rd?</li> <li>• HS2 to report back to Select Committee Report shortly.</li> </ul> <p>27. <b>Select Committee Report;</b></p> <ul style="list-style-type: none"> <li>• SBDC sought clarification from HS2 on what the impact on design would be with the deletion of spur?</li> </ul> <p>28. <b>HOAC;</b></p> <ul style="list-style-type: none"> <li>• HOAC public consultation event on Sat 19th March</li> </ul> <p>29. <b>CEF and BLEF;</b></p> <ul style="list-style-type: none"> <li>• CEF and BLEF updates via email (HS2 Ltd action)</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• HS2 Ltd: Identify what the impact on design would be with the deletion of the Heathrow Spur (as requested by Select Committee)</li> <li>• HS2 Ltd: Circulate details of HOAC Consultation Event and report back on events;</li> <li>• HS2 Ltd: Circulate by email latest position on CEF and BLEF</li> <li>• HS2 Ltd: Confirm when panel can expect to see changes as output and the impact on SSSI</li> </ul>	<p>HS2 Ltd</p> <p>HS2 Ltd</p> <p>HS2 Ltd HS2 Ltd</p>

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J.	<b>AOB</b> 30. Intro from Design Panel: Have appointed 48 panel members with broad range of experience and expertise. HS2 have been actively involving them in processes. Agree to share key meetings with Panel members and include regular dialogue and coordination between panels. It was agreed that the two panel chairs would meet.	
K.	<b>Date of Next Meeting</b> 31. April 20th – (Extended Meeting) South Bucks District Council Office, Capswood, Oxford Road, Denham (Same venue)	

**Next meeting:** Wednesday 20 April, 2016, from 10.00am. South Bucks District Council Office Capswood, Oxford Road, Denham, Bucks, UB9 4LH.