



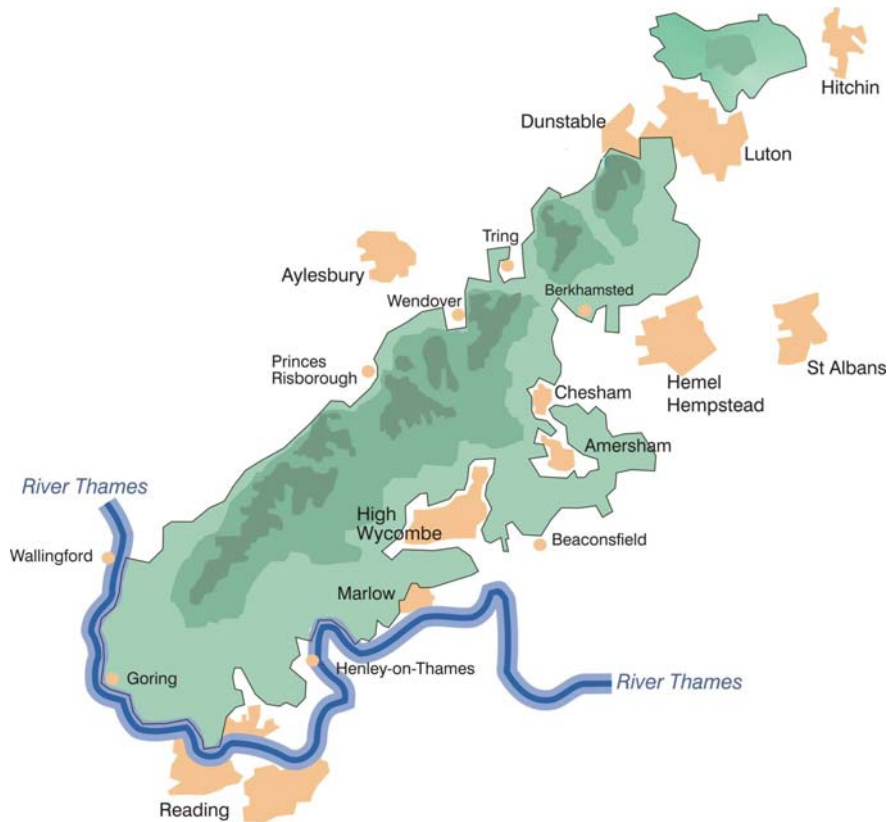
# **Business Plan 2009 –2010**



***Caring for the Chilterns***



# The Chilterns Area of Outstanding Natural Beauty



**The Chilterns AONB covers an area of 833sq.kms and has a resident population of 76,000**



## **Business Plan for the Chilterns Conservation Board**

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## **Foreword**

This is the Board's Business Plan for 2009-10 approved on 1<sup>st</sup> April 2009

This Business Plan is one of a suite of documents which provide the terms of reference for the Chilterns Conservation Board and guides its activities.

- Section 87 of the Countryside and Rights of Way Act
- Parliamentary Establishment Order July 2004
- AONB Management Plan

A new Parliamentary Order will need to be approved by Parliament as local government reform in Bedfordshire will alter the number of councils which can appoint members to the Board from 15 to 13, thus reducing the size of the Board from 29 to 27 members.

### **The Priorities for the Board are:**

1. To ensure it is governed in full accordance with all the relevant legislation and good practice.
2. To comply fully with the requirements of the Countryside and Rights of Way Act 2000 and Chilterns Conservation Board Parliamentary Establishment Order.
3. To develop the public awareness of the Board, its work, the AONB and environmental issues of importance in the Chilterns.
4. To raise awareness of the Management Plan for the Chilterns AONB and encourage its implementation.
5. To implement the AONB Management Plan 2008 – 2013
6. To secure sufficient resources to implement the Board's own work programme.
7. To improve co-ordination of activities of partner organisations in the implementation of the AONB Management Plan.
8. To maintain the Board's staff at full complement and continue to enhance its effectiveness.
9. To support and encourage active involvement in the Board's activities by all its members and, in so doing, increase their knowledge of the Chilterns and relevant issues..
10. To work with the National Association of AONBs to develop a long term vision for all protected landscapes.

11. To improve the Board's information base - to prepare a state of the AONB report.
12. To enhance the Board's capacity to support community level activity.
13. To respond to the challenges of climate change.
14. To enhance the Board's capacity to provide opportunities for life long learning
15. To seek ways of engaging with wider audiences from all parts of the community
16. To ensure the Board's work programme contributes to a sense of health and well-being

**The Board's priorities in implementing the Management Plan will be:**

The Board's priorities are based on the three statutory purposes of the Conservation Board:

- To conserve and enhance natural beauty
- To promote understanding and enjoyment
- To foster social and economic well being of local communities.

The Board has identified four cross-cutting themes which it believes reflect specific challenges which will require special emphasis for the foreseeable future. They also closely align with government policy and the strategic aims of Natural England. They are:

- Managing climate change
- Promoting social inclusion
- Promoting health and well-being
- Promoting opportunities for lifelong learning

The Board recognises the special role it can play in helping to raise awareness of the potential impacts of climate change on the Chilterns, and to identify ways of both mitigating the causes and adapting to the impacts through advice and direct action. In many ways the Board is well placed to provide exemplars of good practice.

Adoption of environmentally sustainable practices by all is encouraged. The Board is addressing this challenge in many different ways. In simple terms this means promoting activity which is sustainable in terms of meeting the needs of the present without compromising the ability of future generations to meet their needs. In practice this is achieved in many ways and is a foundation principle of all that the Board does.

## **A Vision for the Chilterns Area of Outstanding Natural Beauty**

The Management Plan is based on a vision for the Chilterns AONB in which:

- Large, linked areas of open chalk downland contain a diverse range of chalk-loving plants and associated fauna.
- Well-managed woodlands produce good quality timber and wood fuel as well as providing natural spaces for recreation and a home for wildlife.
- Chalk streams flow along natural river beds and provide a healthy environment for their specialised wildlife.
- Local farms are thriving businesses which help to maintain the farmed landscapes of the Chilterns and support healthy populations of farmland birds and other wildlife.
- New developments are built to high environmental standards and respect the architectural traditions of the Chilterns.
- A wide range of people, both local and from further afield, enjoys and values the Chilterns countryside.
- The impact of traffic on the area is reduced, with more people walking, cycling and using public transport and highway developments are appropriate and sympathetic to their surroundings.
- The rich historic environment of the Chilterns is conserved and appreciated by a wide audience.
- There is a good market for sustainably produced local products which contribute to the viability of local farms, and a wide understanding of the link between the production of local goods and environmental quality.
- The carbon footprint of the AONB is reduced and the special features of the area are resilient to climate change.
- The common land of the Chilterns is conserved and valued by local communities and visitors.
- The tranquillity of the Chilterns is maintained with peace and quiet restored where noise is a problem and visual intrusions removed.

## **Section 1                    INTRODUCTION**

1.     The Board's Establishment Order was passed by Parliament in July 2004. The Board was formally established on December 14<sup>th</sup> 2004 and became operative, when it assumed its powers and staff were transferred to the Board, on February 1<sup>st</sup> 2005.
  
2.     Section 87 (1) of the Act, states that it is the duty of a Conservation Board, in the exercise of its functions, to have regard to:
  - (a) the purpose of conserving and enhancing the natural beauty of the area of outstanding natural beauty, and
  
  - (b) the purpose of increasing the understanding and enjoyment by the public of the special qualities of the area of outstanding natural beauty,  
  
          but if it appears to the board that there is a conflict between those purposes, they are to attach greater weight to the purpose mentioned in paragraph (a).

In Section 87 (2) it states that a Conservation Board, while having regard to the above, shall also 'seek to foster the economic and social well-being of local communities within the area of outstanding natural beauty, but without incurring significant expenditure in doing so, and shall for that purpose co-operate with local authorities and public bodies whose functions include the promotion of economic or social development within the area of outstanding natural beauty.'

3.     The powers and functions of the Board are incorporated in the Parliamentary Order.

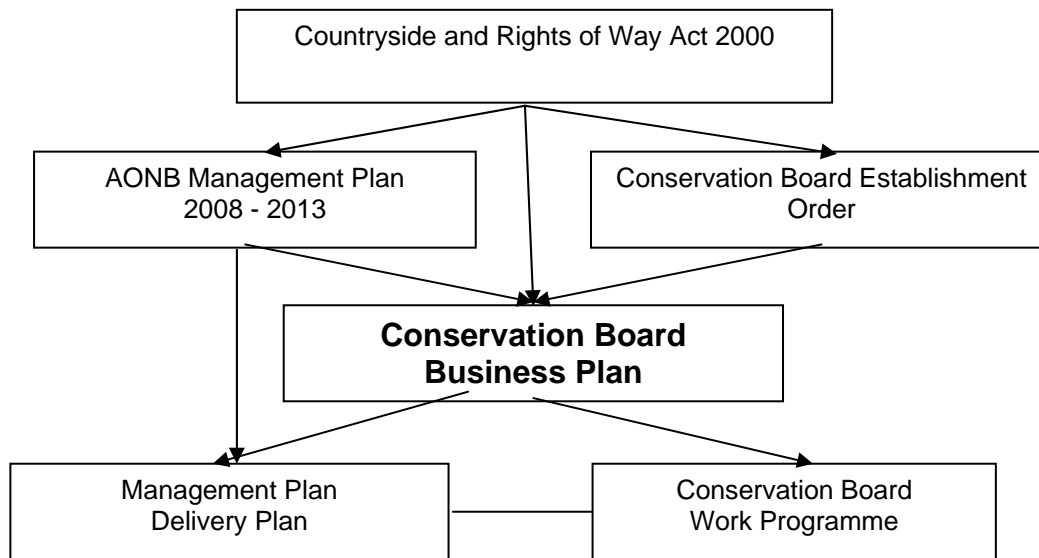
### **AONB Management Plan**

4.     It is a requirement of the CRoW Act 2000 that a Management Plan is prepared for each AONB. This duty now falls on the Conservation Board having been transferred from local authorities when the Board was established. The Board published a new plan for 2008- 2013 in November 2008.
  
5.     Copies of the Management Plan are available from the Board or can be downloaded from the AONB web site:

[http://www.chilternsaonb.org/conservation/management\\_plan.html](http://www.chilternsaonb.org/conservation/management_plan.html)

## Operating Context of the Conservation Board

7.



## Accounting and Audit Regulations 2003 and 2006

8. The Board is subject to the Accounting and Audit Regulations 2003, and its Amendments in 2006 which govern the auditing requirements. The Audit Commission has been appointed as the auditor from 2004 - 2009. The regulations provide a timetable for the publication of accounts.

## Section Two

## THE BOARD

1. The Board was established on December 14th 2004. The membership of the Board at April 1<sup>st</sup> 2009 is:

<b>Members of the Chilterns Conservation Board</b>	
<b>Appointed By Local Authorities</b>	
Cllr. David Barnard *	North Hertfordshire DC
Cllr. Brian Norman	Three Rivers DC
Cllr. Roger Emmett *	Wycombe DC
Cllr. Rhys Goodwin +	Central Bedfordshire Council
Cllr. Jeremy Ryman	Chiltern DC
Cllr. David Nimmo-Smith x	Oxfordshire CC
Cllr. Richard Pushman +	Buckinghamshire CC
Cllr. Ian Reay	Dacorum BC
Cllr. Chris Richards	Aylesbury Vale DC
Cllr. Geoff Andrews	South Oxfordshire DC
Cllr. Bill Storey + * (Vice Chairman of the Board)	Hertfordshire CC
Cllr. Don Worlding	Luton BC
Cllr. Alan Walters + x	South Bucks DC
<b>Appointed by Secretary of State for the Environment, Food and Rural Affairs</b>	
Mike Fox x	Secretary of State
Dr. Heather Barrett-Mold	Secretary of State
Sir John Johnson + (Chairman of the Board and Executive Committee)	Secretary of State
Bettina Kirkham *	Secretary of State
Kevin Mayne +	Secretary of State
Dr. Simon Mortimer	Secretary of State
Dr. Mike Render	Secretary of State
John Willson * x	Secretary of State
<b>Elected by Parish Councils</b>	
Cllr. John Griffin +	Oxfordshire
Cllr. Mary Goldsmith	Bedfordshire
Cllr. Margaret Jarrett *	Hertfordshire
Cllr. Shirley Judges +	Buckinghamshire
Cllr. Barbara Wallis * (Chairman of Planning Committee)	Buckinghamshire
Cllr. Julia Wells x	Oxfordshire

+ Member of Executive Committee

\* Member of Planning Committee

x Member of the Sustainable Development Fund Grants Panel

2. Members receive a special responsibility allowance for membership of the Executive and Planning Committees and Sustainable Development fund Grants Panel. The full schedule of members allowances is given in Table 2

<b>Allowance</b>	<b>2009- 10</b>
Basic	£640
Chairman	£2,138
Vice Chairman	£534
Committee Chairman	£800
Committee Member	£534

Note: Committees for which allowances are payable:

- Executive Committee
- Planning Committee
- Sustainable Development Fund Committee

In future years these allowances will be amended in line with pay awards to staff.

3. During 2009-10 the Board will meet at least four times including an Annual General Meeting when it will elect a chairman and vice chairman and make appointments to committees. Dates will be available on the web site.
4. The Board has established an Executive Committee of 9 Board members and up to 4 co-opted members (non voting). Natural England will be invited to attend each meeting. The Committee will meet quarterly and make a report to the full Board.
5. The Board has established a Planning Committee of 9 members, and up to four co-opted members (non voting) which will meet at least four times per annum.
6. The Board will organise an Annual Forum which will be held in November. The purpose of the Forum is for the Board to present its activities and stimulate debate on the programme and future priorities. Typical attendance in previous years has been 140 individuals representing over 40 organisations.
7. Two tours (April and Sept) will be organised for members and a Walk (June)
8. A training and induction programme for Board members will be implemented throughout the year.
9. If it is necessary to form a Standards Committee, two members of the Board will be selected together members from the Bucks CC Standards Committee Panel. The Committee and its selection will be overseen by the Monitoring Officer

10. A Sustainable Development Fund Panel has been established with delegated authority to award grants on behalf of the Board. It comprises 5 members (2 local authority, 2 secretary of state and 1 parish council). Members receive an allowance and will be appointed for a period of one year for the term 1<sup>st</sup> April – 31<sup>st</sup> March, at the last meeting of the Board in the previous financial year.

### **Legal Advice**

11. Legal advice is provided via a Service Level Agreement with Buckinghamshire County Council. Anne Davies, Head of Legal Services for Buckinghamshire County Council is the Monitoring Officer and Legal Advisor to the Board.
12. Buckinghamshire County Council also provides a clerk to the Board who is responsible for arranging venues of Board meetings, taking and distributing minutes, distributing agenda and papers. This service is incorporated within a Service Level Agreement

### **Financial Advice/Internal Audit**

13. Internal auditing support is provided by Hertfordshire County Council. Chris Smith (CIPFA) is the Board's finance officer who undertakes the duties as required by Section 151 of the Local Government Act 1972.

### **Payroll**

14. This is undertaken in house.

### **Task Groups**

15. In addition to the Board and its formally delegated Committees, there are a number of working groups comprising Board members, and staff and representatives from a wide range of partner organisations:
  - Land Management
  - Recreation and Access
  - Historic Environment
  - Chalk Streams Project Steering Group
  - Commons Network

### **Sustainability Plan**

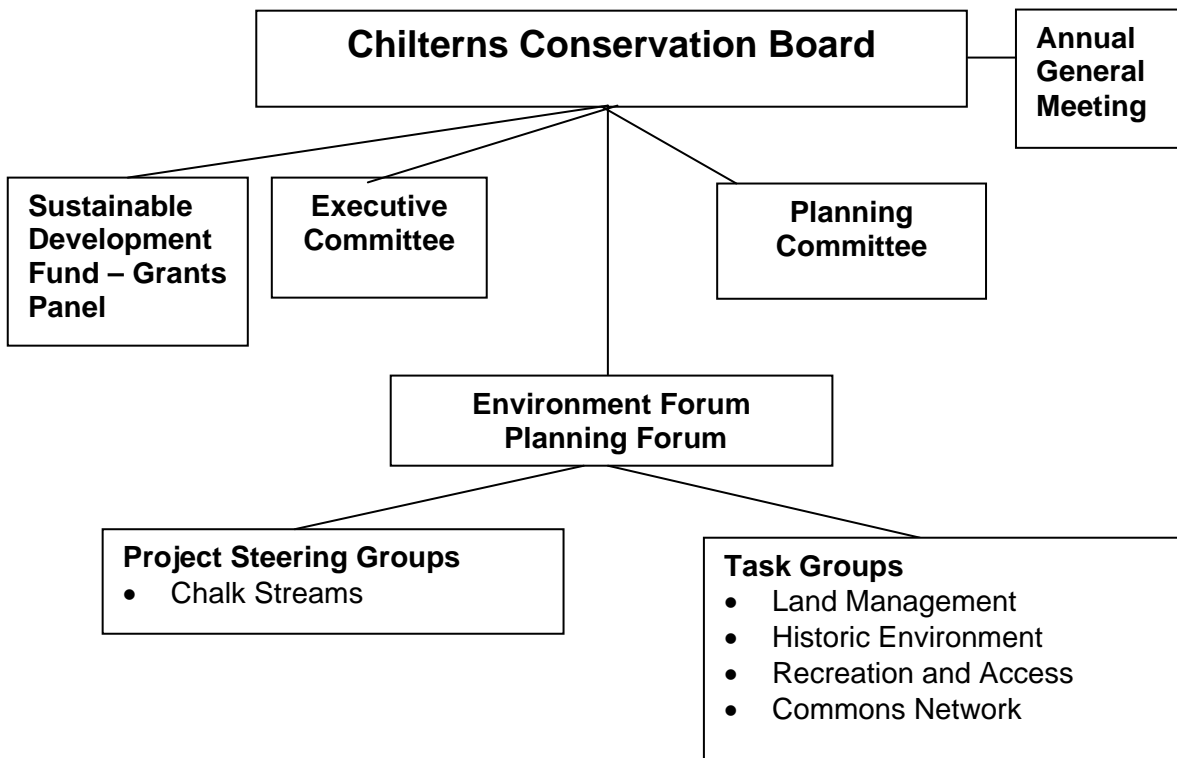
16. The Board has adopted a sustainability plan to reduce its own environmental impact, particularly to minimise carbon emissions with an aim of achieving carbon neutrality by 2010.
17. The Board has implemented a wide ranging programme of energy efficiency measures at its offices including instillation of solar photovoltaic panels(pv) which generated 13% of the Board's electricity

needs in 2008. It has also created its own carbon offset scheme based on giving away low energy light bulbs to local parishes councils.

### **Targets - The Board**

1. To ensure the Board has a full complement throughout the year.
2. To ensure the Board meets at least quarterly
3. To achieve an attendance rate of an average of at least 85% for each meeting. (long term av. is 86%)
4. To organise 2 Board member tours and 1 walk
5. To hold an Annual Forum in November with at least 40 organisations represented
6. To organise an Annual General Meeting of the Board.
7. To hold at least 4 meetings of the Executive Committee.
8. To hold at least 4 meetings of the Planning Committee.
9. To ensure all Task Groups have Board member involvement.
10. To maintain a position of carbon neutrality

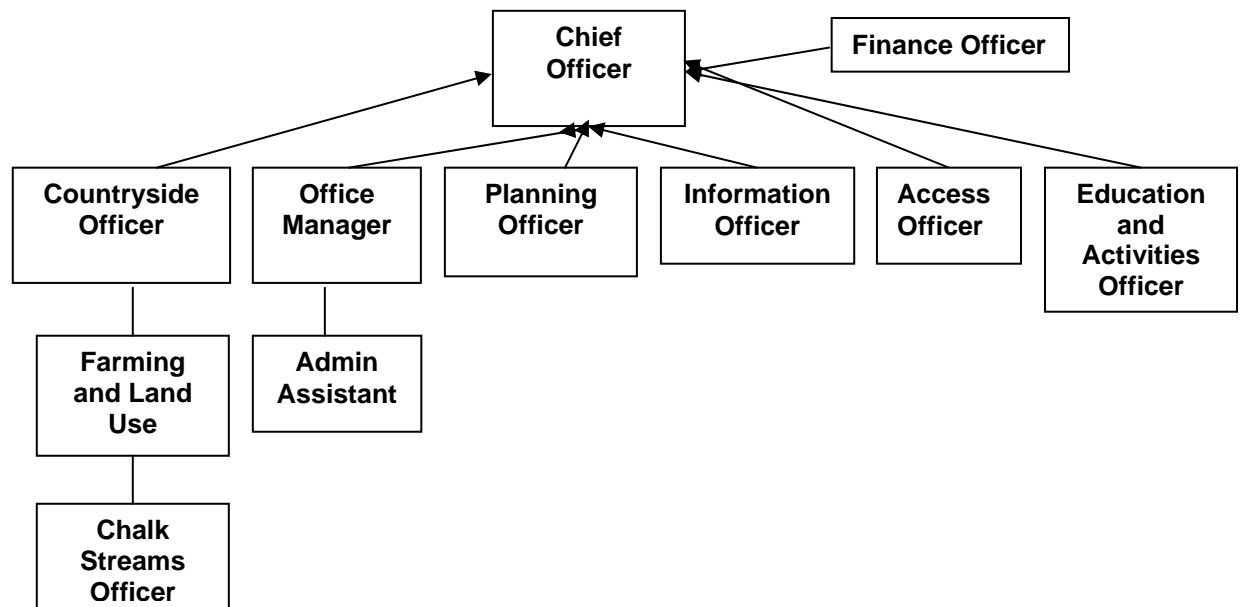
## Organisational Structure



## Section Three Resources and Management

### Staff Structure

- All Conservation Board staff are employed directly by the Board



Chief Officer	Steve Rodrick
Finance Officer	Chris Smith (1)
Countryside Officer	Kath Daly (p/t)
Planning Officer	Colin White
Information officer	Claire Forrest
Office Manager	Roelie Reed
Farming and Land Use Officer	Tracy Adams
Education and Activities Officer	Cathy Rose
Access Officer	Annette Weiss (p/t)
Chalk Streams Officer	Allen Beechey (p/t)
Admin Assistant	Donna Hunter (p/t)

- (1) Chris is employed as a consultant and is the Board's Section 151 officer)  
(HR services are provide by a consultant - Sally Charman)

### Chilterns Conservation Board Office

- The Board's offices are located at The Lodge, 90 Station Road, Chinnor, Oxfordshire OX39 4HA, on a 10 year repairing lease running from March 2005-2015

### Insurance

- Fully comprehensive insurance is provided through a policy with Zurich Municipal.

## Finance

4. The Board's Finance Officer (Section 151 Officer) is Chris Smith, a CIPFA qualified accountant. Internal audit support is provided by Herts CC.
5. Natural England provides up to 80% grant towards core costs. Grant will be paid quarterly in advance on April 1<sup>st</sup>, July 1<sup>st</sup>, October 1<sup>st</sup> and January 1<sup>st</sup>.
6. The local authority contributions for 2009-10 are given in Table 3.
7. The Board is not able to recover VAT.

### Provisional Consolidated Budget for 2009- 2010

<b>Budget Summary 2009- 10</b>	
<b>EXPENDITURE</b>	<b>£</b>
Promotion and Awareness	136,483
Countryside Management	98,380
Planning and Development	75,090
Recreation and Access	38,644
Corporate Services (1)	240,584
Member Services	41,469
Project Support	8,953
Sustainable Development Fund	48,207
Chalk Streams Project	42,500
Other	3,060
<b>TOTAL EXPENDITURE</b>	<b>733,370</b>
<b>INCOME</b>	<b>£</b>
Natural England (core)	511,682
Natural England (project)	21,250
Natural England (SDF)	27,706
Local Authorities (core)	125,903
Other income (2)	46,873
<b>TOTAL INCOME</b>	<b>£733,414</b>

- (1) Includes employment costs of Chief officer and admin staff, premises, all office and IT costs.
  - (2) Merchandise sales; Red Kite donation scheme; Fees; Investment Income; Chalk Streams Project incl. transfer from reserve of approx.£6,000
- The Board will make particular efforts to raise income from "other" sources- Due to general economic circumstance and low bank rate income from other sources is likely to decline by up to 20% in 2009-2010.

**Table 3 Local Authority contributions to core costs 2009 - 10**

<b>Authority</b>	<b>Contribution (</b>
Buckinghamshire CC	16,551
Oxfordshire CC	14,809
Hertfordshire CC	14,392
Central Bedfordshire Council (1)	23,023
Wycombe DC	9,210
South Oxon DC	9,210
Chiltern DC	9,210
Luton BC	7,194
Dacorum BC	7,194
Aylesbury DC	5,037
North Herts DC	4,318
South Bucks DC	2,876
Three Rivers DC	2,876
<b>Total</b>	<b>125,903</b>

(1) Equivalent to the former contributions from Beds CC, South Beds DC and Mid Beds DC

### **Sustainable Development Fund**

8. Natural England provides a grant of £27,706 towards a Sustainable Development Fund which the Board tops up to create a fund of over £48,000. The grants are allocated by a special sub-committee of the Conservation Board.

### **Friend of the Red Kite Scheme**

9. In 2005-06 the Board launched a scheme whereby members of the public and local businesses can donate funds to be used to promote awareness of the Red Kite, e.g. the NestWatch scheme and Walk and Talks programme. The funds raised are ring fenced for this type of work.

### **LEADER Programme**

10. The Board contributed significantly to the successful bid for a LEADER Programme for the period 2008- 2013 during which £2.5m is available to operating the programme and offering grant aid to local businesses and community groups. Staff have been appointed with the Board's help by Ngage Solutions Ltd. The Board Chief Officer and two Board members are currently members of the Chilterns LEADER Local Action Group.
11. The Board will maintain a close involvement with the LEADER programme and operate its Sustainable Development Fund (SDF) in a way which allows the two grant schemes to complement rather than overlap each other.

## **2010 – 2011**

12. Natural England has indicated it intends to offer a grant in 2010- 2011 not less than 95% of the level of grant in 2008-09, but with no inflationary allowance. This will represent a significant drop in value of the grant over the period 2008 -2010 in order of 10-15% depending upon inflation. The Board will need to put in place contingency plans, including the limited use of its general reserve, to cope with this reduction in 12 months time.
13. Natural England financial support will be provided in the form of what it is calling a single pot, representing a combination the separate grant offers previously made to core and project costs and the sustainable Development Fund. The Board now has the ability to decide how to allocate this sum to the various types of expenditure.
14. The reform of local government in Bedfordshire in 2009 will reduce the number of Bedfordshire authorities entitled to appoint Board members and which make a financial contribution from three to one. During its formation, officers indicated that Central Bedfordshire Council will provide a grant equal in value to the three contributions made by Mid Beds DC, South Beds DC and Bedfordshire County Council.

### **Targets – Resources and Management**

1. To negotiate a long term funding agreement with the Natural England.
2. To broaden funding streams, particularly for project work.
3. To raise at least £20,000 income towards the core budget from sales, conferences fees, advertising and sponsorship.
4. To maintain a close relationship with the Chilterns LEADER Programme.
5. To plan for an anticipated cut in grant-aid from Natural England of between 10-15% in 2010- 2011.

## **Section Four**

## **PROMOTION AND PUBLICITY**

1. The Board will give considerable emphasis to promotion and publicity, which includes interpretation of the Chilterns. The Board recognises that this is necessary because:
  - a) There is a need highlight the work which is taking place to implement the AONB Management Plan
  - b) The Conservation Board is a new organisation and its existence, role and work need to be explained and promoted.
  - c) The profile of AONBs is continuing to grow following the passing of the Countryside and Rights of Way Act 2000.
  - d) The public expects to be kept well informed.

### **Liaison with the Media**

2. There are a very large number of local newspapers and radio stations. An important role for the Information and Interpretation Officer is to establish enhanced links with the local media.

### **Chalk and Trees**

3. The publication of two editions of Chalk and Trees will remain a priority and the print run will remain 15,000 copies per edition. An increasingly large number of copies will be mailed directly to those who have expressed an interest in receiving a copy. A significant part (approx. 50%) of the costs is met by selling advertising space

### **What's On**

7. A special companion publication to Chalk and Trees. It is published twice per year and lists over 100 events organised by a range of organisations. A web based version is also on line.

### **Chilterns Web Site ([www.chilternsaonb.org](http://www.chilternsaonb.org))**

9. The web site is an increasingly important means of promoting and explaining the Board's work. The site includes information about the Chilterns AONB and the work being undertaken by the Board and others. In addition, visitors to the site can read Board papers, minutes and press releases.
10. The target for 2009/10 is to average at least 14,000 (2008 average plus 10%) sessions per month.

11. The possibility of selling advertising space or attracting a sponsor will be investigated.

### **Annual Forum**

12. An important part of the Board's work is to organise an annual forum. The nature of the event will ensure that the Board's work is subject to scrutiny and facilitate debate on future priorities. The target is to attract at least 120 individuals representing 40 organisations. The Forum will take place in November.

### **Board Meetings**

13. Board meetings will be publicised on the web site. Agenda, papers and minutes will be available on the site. The public are welcomed to Board meetings and an opportunity is reserved at the beginning of each meeting for them to address the Board.

### **Events Programme**

14. The Board has supported a growing events programme in the past few years. The aim is to offer directly 50 events and to promote a further 100 events.
15. The Board's staff, members and volunteers regularly give talks and presentations to local groups and other organisations on request.
16. The Board takes a stand at many local shows including Thame Show, Bucks County Show and Henley Show. New corporate promotional material will be developed to improve the quality of these stands.
17. The Board organises and takes part in a number of special workshops and conferences. These largely focus on specific technical issues.

### **AONB Management Plan**

18. A new plan for the period 2008- 2013 was published in November 2008. A complementary Delivery Plan was also published which indicates how many organisations can contribute to its implementation.
19. Copies of the existing Management Plan are available from the Board or can be downloaded from the AONB web site:  
[http://www.chilternsaonb.org/conservation/management\\_plan.html](http://www.chilternsaonb.org/conservation/management_plan.html)

### **Freedom of Information Act 2000**

20. The Freedom of Information Act came into effect on January 1st 2005 and applies to the Board. In order to comply with this legislation the Board has published its Publications Scheme which has been approved by the Information Commissioner.

### **Targets – Promotion and Publicity**

1. Develop and promote the AONB web site - average of 14,000 sessions per month.
2. Develop closer links with local media, especially newspapers and radio.
3. Organise and promote the Annual Forum target attendance 120
4. Publish at least two editions of Chalk and Trees, and increase the print run to 15,000 copies for each copy.

## Section Five PARTNERSHIP

1. The Board is committed to working in partnership with a wide range of organisations, communities and individuals, who are concerned with the future well being of the Chilterns and are able to contribute to the work of the Board and implementation of the Management Plan.
2. The Board will seek to involve partners in its work by:
  1. Membership of Task Groups
  2. Participation in Special Projects
  3. Consultation
  4. Contributing to the work of partners
  5. Placing emphasis on effective communication
  6. Providing information about its work and providing opportunities for others to comment.
  7. Sharing costs of joint initiatives
  8. Grant aid.
3. The Board recognises the special relationship it has with several bodies, notably The Chiltern Society. It anticipates working closely with the Society on many elements of the work programme. The Board will also respond positively, subject to resources, to suggestions from the Society for opportunities for joint working.
4. The CROW Act 2000 places duties on many organisations to have regard to the purposes of AONB designation and the effect of their activities on the AONB. The Board will actively monitor how those organisations fulfil that duty and will make representations and offer advice where improvements are thought possible.
5. The production and implementation of the AONB Management plan provides the framework for partnership working, insofar as it provides common ground for a wide range of organisations and identifies the scope for partners to contribute to its implementation.
6. The Board will place weight on the annual forum, and will encourage attendance and participation by partners.
7. The Board intends to contribute to regional and national affairs. The continuing trend towards regionalisation means that the Board must foster links with appropriate regional and national organisations. For example, the regional government offices, regional assemblies, regional development agencies and regional offices of national bodies such as Natural England and Forestry Commission. In many instances the Chilterns is administratively divided, often with Oxfordshire and Buckinghamshire in the south-eastern region and Beds and Herts in the eastern region. The Board must promote its role as means of overcoming such regional divisions.

8. The Board is an active member of the National Association of AONBs and will continue to participate in the affairs of the Association including sending Board members and officers to the annual conference.
9. The Board's staff are involved in a large number of partnership bodies, which, although constrained by time, is effort well spent in order to contribute to the work of others which benefits the Chilterns, and in order to main the working networks on which the Board itself depends.
10. The Board's staff are requested to participate in a large number of special working parties. In future participation in these groups will be considered, and as far as possible the workload spread amongst all AONB staff and Board members. However, there will be a need to avoid over commitment to such groups.

### **Local Authorities**

11. The 15 local authorities are key partners of the Board in all respects. The Board will continue to work closely with local authorities at member and officer level. Each of the 15 local authorities is entitled to appoint one Board member who is a serving councillor. The Board also relies on the financial contribution of all councils to its core budget. There are also many opportunities for joint working on specific projects which may involve all or some of the authorities.
12. The statutory duty on local authorities to publish a management plan for the AONB has been transferred to the conservation Board. The Board will need significant assistance from local authorities to fulfil this duty.

### **Parish Councils**

13. The 117 parish councils play an active and significant role as bodies which elect 6 members of the Board and as a link with local communities..

### **Regional Development Agencies**

14. The Board has been trying to forge closer links with the Regional Development Agencies. There is further work to be done before these relationships will have any direct bearing on the work of the Board.
15. The Board is involved in a major regional bid to the South East Development Agency as part of a consortium of all protected landscapes in the south east. The bid will be formally submitted in April 2009 for a total of £1.2m over 3 years. The Board's share will be approx. £45,000 per annum, most of which will, if the bid is successful, be used for marketing and promotion of specific visitor destinations.

### **Regional Tourist Boards**

16. The last few years have been a time of change for regional tourism development. In particular the south east has been affected by the creation of a new tourist board, which is now setting up sub regional groups. The Board is seeking further involvement at this level.
17. A major task of the sub regional groups is to develop branding themes, one of which will be the Chilterns. The Board expects to work closely with the Tourist Board and others on this work.

### **Forestry Commission**

18. The Forestry Commission structure is now based on Govt. office regions. It has taken the leading role in preparing Regional Forestry Frameworks. The Board has been actively making an input to the implementation of these strategies (the East of England strategy has been published – Board member Mike Render was its principal author).

### **National Association for AONBs**

19. The Board remains an active member of the National Association.
20. AONB staff regularly attend and contribute to national and regional events and training workshops.
21. The Association holds an annual conference which is attended by Board members and AONB staff.
22. The Association is consulted on a large number of documents. The Chilterns undertakes to prepare a response on behalf of the National Association on a regular basis.

### **AONBs**

23. As the importance of regionalisation increases, so does the need for AONBs to work on a regional basis. There is considerable networking between the Areas of Outstanding Natural Beauty (and New Forest National Park) in the south east and nationally.
24. A co-ordinator (situation vacant but recruitment in progress) working for protected landscapes in the south east has been appointed. The Board will contribute £2,000 annually to the cost of employing a south-east co-ordinator working for protected landscapes (AONBs and National Parks)

### **Local Access Forums (LAFs)**

25. Local authorities (county councils) have a duty under the Countryside and Rights of Way Act 2000 to set up Local Access Forum- there are four covering the Chilterns. A Board member sits on each of the four county LAFs. (The Board does not have reserved seats. It encouraged Board members to apply, but they did so as individuals.)
26. The Board organises an annual Chilterns Access Conference to highlight Chilterns issues, which can then be raised via the 4 LAFs.

### **Targets – Partnership Working**

1. Ensure a wide range of organisations is involved in the work of Task Groups and special projects.
2. Provide information on the work of the Board and invite participation in its work by partner bodies.
3. Promote involvement in implementation, monitoring and review of the Management Plan.
4. Identify opportunities to assist other bodies with their work which helps to implement the AONB management plan.
5. To encourage and attendance and participation in the Annual Forum.
6. Respond positively to the increasing regional agenda by developing active relationships with the Regional Development Agencies, Regional Assemblies, Regional tourist Boards, Regional Govt offices and regional offices of national organisations.
7. Support the regional protected landscapes co-ordinator.
8. To be actively engaged with the Chilterns LEADER Programme

## **Section 6      MONITORING AND REVIEW**

1. Monitoring of the effectiveness of the Board will be undertaken in four ways
  1. Completion of its annual work programme.
  2. Continual feedback from Board members and partner organisations.
  3. Preparation and monitoring of the Environmental Condition Statement to evaluate long term effectiveness of the new AONB Management Plan.
  4. Annual Audit
2. Monitoring the environmental condition of the Chilterns and the effectiveness of the AONB Management Plan has been challenging. It has suffered because of a lack of up to date information, available in a consistent format across the Chilterns. This has been compounded by a lack of staff time and expertise within the Board to undertake this task satisfactory. It will be a target in 2009-10 to improve the situation. The process has begun with the establishment of the Environment Forum, which brings together many organisations which gather and interpret relevant data.
3. In 2005 the Board embarked on an ambitious long term project to monitor land cover change. This began with a survey of 50 kilometre squares and was enlarged to 100 squares in 2006 and repeated in 2007 and 2008. In future the survey will be undertaken bi-annually and individual landowners asked what motivated their decision to change land cover and/or use. The results will be used to monitor change and to develop action programmes to intervene where appropriate.

### **Targets - Monitoring and Review**

1. To undertake a bi-annual survey of land cover change.
2. To organise a Chilterns Environment forum
3. To organise an annual conference on the state of the Chilterns environment.
4. To prepare an initial Environmental Condition Statement for the Chilterns.

## **Section 7      WORK PROGRAMME**

### **The Board's priorities in implementing the Management Plan will be:**

#### **To Conserve and Enhance Natural Beauty**

1. To promote the sustainable management of woodland
2. To promote the management of chalk grassland
3. To promote the landscape and wildlife of farmland
4. To conserve and enhance the environmental quality of Chalk Streams.
5. To encourage management of common land and provide support to community groups and landowners.
6. To work closely with land managers to provide them with technical advice and help them take advantage of new woodland and agri-environment scheme grants.
7. To promote local distinctiveness.
8. To influence development strategies and, in particular, to enhance attention given to design and environmental sustainability of new development.
9. To heighten awareness of the relationship with surrounding areas, including growth areas.
10. To reduce the negative environmental impacts of highways and road traffic.

#### **To Promote Understanding and Enjoyment of the Chilterns Special Qualities**

11. To raise awareness and help the public enjoy the Chiltern's special qualities.
12. To enhance accessibility of the countryside, with particular emphasis on visitor groups currently under-represented and non-car based visits.
13. To enhance knowledge and awareness of the historic environment.
14. To promote greater enjoyment of the wildlife of the Chilterns.
15. To increase the level of environmental monitoring and reporting, including assessing land cover change.

16. To assess how climate change could affect the Chilterns and delivery of the plan can help mitigate the causes and support adaptation to its effects.

**To Foster Social and Economic Well Being of Local Communities**

17. To develop the knowledge and skills base for priority areas of work
18. To support measures which contribute to the local economy and also contribute to maintenance of environmental quality
19. To create opportunities for life long learning.
20. To promote alternatives to using the car for visits to the countryside

**Lead Officers for each area of work**

<b>Area of Work</b>	<b>Lead Officer(s)</b>
Organisational Management	Chief Officer Office Manager
Promotion and Publicity	Information and Interpretation Officer Education and Activities Officer
Nature Conservation	Countryside Officer Farming and Land Use Officer
Historic Environment	Chief Officer Planning Officer Office Manager
Built Environment	Planning Officer
Water Environment	Chalk Streams Officer Countryside Officer
Farming and Forestry	Countryside Officer Farming and Land Use Officer Chief Officer (Woodlands)
Minerals and Waste	Planning Officer
Education and Events	Education and Activities Officer Information and Interpretation Officer
Recreation and Access	Access Officer Education and Activities Officer
Transport and Travel	Chief Officer Access Officer
Monitoring	Countryside Officer Information and Interpretation Officer



## Chilterns Conservation Board – Work Programme 2009-2010

### Conserve and Enhance Natural Beauty

No.	Area of Work	Key Actions and Outputs	CCB Budget	AONB Management Plan Policies	AONB Management Plan Actions
1	Management of Chalk Grassland	<ul style="list-style-type: none"> <li>• Support for site management on 3 sites.</li> <li>• Training Programme</li> <li>• Chalk Grassland Managers Day (50no.)</li> <li>• Promotion of ELS and HLS</li> <li>• Data gathering</li> </ul>	£4,600	L1, L4, L7, L8, L9, FF1 FF3, FF4, NC1, NC2, NC3, NC5, NC6, NC7, NC8, NC9, NC10	L9, L13, L18, L14, FF4, FF10, FF15, NC1, NC2, NC3, NC6, NC7, NC8
2	Management of Commons	<ul style="list-style-type: none"> <li>• Support for site works (3 no.)</li> <li>• Annual Conference (40 no.)</li> <li>• Training Programme</li> <li>• Support for Commons Network</li> <li>• Publication and promotion of guidance incl. newsletter</li> <li>• Maintenance of database</li> </ul>	£3,060	L1, L4, L7, L8, L9, NC1, NC2, NC3, NC4, NC7, NC9, HE1, HE3, HE6, HE7, HE8, D7, UE3, UE4, UE5, UE9, UE10, UE11, UE12, UE14, UE15, SE8, SE9	L3, L9, L10, L14, L18, FF11, NC1, NC2, NC5, NC6, NC7, NC8, NC10, NC13, NC14, HE1, HE5, HE8, HE10, UE2, UE3, UE4, UE5, UE6, UE9, UE13, UE14, UE19, SE8, SE9
3	Woodland Management	<ul style="list-style-type: none"> <li>• Advice and training on all aspects of woodland management to owners of small</li> </ul>	£8,000	L1, L2, L7, L8, L9, L10, FF1, FF2,	L6, L9, L10, L11, L12, L13, L14, FF2,

		<p>woodlands (target of 50 no. = 200 hectares of woodlands) – via Chiltern Woodlands Project</p> <ul style="list-style-type: none"> <li>• Advice and provision of resources for management of special trees via Special Trees and Woods Project.</li> <li>• Hedgerow Trees Initiative to promote management and planting of trees in hedgerows and in-field</li> </ul>		<p>FF3, FF4, FF5, FF6, FF8, NC1, NC2, NC3, NC4, NC5, NC6, NC7, NC8, NC9, NC10, HE1, HE3, HE6, HE7, HE8, HE9, D10, SE3</p>	<p>FF3, FF4, FF5, FF6, FF7, FF8, FF9, FF10, FF11, FF12, FF13, FF14, FF16, FF17, NC1, NC2, NC6, NC7, NC8, NC9, NC10, NC13, NC14, HE1, HE2, HE5, HE8, HE11, SE3, SE8</p>
4	Promotion of good land management practice	<ul style="list-style-type: none"> <li>• Active promotion of uptake of the agri-environment and forestry grant schemes</li> <li>• Advice service, especially to new owners of land.</li> <li>• Promotion of good hedgerow management</li> <li>• Organise Annual Farmers Forum (40 no.)</li> <li>• Distribute information pack (30 no.)</li> </ul> <p>(Landscape and Conservation category for Chiltern Awards)</p>	£860	<p>L2, L7, L9, L10, FF1, FF2, FF3, FF4, NC1, NC2, NC3, NC5, NC6, NC9, WE4, WE5, WE6, WE7, WE8, HE2, HE3, D7, UE3</p>	<p>L6, L9, L13, L14, L17, FF4, FF6, FF10, NC1, NC2, NC3, NC4, NC6, WE2, WE3, WE5, WE8, HE1, HE4</p>
5	Conservation of Chalk Streams	<ul style="list-style-type: none"> <li>• Continue to support the Chalk Streams Project</li> <li>• River restoration programmes for Misbourne, Chess, Gade, Ver, Bulbourne, Hughenden, Wye</li> <li>• Riparian Management incl. willow pollarding and river corridor landscape enhancement</li> </ul>	<p>£21,250 £10,625-CCB/NE £10,625 - Partners</p> <p>Combination of project grant aid, ring fenced reserves and</p>	<p>L1, L4, L8, L9, L10, FF1, FF3, NC1, NC2, NC3, NC4, NC5, NC6, NC7, NC8, WE1-WE11, HE2, D7</p>	<p>L3, L9, L11, L14, FF10, NC1, NC2, NC7, NC8, NC9, NC14, WE1-WE12</p>

		<ul style="list-style-type: none"> <li>Implementing Chalk Streams HAP. A priority will be water voles</li> <li>Liaising with Environment Agency and Water Companies to reduce abstraction</li> </ul>	<p>project support budget</p> <p>Target to raise additional £15,000 from partners</p>		
6	Response to Planning Applications and Strategies	<ul style="list-style-type: none"> <li>Submit response on relevant planning applications</li> <li>Submit response to consultation on development and mineral plans</li> <li>Respond to all relevant national and regional planning plans</li> </ul>	£2,244	L3, L4, L5, L6, L7, WE2, WE5, HE2, HE5, D1-D17, SE1, SE3, SE4, SE5, SE6, SE7	L3, L7, D1, D2, D3, D4, UE4, UE11
7	Promote Planning Policies and Guidance	<ul style="list-style-type: none"> <li>Publish Planning Policy Guidelines</li> <li>Offer training and advice</li> </ul>	Staff time (may need allocation from project support budget)	L1, L2, L3, L4, L5, L6, L11, HE3, HE5, D1-D14, SE6, SE7	HE10, D2, D6, SE2, SE7
8	Roads in the Landscape	<ul style="list-style-type: none"> <li>Promote newly published and revised guidance.</li> <li>Lobby for low noise road surfaces</li> <li>Assess highway proposals for environmental impact</li> </ul>	Staff time	L1, L2, L3, L4, L5, L6, L11, NC3, HE1, HE2, HE3, HE5, D1, D6, D12, UE7, UE12	L15, L17, NC6, WE12, HE2, HE3, D10, D12, D13, D14, UE11
9	Buildings in the Landscape	<ul style="list-style-type: none"> <li>Complete review and publish Building Design Guide.</li> <li>Promote use of all published guidance.</li> <li>Organise Building Design Award with CSoc</li> </ul>	£6,670	L1, L2, L3, L4, L5, L6, L7, L11, HE1, HE2, HE3, HE5, HE6, HE7, HE9, D1, D2, D3, D4, D9, D10, D11,	L7, L10, WE5, HE2, HE8, D3, D4, D9, SE3

		(20 no.) <ul style="list-style-type: none"> <li>Organise annual Planning Conference. (70 no.)</li> </ul>		D14, D15, SE1, SE6, SE9	
10	Under-grounding of power lines	<ul style="list-style-type: none"> <li>Identifying power lines suitable for under grounding (1no.)</li> <li>Securing agreement from power companies (EDF and Scottish and Southern) to include in their 5 year regional programmes</li> </ul>	Staff Time	L3, L4, D6	D7
11	Building design, renewable Energy and climate change	<ul style="list-style-type: none"> <li>Publish guidance on building design adaptation for climate change and</li> <li>Publish position statement on renewable energy technology</li> </ul>	Staff Time (may need allocation from Project Support budget)	L10, D2, D10, D11, SE10	L11, D3, D9
12	Thames Valley Landscape	<ul style="list-style-type: none"> <li>Prepare assessment of issues</li> </ul>	Staff Time	L1, L2, UE16	L16
13	Landscape Assessment	<ul style="list-style-type: none"> <li>Identify areas where landscape character assessment is needed to guide plans for new development and land use change</li> </ul>	Staff Time	L2, L4, L5, L8, D7	L1, L2, L3, FF1, D8

## Promoting Understanding and Enjoyment

No.	Area of Work	Key Actions and Outputs	CCB Budget	AONB Management Plan Policies	AONB Management Plan Actions
14	Getting Close to Nature Programme	<ul style="list-style-type: none"> <li>• Countryside Festival (2000 no.)</li> <li>• Publications</li> <li>• Web Pages</li> <li>• Wildlife CCTV</li> <li>• Workshops</li> <li>• Events</li> <li>• School visits</li> <li>• Educational Resources</li> <li>• Recruitment and Training of Volunteers</li> <li>• Friend of the Red Kite Scheme</li> </ul>	£7,160  Up to £2,000 (ring fenced reserve)	L2, L7, FF7, NC4, WE9, WE10, WE11, UE1, UE9, UE11, UE14, UE16, SE5, SE8, SE9	L10, NC10, NC13, NC14, WE7, WE9, UE1, UE2, UE13, UE17, SE5, SE6, SE8, SE9
15	Events Programme	<ul style="list-style-type: none"> <li>• Attend 6 major events</li> <li>• Upgrade events displays and equipment</li> </ul>	£1,632	L2, L7, FF7, FF9, NC4, WE9, WE11, HE1, HE6, HE8, UE9, UE10, UE14, UE15, SE8, SE9	HE8, UE1, UE13, SE5, SE8, SE9
16	People and Places Project	<ul style="list-style-type: none"> <li>• Add 25 profiles</li> <li>• Involve up to 10 volunteers</li> </ul>	Part of web site budget	L7, HE4, HE6, HE8, UE1, UE9, UE14, SE5, SE6, SE9	L10, HE5, HE8, HE11, UE17, SE5, SE8
17	Schools Programme	<ul style="list-style-type: none"> <li>• Publish and promote Learning Directory</li> <li>• Publish directory of learning resources.</li> <li>• Promote education packs for chalk streams and Red Kites</li> </ul>	£1,020	L2, L7, FF7, NC4, NC13, NC14, WE9, WE10, WE11, HE6, HE8, UE1, UE2, UE9, UE14, UE15, SE9	L10, FF9, NC10, WE7, WE9, HE8, HE11, UE1, UE2, UE14, UE16, UE17

		<ul style="list-style-type: none"> <li>Support Trout in the Class Room project</li> </ul>	£2,000 (CCSP budget)		
18	Access for All Programme	<ul style="list-style-type: none"> <li>Chilterns Country Routes (6 no.) Re-prints Children's quiz sheets</li> <li>Promote health benefits of walking, cycling and horse riding</li> <li>Undertake annual review of all Chilterns Country Routes</li> <li>Promote access to the countryside by public transport</li> </ul>	£3,060 (may need allocation for Project Support budget)  £2,000 (from partners)	L7, UE1, UE7, UE10, UE11, UE14, SE2, SE8, SE9	L10, UE1, UE6, UE13, UE16, UE17, SE1, SE5, SE9
19	Countryside Close to Home	<ul style="list-style-type: none"> <li>Promote new section on web site to promote access opportunities close to home - target 25,000 visits per annum.</li> <li>Investigate sponsorship</li> </ul>	£5,100  Target for sponsorship - £2,000 p.a.	L7, UE1, UE7, UE10, UE11, UE14, SE8, SE9	L10, UE1, UE6, UE9, UE13, UE16, UE17, UE19, SE5, SE9
20	Chilterns Cycleway	<ul style="list-style-type: none"> <li>Confirm route and links</li> <li>Prepare costed development plan</li> <li>Secure support from partners</li> <li>Prepare and begin implementation of promotional plan</li> </ul>	£2,040 (may need allocation for Project Support budget)	L7, UE1, UE4, UE5, UE7, UE10, UE11, UE13, UE14, SE3, SE5, SE7, SE8, SE9	L10, UE1, UE3, UE4, UE10, UE12, UE13, UE15, SE1, SE5, SE6, SE8, SE9
21	Access Conference	<ul style="list-style-type: none"> <li>Organise a conference (70 delegates)</li> </ul>	£1,530	UE3, UE5, UE8	UE8

22	Enjoying the Historic Environment	<ul style="list-style-type: none"> <li>• Events Programme (20 no.)</li> <li>• Promote use of HLC including training workshop</li> <li>• Gather data on listed buildings and scheduled ancient monuments</li> <li>• Organise conference on Historic Parks and Gardens (70 no.) to be held in spring/early summer 2010</li> </ul>	£2,040	L1, L2, L6, L7, HE1, HE3, HE4, HE6, HE8	L10, L18, HE5, HE6, HE8, HE11
23	Enjoying Woodlands	<ul style="list-style-type: none"> <li>• Support training courses on woodland archaeology organised by CWP</li> <li>• Publish woodland heritage booklet</li> <li>• Promote Woodland Web Site</li> <li>• Organise Annual Woodland Forum with CWP (60 no.)</li> <li>• Identify and promote Special Trees and Woods</li> </ul>	£5,100 (core)	L2, L7, FF1, FF3, FF7, HE1, HE3, HE6, HE8, SE9	L9, L10, L14, FF3, FF6, FF7, FF9, FF12, HE5, HE8, UE2, SE8
24	Wood Fuel Group	<ul style="list-style-type: none"> <li>• Establish and promote Chilterns Wood Fuel Group</li> </ul>	£3,000	L9, L10, FF2, FF3, FF4, FF5, FF6, SE2, SE3	L11, FF5, FF6, FF13, FF14, FF15
25	Raising Awareness of Farming	<ul style="list-style-type: none"> <li>• Implement programme to raise public awareness of farming. <ul style="list-style-type: none"> <li>• Walks - 20no</li> <li>• Farm Sunday</li> <li>• Updated farming calendar on web site</li> </ul> </li> </ul>	£1,010	L2, L7, FF7, UE1, UE2, UE9, UE14, SE9	L10, FF9, UE2, UE12, UE14, SE5, SE8

26	Chalk Streams	<ul style="list-style-type: none"> <li>• Advice and workshops for riparian owners</li> <li>• Hold an Annual Forum</li> <li>• Published Annual Report</li> <li>• Organise Events Programme</li> <li>• Comment on all relevant plans</li> <li>• Campaign to reduce water abstraction and to conserve water.</li> </ul>	£21,250 £10,625- CCB/NE £10,625 - Partners	L2, L7, WE1, WE2, WE3, WE4, WE5, WE7, WE9, WE10, WE11, D2, UE9	L10, L14, WE1, WE3, WE7, WE9, SE8
27	Promoting Tourism	<ul style="list-style-type: none"> <li>• Partner in regional programme</li> <li>• Promote membership of Green Tourism Business Scheme</li> <li>• Distribute literature to tourism businesses</li> <li>• Undertake a feasibility study of setting up a "Visit the Chiltern" web site</li> </ul>	£1,020  £40,000 (ring fenced projects) Chilterns share of a SE regional fund if bid is successful	UE1, UE2, UE9, UE10, UE11, UE13, SE3, SE5, SE7, SE9	L10, UE2, UE6, UE12, UE13, UE14, UE15, UE16, SE2, SE3, SE5, SE6
28	Getting to Know the Chilterns	<ul style="list-style-type: none"> <li>• Web site developed particularly to provide visitor information. (168,000 visits)</li> <li>• Publish Chalk and Trees - two editions published (15,000 copies and 'What's On')</li> <li>• Publish 'The Chilterns Times' – newsletter delivered to 30,000 households- only if full costs are covered by sponsorship</li> <li>• Publish range of information literature</li> </ul>	£28,882 (core)  Target is to raise advertising and £10,000 of sponsorship)	L2, L7, UE1, UE9, UE10, UE11, UE14, UE15, SE9	L10, UE2, UE6, UE9, UE16, UE17, SE1, SE5, SE8
29	Working with the Media	<ul style="list-style-type: none"> <li>• Issue 40 press releases</li> <li>• Target of 10 radio/TV interviews</li> <li>• Publish articles - 10no.</li> </ul>	Staff time	L2, L7, UE15	L10 Actions relate to subject matter

30	Photography	<ul style="list-style-type: none"> <li>• Update library</li> <li>• On line photo exhibition</li> </ul>	Staff time	n/a	n/a
31	State of the Environment Monitoring	<ul style="list-style-type: none"> <li>• Organise Land Use Survey for 2010</li> <li>• Organise annual state of the environment workshop.</li> <li>• Publish State of the Environment Report</li> <li>•</li> </ul>	£2,500	n/a	n/a
32	Conserving Tranquillity	<ul style="list-style-type: none"> <li>• Object to any proposals which will result in increased noise caused by over flying aircraft of any type.</li> <li>• Promote measures to reduce noise pollution arising from road traffic especially along the M40 and 'A' roads.</li> </ul>	Staff time	D12, UE12	D11, D12, D13, D15, UE11, SE7
33	The Chiltern Awards	<ul style="list-style-type: none"> <li>• To organise The Chiltern Awards <ul style="list-style-type: none"> <li>• Building Design</li> <li>• Landscape and Conservation</li> <li>• Access and Education</li> <li>• People</li> </ul> </li> </ul>	£1,500	L7, FF7, D2, D3	L10

## Managing the Chilterns Conservation Board

	<b>Area of Work</b>	<b>Key Actions and Outputs</b>	<b>Budget</b>
1	AONB Management Plan	<ul style="list-style-type: none"> <li>Promotion</li> </ul>	Staff Time
2	Annual Review	<ul style="list-style-type: none"> <li>Publish report</li> <li>1,000 copies</li> </ul>	£1,428
3	Board Bulletin	<ul style="list-style-type: none"> <li>Electronic bulletin</li> <li>6 editions per year</li> </ul>	Staff Time
4	Annual Forum	<ul style="list-style-type: none"> <li>Annual Forum with attendance of 120 representing at least 40 organisations</li> </ul>	£2,550
5	CCB meetings	<ul style="list-style-type: none"> <li>At least 4 meetings per year</li> <li>Av 85% attendance</li> </ul>	£1,326
6	CCB Executive Committee Meetings	<ul style="list-style-type: none"> <li>At least 4 meetings per year</li> <li>Av 85% attendance</li> </ul>	£204
7	CCB Planning Committee Meetings	<ul style="list-style-type: none"> <li>At least 4 meetings per year</li> <li>Av 85% attendance</li> </ul>	£616
8	Sustainable Development Fund	<ul style="list-style-type: none"> <li></li> </ul>	£53,106
9	Annual General Meeting	<ul style="list-style-type: none"> <li>To hold an AGM (October)</li> </ul>	No additional cost
10	AONB Tours	<ul style="list-style-type: none"> <li>Two tours held for members</li> </ul>	£1,500

		(April and Sept) <ul style="list-style-type: none"><li>• Walking tour (June)</li></ul>	
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