Board Meeting

10.30 a.m. 26th June
Benson Village Hall, near Wallingford

**Agenda**

1. Apologies 10.30
2. Introduction of new members 10.30 – 10.35
3. Declarations of Interest 10.35 – 10.36
4. Minutes of Previous Meeting 10.36 - 10.41
5. Matters Arising 10.41 - 10.46
6. Public Question Time 10.46 - 10.49
7. Report from the Executive Committee 10.49 - 10.59
8. Report from the Planning Committee 10.59 - 11.09
12. Presentation on the Chilterns Building Design Awards 11.45 - 12.05
13. Report on High Speed 2 12.05 - 12.20
14. Creating an Ex Board Members Alumni 12.20 - 12.35
15. Report on Celebrating the 10th Anniversary of the Board and the 50th Anniversary of the AONB Designation 12.35 - 12.50
16. Presentation to departing members 12.50- 1.00 p.m.

Lunch
Benson Parish Hall
Sunnyside
Benson
Wallingford
OX10 6LZ
MINUTES OF THE MEETING OF THE CHILTERNs CONSERVATION BOARD
HELD ON TUESDAY 25 March 2014 at Princes Risborough Golf Club,
Saunderton Lee HP27 9NX COMMENCING AT 10.00 AM AND CONCLUDING AT 12.45 PM

MEMBERS PRESENT

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<td>Cllr David Barnard</td>
<td>North Herts District Council</td>
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<td>Cllr David Collins</td>
<td>Dacorum Borough Council</td>
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<td>Cllr Bill Bendyshe –Brown</td>
<td>Buckinghamshire County Council</td>
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<td>Cllr Lynn Lloyd</td>
<td>South Oxfordshire District Council</td>
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<td>Cllr Roger Metcalfe</td>
<td>Wycombe District Council</td>
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<td>Cllr Marion Mustoe</td>
<td>Central Bedfordshire Council</td>
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<td>Cllr David Nimmo-Smith</td>
<td>Oxfordshire County Council</td>
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<td>Cllr Brian Norman</td>
<td>Three Rivers District Council</td>
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<td>Cllr Ian Reay</td>
<td>Hertfordshire County Council</td>
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<td>Cllr Jeremy Ryman</td>
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<td>Cllr David Taylor</td>
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<td>Cllr Alan Walters</td>
<td>South Buckinghamshire District Council</td>
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<td>Dr Heather Barrett-Mold</td>
<td>Secretary of State</td>
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<td>Alison Doggett</td>
<td>Secretary of State</td>
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<td>Mike Fox (Chairman)</td>
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<td>Bettina Kirkham</td>
<td>Secretary of State</td>
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<td>Dr Simon Mortimer</td>
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<td>Ray Payne</td>
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<td>Helen Tuffs</td>
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<td>John Willson</td>
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<td>Cllr Mary Goldsmith</td>
<td>Bedfordshire</td>
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<td>Cllr Margaret Jarrett</td>
<td>Hertfordshire</td>
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<td>Cllr Barbara Wallis</td>
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<td>Cllr Julia Wells</td>
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<td>Deirdre Hansen</td>
<td>Clerk to the Board</td>
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<td>Steve Rodrick</td>
<td>CCB Chief Officer</td>
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<td>Chris Smith</td>
<td>CCB Finance Officer</td>
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<td>Rachel Sanderson</td>
<td>CCB Commons Project Officer</td>
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13/14.49. Apologies for absence

Apologies were received from Cllr John Griffin, Oxfordshire Parish Councils, Cllr Shirley Judges, Buckinghamshire Parish Councils and Cllr Chris Richards, Aylesbury Vale District Council.

13/14.50. Declarations of Interest

No declarations of interest were made.

13/14.51. Additional agenda Item:

The Chairman asked if the Board members were prepared to accept an additional agenda item.

1. The Board unanimously AGREED to accept an additional agenda item.

13/14.52 Minutes of the previous meeting

The minutes of the meeting held 22nd January 2014 were approved and signed by the Chairman after the following amendments:

- Cllr Mary Goldsmith had not been present at this meeting
- Cllr Julia Wells had been present at this meeting.
- 13/14.43.c. after 'parish council ' the words' town council and parish meeting' were inserted.

10.05 Jeremy Ryman arrived.

13/14.53. Matters Arising

There were no matters arising not on the agenda.

13/14.54. Public Question time

1 member of the public present, Bill Storey.

13/14.55. Report from the Executive Committee

The Chief Officer reported the matters discussed and decisions taken, by the Executive Committee under delegated powers.

At its meeting on 4th March 2014 the Executive Committee:

1. Received and approved the finance report for the period April-January 2014
4. Received a report on the progress in reviewing the AONB Management Plan 2014-19.
5. Reviewed the level of Fidelity Guarantee Insurance.
6. Reviewed the level of General Reserve.
8. Undertook a biannual review of the Risk Register.
9. Received a report on High Speed 2 related activity.
10. Received a report on changes to the Board’s membership.

10.08 Bill Bendyshe-Brown arrived.

1. The Board NOTED the issues considered by the Executive Committee at its meeting on 4th March and the decisions made under delegated authority.


Members received the report from the Planning Officer, the purpose of which was to bring to the attention of the Board the items considered by the Planning Committee on 12th February 2014 and the decisions taken under delegated powers. The following were noted:

1. High Speed 2 update
2. AONB Management Plan Review
3. Events
4. Conservation Board Position Statements
5. Development Plan Responses

The Planning Officer gave some guidance on the matters discussed and members commented.

The next Planning Forum will take place 20th May, any Board members wishing to attend should inform the Planning Officer.

The Planning Officer and the Chief Officer had met with Penelope Tollit, Head of Planning and Sustainability at Wycombe District Council to discuss Wycombe District’s New Local Plan.

David Nimmo-Smith thanked the Planning Officer for attending a public meeting on the Henley Town and Harpsden Parish Councils’ joint Neighbourhood Plan.

1. The Board NOTED the report from the Planning Committee.


The Chief Officer informed the Board of the key changes made to the draft Management Plan following the consultation late 2013. The sub group had met in February to consider in detail what changes should be made to the plan to allow the presentation of a revised and final draft to the Board for adoption. The principal changes dealt with the policies in the Plan.

The meeting discussed the key changes and reviewed any final minor amendments. The Plan was adopted subject to minor amendments and the Chief Officer was authorised to submit the Plan to the Secretary of State once these had been undertaken.
1. The Board APPROVED and ADOPTED the revised draft of the Chilterns AONB Management Plan 2014-19.

2. The Board DELEGATED to the Chairman and the Chief Officer the power to undertake any final minor amendments to the Chilterns AONB Management Plan 2014-19.

3. The Board AUTHORISED the Chief Officer to send the adopted version of the Chilterns AONB Management Plan 2014-19 to the Secretary of State.


The Chief Officer presented the Draft Business Plan incorporating the works programme and the budget for 2014-15 as approved and recommended by the Executive Committee on 4th March.

The Business Plan is both an internal working document to provide structure to the Boards' activities and a link to the Management Plan. It also serves as a promotional tool for those wishing to know more about the work of the Board. The Work Programme is an iterative evolving programme.

The Board discussed the Business Plan, Work Programme. The Finance Officer went through the budget for the benefit of the members and answered questions. The proposed budget will result in a draw down from Reserves of £34,622.


2. The Board APPROVED the draft budget for 2014-15

13/14.59. Report on HS2

The Chief Officer advised members of the recent and programmed work on HS2 as was discussed at the Executive Committee on 4th March.

On the 7th February the Environmental Audit Committee announced that it intended to hold an inquiry into some of the route-wide environmental impacts. The closing date for submission was 7th March. A submission has been made to the Environmental Audit Committee. The Board's submission echoed the main points it had made on the ES itself, it was critical of the thoroughness and robustness of the approach taken and disagreed with many of the conclusions and assessments of the severity of impact.

11.15 Rachel Sanderson arrived

11.20 Bill Bendyshe-Brown left the meeting

The Board discussed the next steps forward and the process and procedures of petitioning.

Ray Payne gave an update on the work he has been undertaking on behalf of the Board on the study of an “idealised tunnel”. A longer bored tunnel is the ultimate aim.
The Board thanked Ray Payne for “going the extra mile” and the work he is undertaking on behalf of the Board.

11.30 Alan Walters left the meeting.

1. The Board NOTED the recent and planned HS2 related activities.

2. The Board AGREED that several petitions should be submitted to seek enhancements to the current proposals, the primary one to be for a longer bored tunnel from the M25 to Wendover.

13/14.60. Report on Chilterns Commons.

The Commons Project Officer and John Willson gave presentations on the progress of the Common Project and opened the discussion on consideration of continuing the project once the HLF funded project comes to an end in 2015. The Chilterns Commons Project was set up by the Board a number of years ago to bring together all interested parties. Activities in recent years have been funded with an HLF grant of £430,000.

Members provided feedback on the achievements to date and contributed to discussion on continuation of the work with groups interested in commons.

Rachel Sanderson and John Willson were thanked for bringing the Chilterns Common to the forefront.

1. The Board provided feedback on the achievements to date and the planned programme

2. The Board identified ways of continuing to promote the management and enjoyment of common land.

13/14.61. World War I Centenary Programme.

The Chief Officer gave a brief presentation on places and people in the Chilterns connected with WWI. He sought approval to develop a WWI programme and sought support for relevant projects.

The Members provided feedback and made contributions to plans for a programme to commemorate WWI. The Special Projects Fund will be available for use for this type of activity.

1. The Board AGREED to develop a small commemoration programme.

13/14.62. Additional item: Participation in Board meetings.

The Chief Officer reminded the Board that the current “Standing Orders Regulating the Meetings and Proceedings of the Board” state in paragraph 8.7:
“All questions coming or arising before a meeting shall be decided by a majority of members present and voting thereon and, in case of an equality of votes, the person presiding at the meeting shall have a second or casting vote”.

In an age where telecommunications are commonplace, reliable and extensively used, the Board discussed that a physical presence at a meeting should no longer be a prerequisite for participation. Attendance should be encouraged and expected as the normal practice. However, if a member could not be present and makes a request to the Chairman to participate in the meeting by secure telephone or video link, this should be granted if, in the view of the Chairman, the member has provided a reasonable and acceptable explanation as to why they cannot attend in person. In view of the size of the Board and the technical complexities involved it is foreseen that this is will only occur on rare occasions.

1. The Board AGREED to amend its Standing Orders Regulating Meetings to permit participation and voting by conference call at the time of the meeting or by live video link.

2. The Board AGREED that such permission is only granted at the discretion of the Chairman provided that he/she accepts that the member is unable to attend in person.

13/14.63. Report on Board Membership

The Chief Officer reported on the changes in Board Membership as reported to the Executive Committee on 4th March. The replacements for the three retiring Secretary of State appointments will be announced imminently.

The Board’s Establishment orders allow for the local Authority and Parish Council appointments, when standing down, to continue on the Board for up to three months until such time as a replacement is appointed. Both members have agreed to continue as Board Members should the need arise.

With the retirement of the Chairman, Mike Fox, on 31st March, it is reasonable to expect the Vice Chairman, Ian Reay, to take the position until the AGM in June. This leaves the position of Vice Chairman vacant; it is advisable to appoint a Vice Chairman. Helen Tuffs was proposed and unanimously elected as Vice Chairman until the AGM. She accepted the position.

The Chairmanship of the Executive Committee falls automatically to the new Chairman of the Board, Ian Reay. The Secretary of State vacancy on the Executive Committee was filled by co-opting Dr. Heather Barrett-Mold.

The Planning Committee is chaired by Bettina Kirkham, a retiring Secretary of State appointment. The members of the Planning Committee present voted Helen Tuffs as Chairman of the Planning Committee until the AGM.

1. The Board NOTED the forthcoming changes to Board membership.
2. Ian Reay will be the chairman until the AGM on 26th June
3. Helen Tuffs will be the vice chairman until he AGM on 26th June
4. Helen tuffs will be the chairman of the Planning Committee until the AGM on 26th June.
13/14.64 Presentation to departing members.

A presentation was made to the departing members of the Board: Mike Fox, Bettina Kirkham and John Willson. They were all thanked for their invaluable work, contributions and support of the Board in their twelve years of Board Membership. They all thanked the Board and the staff for the enjoyable time they had spent with the Board. The Chief Officer expressed his hope that they will continue their active involvement in the various Board projects.

Bill Storey, who had retired last year, thanked the Board members and the Staff for the time he had spent on the Board.

13/14.65 Date of next meeting: Thursday 26th June March 2014
(The AGM will precede the Board meeting) location TBC.

Dates of future meetings:
Thursday 16th October 2014

The meeting closed 12.45

The Chairman………………………………………. Date……………….
Item 7  Report from the Executive Committee

Author: Steve Rodrick  Chief Officer

Summary: At its meeting on 22nd May 2014 the Executive Committee:

1. Received provisional financial statement for 2013-14.
2. Received the Internal Auditor’s Report for 2013-14.
4. Received a Personnel Report and approved amendments to the Board’s personnel policies.
5. Discussed and approved a proposal to create an Alumni for ex members of the Board.
6. Received a report on High Speed 2.

Purpose of Report To inform members of the Board of the matters considered and decisions taken by the Executive Committee under delegated powers.

Provisional Outturn for 2013-14

1. The Committee received and approved a report on the Board’s provisional outturn for 2013-14.
   - Core expenditure totalled £526,605 - £18,290 (3.4%) below the original forecast.
   - Ongoing activity expenditure was £30,270 - £5,835 (23.9%) above forecast.
   - Ongoing activity income was £53,653 - £19,857 (60.5%) above forecast.
   - Project Expenditure was £184,410 - £48,637 (20.9%) below forecast.
   - Project income was £188,833 - £27,758 (12.8%) below forecast.
   - Small grants expenditure was £5,934 against a budget of £20,000.
   - Overall reserves increased by £20,872 compared to a forecast of a reduction of £23,110.
2. The net effect of these movements was that overall reserves rose by £20,872 (3.9%) from £540,716 to £561,588

**Reserves at 31.3.2014**

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<tr>
<td>General</td>
<td>£100,000</td>
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<tr>
<td>Budget Equalisation</td>
<td>£137,772</td>
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<tr>
<td>Development</td>
<td>£292,494</td>
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<tr>
<td>Chalk Streams</td>
<td>£24,693</td>
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<td>Red Kites</td>
<td>£6,629</td>
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**Internal Audit Report 2013-14**

3. The Board’s internal auditor, the Hertfordshire Shared Internal Audit Service, had completed their annual review and submitted their report.

4. The auditor conducted a high level review of important and current risks and concluded that **Substantial Assurance** on effective management had been provided.

5. No “priority” recommendations were made, although two “merits attention recommendations” were identified and accepted.

**Adjustment to Budget for 2014-15**

6. The Committee discussed the need to consider adjustments to the budget for 2014-15

   1. the local authorities contribution did not fall as anticipated (£10,000)
   2. DEFRA had fore-warned that it may introduce a further, in year, cut of up to 1.9% to its annual grant (£7,800)
   3. the cost of salaries and members’ allowances was lower than originally budgeted (approx. £3,500)

7. The Committee decided that planned budget expenditure should not be adjusted and any resulting effects should be accommodated by the use of Reserves. If DEFRA applied the additional cut, the combined effect of the three changes would be to reduce the drawdown of Reserves from £30,000 to £22,000.

**Personnel Report**

8. The Committee received and approved a report covering the following:

   1. Following a review of the Board’s HR policies a need to make amendments had been identified to reflect the changes to employment
legislation, in particular to the whistle blowing and parental leave provisions.

2. The Board’s sickness absence rate in 2013-14 was 0.3%.

3. The Board was fully compliant with the Pension Auto enrolment legislation and staff had been notified, as required, of changes to the Local Government Pension Scheme.

4. It was decided to adjust the qualifying criteria for a discretionary salary increment.

**Board Member Alumni**

n.b This issue is covered in detail under Item 14.

9. The Committee approved a proposal, to be presented for the consideration by the Board, to create an alumni style of membership for ex Board members who wish to keep in touch and continue contributing to the Board’s work.

**High Speed 2**

n.b This issue is covered in detail under Item 13.

10. The House of Commons approved the Second Reading of the HS2 Bill by 452 votes to 41. A Select Committee has been set up to receive petitions for changes to the Proposed Scheme. The Board has since submitted a petition with a number of proposed mitigations including a longer bored tunnel.

11. The report on the “idealised” tunnel, jointly commissioned by the Board with Chilterns DC, Aylesbury Vale DC and Bucks CC was launched on 25th April. The Committee recorded its thanks to Ray Payne for the work he had undertaken in helping to prepare and present the report.

12. A meeting was held with Sir David Higgins, chairman of HS2 Ltd, on 1st May.

**Recommendation**

1. To note the issues considered by the Executive Committee at its meeting on 22nd May and decisions made under delegated authority.
Item 8  Report from the Planning Committee

Author: Colin White  Planning Officer

Summary: The Planning Committee met on 14th May 2014. The following items were discussed:
1. Election of Interim Chairman
2. High Speed 2 update
3. AONB Management Plan Review
4. Events
5. Conservation Board Position Statements
6. Development Plans responses
7. Planning applications update

Purpose of Report: To inform the Board about the items considered by the Planning Committee.

Election of Interim Chairman

1. Helen Tuffs was nominated and unanimously elected as Interim Chairman of the Committee until the Board’s AGM in June 2014.

High Speed 2 update

2. The Committee was informed that: HS2AA had submitted a case to the Aarhus Convention Compliance Committee in connection with the need to comply with the Strategic Environmental Assessment (SEA) Directive while planning HS2; the Information Commissioner will be seeking a Judicial Review in connection with the Major Project Authority’s report; the Board’s response on the Environmental Statement was submitted in February and the Board’s petition against the Bill was being prepared. Some detail was given about the petition.

AONB Management Plan Review

3. The Planning Officer informed the Committee that the 2014-2019 Management Plan was adopted by the Board in March. It now requires promotion. The Management Plan will be accompanied by various other documents including the final versions of: the environmental report; the SEA scoping report; the appropriate assessment; a post adoption statement and an equalities assessment. Once these documents have been finalised they will be circulated to Local Authorities along with the Management Plan and the Board’s responses to comments made during the consultation period.

4. The Committee noted the adoption of the Management Plan and agreed to promote it.
**Events**

5. The Planning Officer informed the Committee about the various events that were scheduled to take place.

6. The Planning Forum was due to take place on 20th May 2014 in the Board’s meeting room.

7. The Building Design Awards ceremony was due to take place on 18th June in Amersham.

8. Parish and Town Council planning training had been booked to take place on 23rd June, 1st July and 3rd July at various locations in the Chilterns. An electronic questionnaire was sent out investigating the loss of local facilities. However, due to lack of interest these events have now been cancelled.

9. The Planning Tour will take place on the 23rd July and the annual Planning Conference will take place on the 8th October 2014 at The King’s Church, Amersham.

10. The Committee noted and approved the arrangements for the events and agreed to promote them widely.

**Conservation Board Position Statements**

11. The Committee noted that the renewable energy policy position statement had been subject to consultation and adoption. The Committee also noted that following the adoption of the Management Plan and the changes made to policies, the adopted position statements on development affecting the setting of the AONB and renewable energy will require some changes.

12. The Committee discussed a programme for production of future position statements and noted that the next one would deal with telecommunications. This was due to be reported to the June 2014 Board meeting but this will now take place later in the year.

**Development Plans responses**

Chiltern District Council’s Draft Sustainable Design and Construction Supplementary Planning Document

13. The Board welcomed the SPD and suggested that links could be made to the Board’s Supplementary Technical Notes on building materials. It was suggested that more could be made of alternative and sustainable building materials and that greater reference could be made to the domestic use of biomass. It was stressed that any new planting should be given sufficient space to reach maturity and that the likely landscape
impacts arising from incinerators and other forms of plant should be properly dealt with.

Department for Transport’s Draft National Policy Statement on National Networks

14. The Board welcomed the draft NPS. The Board suggested that alternatives should be fully considered when proposals affect nationally protected landscapes. Greater account should be taken of local distinctiveness. Specific reference should be made to low noise road surfacing. The Board considered that the NPS should recognise that strategic rail freight interchanges are unlikely to be considered suitable within nationally protected landscapes.

OFGEM’s National Grid Electricity Transmission’s Proposed Visual Impact Provision policy

15. This policy was welcomed by the Board. The landscape and visual impact methodology should be amended to cover lines adjacent to protected landscapes (already addressed in the principles for the policy). The Board considered that a cut-off date should be applied by which time all landscape assessments should be complete. The Board has pushed for National Grid to review its position on the matter of the funding that is made available (£500m at present and National Grid have stated that they will not be seeking to increase this).

Wycombe District Council’s Local Plan options

16. The Board made extensive comments about this consultation. However, the document was generally welcomed and supported in connection with references to the AONB. The Board stressed the need to comply with the purpose of the AONB and that the setting of the AONB should also be taken fully into account, particularly in connection with any new development proposals. Greater emphasis should be placed on jobs and employment across the District and developments should include both housing and employment provision. There should be greater emphasis on the provision of broadband to allow more home-working and small-scale rural business provision. The Local Plan should make specific reference to natural capital and ecosystems services. It was stressed that the historic environment is more than designated structures and sites, of equal importance are the un-designated structures and sites. The Board made specific comments about a number of the proposals. The Board suggested that policy references should be made to landscape issues and the AONB.

Chiltern District Council’s Delivery Development Plan Document submission

17. The Board also made extensive comments about this consultation. The Board objected to the removal of various settlements from the Green Belt as this would be likely to lead to greater pressure for more intense
forms of development. The Board objected to the fact that the assessment of some sites (housing and gypsy, traveller and travelling showpeople accommodation) had failed to take account of their location within or adjacent to the AONB. The Board welcomed the recognition that a certain level of private space would be required in residential developments. The Board made specific comments about a number of the proposals (particularly that for possible development at the Great Missenden railway station car park). Various policies were welcomed and supported.

**Oxfordshire County Council’s Draft Minerals and Waste Local Plan**

18. The Board welcomed the references to the AONBs within the County and also welcomed various objectives and paragraphs in connection with the same issue. It was suggested that one of the policies should be re-drafted to take proper account of the NPPF.

**South Bucks District Council’s Accommodating the needs of the Travelling Community Issues and Options and call for sites**

19. The Board considered that policies should be developed to assess planning applications for additional traveller sites. In doing this policies should ensure that full and proper account is taken of the need to conserve and enhance the natural beauty of the AONB. It was suggested that applications should be accompanied by LVIA. The Board suggested that site selection criteria should specifically mention the Chilterns AONB and its setting.

**Chiltern District Council’s Chalfont St Peter Neighbourhood Plan**

20. The Board suggested changes that would ensure compliance with the NPPF and CRoW Act.

**Central Bedfordshire Council’s Guidance Note 2 Solar Farm Development**

21. The Board suggested that the boundary of the AONB should be included in the guidance note. The Board objected to the fact that various areas had been identified within the AONB as being less sensitive to solar farm development and questioned how large scale solar farm developments could achieve the purpose of the AONB. The text of the document should be amended to reflect the fact that the AONB occurs within some of the sub-areas evaluated. The Board suggested that proposals should be accompanied by EIA and LVIA documents. The Board welcomed the requirement that glint and glare should be assessed. It was also suggested that noise should also be assessed.

Further details of the development plans responses and all other papers can be viewed at the following: Planning papers 140514 link
Planning applications update

22. The Committee was informed about the various responses that had been made and approval was given for these. The updates to various cases were noted. The Committee noted that for 2013/14 the number of cases decided in line with the Board’s comments was 70%.

Recommendation

1. The Board notes the report from the Planning Committee.
Item 9  Statement of Accounts 2013-14

Author: Chris Smith  Finance Officer

Summary: The year end position shows an overall net surplus from all activity of £21,352.

£573 has been applied from the Budget Equalisation Reserve and £770 from the Friends of Red Kites Reserve.

£4,996 has been added to the Chalk Streams reserve and £17,699 to the Development Reserve.

The Executive Committee has approved a reduction to the General Reserve of £35,000. This has been transferred to the Development Reserve.

Purpose of Report: To present the Statement of Accounts for the financial year 2013-14.

Final results

1. The formal Statement of Accounts and associated Annual Audit Return are attached.

2. The figures show that an overall net surplus of income over expenditure of £21,352 was recorded, resulting in a net increase in earmarked and restricted reserves.

3. At its meeting in January the Executive Committee considered and approved a proposal to reduce the General Reserve by £35,000 (to £100,000) and transfer that sum to the Development Reserve.

4. Reserves now stand as follows:

- General  £100,000
- Budget Equalisation  £137,772
- Development  £293,744
- Chalk Streams Project  £24,693
- Friends of Red Kites  £5,859

Total  £562,068

5. The Pensions Liability has reduced by £4,000 to £573,000. This represents the liability to the Board if every employee had retired on 31 March 2014 and collected their pension entitlements.
6. The reduction reflects the impact of the valuation methodology and the derivation of the main financial assumptions required by Financial Reporting Standard (FRS) 17.

Recommendation

1. The Board approves the Statement of Accounts and Annual Audit Return for 2013-14, including the Annual Governance Statement.
Statement of Accounts 2013-14

CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Foreword</td>
<td>2</td>
</tr>
<tr>
<td>2 Consolidated Revenue Account</td>
<td>3-4</td>
</tr>
<tr>
<td>3 Balance Sheet</td>
<td>5</td>
</tr>
<tr>
<td>4 Statement of Movement in Reserves</td>
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FOREWORD

This Statement of Accounts details the Board’s activities for the period 1\textsuperscript{st} April 2013 to 31\textsuperscript{st} March 2014, and has been prepared in accordance with the Accounts and Audit Regulations 2003 as modified by the Accounts and Audit (Amendment) (England) Regulations 2006 and 2011.


The Board operates to a budget based on the agreed grant aid from the Department for Food and Rural Affairs (Defra) and local authorities, including parish and town councils. Additionally, the Board either takes the lead role or actively participates in a range of partnership schemes to secure external funding for additional project work. Income is also raised through sales of merchandise, donations and consultancy fees.

The Statements included in these accounts are:

Income and Expenditure Account (pages 3-4)

This shows the costs of providing services across the various activities and projects that the Board has supported during the year and how these projects were supported from grants and income. Gross revenue expenditure for the year was £771,716, whilst income was £750,364. Taken together, these items show a net surplus for the year of £21,352. Net additions of £21,352 were made to restricted and earmarked reserves.

Statement of Balances (page 5)

This details the Board’s financial position as at 31\textsuperscript{st} March 2014 listing the value of assets and liabilities.

Statement of Movements in Reserves (page 6)

This sets out the movements during the year for the reserves held by the Board, including a re-structure of earmarked reserves approved during the year.
**CONSOLIDATED REVENUE ACCOUNT 2013-14**

<table>
<thead>
<tr>
<th>Source</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defra: Core</td>
<td>421,349</td>
</tr>
<tr>
<td>Defra: Ongoing activity</td>
<td>4,627</td>
</tr>
<tr>
<td>Defra: Chalk Streams</td>
<td>20,559</td>
</tr>
<tr>
<td>Local Authorities</td>
<td>105,781</td>
</tr>
<tr>
<td>Town and Parish Councils</td>
<td>1,975</td>
</tr>
<tr>
<td>Merchandise sales</td>
<td>7,082</td>
</tr>
<tr>
<td>Other earned income</td>
<td>42,069</td>
</tr>
<tr>
<td>Chalk Streams external income - core</td>
<td>17,084</td>
</tr>
<tr>
<td>Chalk Streams external income - projects</td>
<td>3,093</td>
</tr>
<tr>
<td>Commons Project external income</td>
<td>108,320</td>
</tr>
<tr>
<td>Tourism Network</td>
<td>5,270</td>
</tr>
<tr>
<td>Box Woods Project</td>
<td>19,361</td>
</tr>
<tr>
<td>Farm Advice Project</td>
<td>15,146</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>771,716</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Promotion and Awareness</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office costs</td>
<td>97,009</td>
</tr>
<tr>
<td>Management support</td>
<td>16,300</td>
</tr>
<tr>
<td>Countryside Festival</td>
<td>9,641</td>
</tr>
<tr>
<td>Annual Report</td>
<td>699</td>
</tr>
<tr>
<td>Annual Forum</td>
<td>738</td>
</tr>
<tr>
<td>Chalk and Trees</td>
<td>12,149</td>
</tr>
<tr>
<td>Educational Events</td>
<td>1,283</td>
</tr>
<tr>
<td>Enjoying Woodlands</td>
<td>3,500</td>
</tr>
<tr>
<td>Environmental Tourism</td>
<td>434</td>
</tr>
<tr>
<td>Historic Environment</td>
<td>2,466</td>
</tr>
<tr>
<td>People and Places Booklet</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>144,219</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Countryside Management</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office costs</td>
<td>78,202</td>
</tr>
<tr>
<td>Management support</td>
<td>10,867</td>
</tr>
<tr>
<td>Commons</td>
<td>4,935</td>
</tr>
<tr>
<td>Chalk Grassland Group</td>
<td>969</td>
</tr>
<tr>
<td>Contribution to Box Project</td>
<td>2,500</td>
</tr>
<tr>
<td>State of Environment Report</td>
<td>888</td>
</tr>
<tr>
<td>Support for Trees and Woods Management</td>
<td>3,500</td>
</tr>
<tr>
<td>Small Works</td>
<td>2,692</td>
</tr>
<tr>
<td>Small Grants Scheme</td>
<td>5,934</td>
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<tr>
<td>Local Nature Partnerships</td>
<td>2,035</td>
</tr>
<tr>
<td>Chilterns Rural Skills</td>
<td>2,195</td>
</tr>
<tr>
<td>Conserving the Chilterns Chalk Streams - core</td>
<td>32,647</td>
</tr>
<tr>
<td>Conserving the Chilterns Chalk Streams - projects</td>
<td>3,093</td>
</tr>
<tr>
<td>Chilterns Farm Advice Project</td>
<td>15,146</td>
</tr>
<tr>
<td>Commons Project</td>
<td>108,320</td>
</tr>
<tr>
<td>Farm Advice Project</td>
<td>2,000</td>
</tr>
<tr>
<td>Box Woods Project</td>
<td>19,361</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>295,284</td>
</tr>
<tr>
<td>Planning and Development</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Office costs</td>
<td>63,178</td>
</tr>
<tr>
<td>Management support</td>
<td>16,300</td>
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<td>Planning Committee</td>
<td>526</td>
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<tr>
<td>Planning Conference</td>
<td>531</td>
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<td>Design Guidance</td>
<td>5</td>
</tr>
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<td>Building Design Awards</td>
<td>1,167</td>
</tr>
<tr>
<td>Technical Assistance / Training</td>
<td>1,193</td>
</tr>
<tr>
<td>Management Plan</td>
<td>4,416</td>
</tr>
<tr>
<td>High Speed 2</td>
<td>8,169</td>
</tr>
<tr>
<td></td>
<td>95,485</td>
</tr>
<tr>
<td>Recreation and Access</td>
<td></td>
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<tr>
<td>Office costs</td>
<td>27,836</td>
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<td>Management support</td>
<td>10,867</td>
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<td>Access Publications</td>
<td>591</td>
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<tr>
<td>Access Conference</td>
<td>5</td>
</tr>
<tr>
<td>Access for all Improvements</td>
<td>500</td>
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<tr>
<td>Tourism Network</td>
<td>5,843</td>
</tr>
<tr>
<td>Cycling in the Chilterns</td>
<td>1,755</td>
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<td></td>
<td>47,397</td>
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<td>Corporate Services</td>
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<td>Office costs</td>
<td>127,711</td>
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<tr>
<td>Governance</td>
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<tr>
<td>Member Allowances and costs</td>
<td>37,123</td>
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<tr>
<td>National Association of AONBs</td>
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<tr>
<td>Merchandise purchases</td>
<td>2,500</td>
</tr>
<tr>
<td></td>
<td>645</td>
</tr>
<tr>
<td>TOTAL EXPENDITURE</td>
<td>750,364</td>
</tr>
<tr>
<td>SURPLUS FOR YEAR</td>
<td>21,352</td>
</tr>
<tr>
<td>TO RESTRICTED RESERVES</td>
<td>4,226</td>
</tr>
<tr>
<td>TO EARMARKED RESERVES</td>
<td>52,126</td>
</tr>
<tr>
<td>FROM GENERAL RESERVE</td>
<td>35,000</td>
</tr>
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</table>
# CHILTERNS CONSERVATION BOARD
## STATEMENT OF BALANCES

<table>
<thead>
<tr>
<th></th>
<th>As at 31st March 2013</th>
<th>As at 31 March 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
<td><strong>£</strong></td>
</tr>
<tr>
<td><strong>FIXED ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2,852 Stocks in hand</td>
<td>2,477</td>
<td></td>
</tr>
<tr>
<td>60,372 Debtors &amp; accrued income</td>
<td>40,198</td>
<td></td>
</tr>
<tr>
<td>690,108 Bank &amp; cash</td>
<td>736,045</td>
<td></td>
</tr>
<tr>
<td><strong>753,332</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LESS CURRENT LIABILITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(212,616) Creditors and receipts in advance</td>
<td>(216,652)</td>
<td></td>
</tr>
<tr>
<td><strong>540,716</strong></td>
<td></td>
<td><strong>562,068</strong></td>
</tr>
<tr>
<td><strong>NET CURRENT ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LONG TERM LIABILITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(577,000) Defined benefits Pension Scheme</td>
<td>(573,000)</td>
<td>(573,000)</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS LESS TOTAL LIABILITIES</strong></td>
<td>(36,284)</td>
<td>(10,932)</td>
</tr>
</tbody>
</table>

**REPRESENTED BY:**

<p>| | | |
|                       |                       |                     |
| 577,000 Pensions Reserve | 573,000             |                     |
| 26,326 Reserves - Restricted | 30,552             |                     |
| 379,390 Reserves - Earmarked | 431,516           |                     |
| 135,000 Reserves - General | 100,000            |                     |
| <strong>36,284</strong>              |                       | <strong>10,932</strong>          |</p>
<table>
<thead>
<tr>
<th></th>
<th>Friends of Red Kites</th>
<th>Chalk Streams</th>
<th>Development Reserve</th>
<th>Budget Equalisation</th>
<th>General Reserve</th>
<th>Pensions Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>As at 1st April 2013</td>
<td>6,629</td>
<td>19,697</td>
<td>241,045</td>
<td>138,345</td>
<td>135,000</td>
<td>577,000</td>
</tr>
<tr>
<td>Movements in the year</td>
<td>(770)</td>
<td>4,996</td>
<td>17,699</td>
<td>(573)</td>
<td>0</td>
<td>(4,000)</td>
</tr>
<tr>
<td>Reserve re-structure</td>
<td>0</td>
<td>0</td>
<td>35,000</td>
<td>0</td>
<td>(35,000)</td>
<td>0</td>
</tr>
<tr>
<td>As at 31st March 2014</td>
<td>5,859</td>
<td>24,693</td>
<td>293,744</td>
<td>137,772</td>
<td>100,000</td>
<td>573,000</td>
</tr>
</tbody>
</table>
Small Bodies in England
Annual return for the financial year ended
31 March 2014

Small relevant bodies in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their annual activities at the end of each financial year.

The annual return on pages 2 to 5 is made up of four sections:

– Sections 1 and 2 are completed by the person nominated by the body.
– Section 3 is completed by the external auditor appointed by the Audit Commission.
– Section 4 is completed by the body's internal audit provider.

Each body must approve this annual return no later than 30 June 2014.

Completing your annual return
Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in red. Do not leave any red box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2014, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do not send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the body for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2014.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners’ Guides for either local councils or internal drainage boards. These publications may be downloaded from the National Association of Local Councils (NALC) or Society of Local Council Clerks (SLCC) websites (www.nalc.gov.uk or www.slcc.co.uk) or from the members area of the Association of Drainage Authorities website (www.ada.org.uk).
### Section 1 – Accounting statements 2013/14 for:

**Chilterns Conservation Board**

<table>
<thead>
<tr>
<th>Year ending</th>
<th>Notes and guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</td>
</tr>
<tr>
<td>1 Balances brought forward</td>
<td>Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.</td>
</tr>
<tr>
<td>2 (+) Income from local taxation and/or levy</td>
<td>Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.</td>
</tr>
<tr>
<td>3 (+) Total other receipts</td>
<td>Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.</td>
</tr>
<tr>
<td>4 (-) Staff costs</td>
<td>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</td>
</tr>
<tr>
<td>5 (-) Loan interest/capital repayments</td>
<td>Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).</td>
</tr>
<tr>
<td>6 (-) All other payments</td>
<td>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</td>
</tr>
<tr>
<td>7 (=) Balances carried forward</td>
<td>Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)</td>
</tr>
<tr>
<td>8 Total cash and short term investments</td>
<td>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.</td>
</tr>
<tr>
<td>9 Total fixed assets plus other long term investments and assets</td>
<td>The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March.</td>
</tr>
<tr>
<td>10 Total borrowings</td>
<td>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</td>
</tr>
</tbody>
</table>

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by **Responsible Financial Officer:**

[Signature]

Date: 26/06/2014

I confirm that these accounting statements were approved by the body on:

26/06/2014

and recorded as minute reference:

[MINUTE REFERENCE]

Signed by Chair of meeting approving these accounting statements:

[Signature]

Date: 26/06/2014
Section 2 – Annual governance statement 2013/14

We acknowledge as the members of our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

<table>
<thead>
<tr>
<th></th>
<th>Agreed –</th>
<th>'Yes' means that the body:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td>prepared its accounting statements in the way prescribed by law.</td>
</tr>
<tr>
<td>2</td>
<td>Yes</td>
<td>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</td>
</tr>
<tr>
<td>3</td>
<td>Yes</td>
<td>has only done what it has the legal power to do and has complied with proper practices in doing so.</td>
</tr>
<tr>
<td>4</td>
<td>Yes</td>
<td>during the year has given all persons interested the opportunity to inspect and ask questions about the body’s accounts.</td>
</tr>
<tr>
<td>5</td>
<td>Yes</td>
<td>considered the financial and other risks it faces and has dealt with them properly.</td>
</tr>
<tr>
<td>6</td>
<td>Yes</td>
<td>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.</td>
</tr>
<tr>
<td>7</td>
<td>Yes</td>
<td>responded to matters brought to its attention by internal and external audit.</td>
</tr>
<tr>
<td>8</td>
<td>Yes</td>
<td>disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.</td>
</tr>
</tbody>
</table>

This annual governance statement is approved by the body and recorded as minute reference

MINUTE REFERENCE

dated 26/06/2014

Signed by:
Chair
dated 26/06/2014
Signed by:
Clerk
dated 26/06/2014

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the body will address the weaknesses identified.
Item 10  Report on The Ridgeway National Trail

Author: Annette Venters  Access Officer

Summary
The management arrangements for The Ridgeway National Trail are being reviewed. The Board jointly commissioned consultants to identify options for a new Trail Partnership and a draft report was presented on 16th June with sign-off expected on 14th July at the Ridgeway & Thames Path Management Group meeting. The report suggests the Board becomes the lead body for the Ridgeway, replacing Oxfordshire CC.

In addition to the formal management of the Ridgeway the Board can help deliver a wide ranging programme of promotion and development including organising a Chilterns Ridgeway Forum to bring together public, private and voluntary bodies with a common interest in the Chilterns half of the Ridgeway. An exploratory first meeting has already been held.

Purpose of the report: To provide an update on the Ridgeway Review and other Ridgeway initiatives. To seek agreement from the Board on the extent of its involvement and financial contribution.

Background

1. The Ridgeway National Trail is one of 15 national trails in England and Wales and is possibly the oldest road in England. The work of managing and promoting the trails is grant aided (75%) by Natural England (NE) in partnership with local highway authorities. NE has revised its role and support for national trails following a national review and its ‘New Deal for National Trails’ sets out the new requirements. It is recognised that a new model of management and delivery is required in order to generate greater support for the trails involving a wider range of interests.

2. New management arrangements for the Ridgeway were intended to be in place by April 2014 following a transitional year but the programme has fallen well behind schedule for the Ridgeway (and Thames Path) and is now required urgently by NE as a condition of future funding. The Ridgeway and Thames Path (R&TP) are now classified as being in ‘Special Measures’ by Natural England, with the possibility that NE could reduce funding in 2014/15.

3. For this reason The R&TP Management Group decided to engage consultants to carry out this work. The consultants have been commissioned by the Chilterns Conservation Board on behalf of the R&TP Management Group and funded by Natural England, the Chilterns Conservation Board and
the North Wessex Downs AONB. A Ridgeway Review sub-group has been established to oversee this work, led by the Board’s Access Officer.

4. This Review is concerned primarily with The Ridgeway, although it is managed jointly with the Thames Path, by the same trails team currently based with Oxfordshire County Council. Arrangements for the Thames Path NT are being drawn up separately, however changes in the delivery or management of one trail will affect the other.

5. A team of consultants led by the Kent Downs AONB Unit were appointed to carry out a review of current arrangements for The Ridgeway National Trail and proposals for its future delivery and management.

**The Ridgeway Review**

6. The consultant has liaised with a wide range of key stakeholders including the R&TP National Trails Team and the Ridgeway Management Group in order to gather information and assimilate a range of views and opinions. This involved face-to-face meetings and workshops. The brief included:

- Reviewing the current Ridgeway arrangements, identifying alternatives, SWOT analysis of options and indicating a preferred option
- Review the existing trail management arrangements for The Ridgeway. Identify the most effective and efficient arrangements for the future.
- Advising on membership of a new Ridgeway Trails Partnership.
- Recommending Stakeholder engagement
- Presenting the above as a detailed Delivery Framework in the format required by Natural England.

7. The consultants conducted 30 face-to-face interviews. An initial meeting of the newly created Chilterns Ridgeway Forum was held near Lewknor on 15th May which provided an opportunity to get some key stakeholders together and discuss issues and opportunities - 22 attended. A further workshop was held for the whole Ridgeway in Streatley on 2nd June.

8. The Ridgeway Review draft report was available on 16th June. The delivery framework (how the Partnership will operate and implement its plans) will be complete once The R&TP Management Group have agreed on a preferred organisational option.

**Report Key findings**

9. The key findings of the report are:

1. It was evident from the stakeholder interviews that there is support and enthusiasm for The Ridgeway. Attendance at the workshops was good
and there was a desire for positive change. Stakeholders agreed that doing nothing is not an option.

2. The current R&TP Management Group is not working effectively. There is a lack of communication and awareness of the work of the Trails Team at all levels. OCC hosting arrangements do not work well - the Trails Team are seen as remote and there is ineffective line management and support.

3. A significant proportion of staff time is spent managing volunteers, yet tasks only attract an average of 3.5 volunteers and account for a total of 335 volunteer days per annum - they spend most of their time cutting vegetation. This is not cost-effective and needs to be reviewed. There is scope to tap into other, locally based volunteer programmes, in particular the Chiltern Society, which would require much less input from the Trails Team. The CCB has met with the Chiltern Society to discuss how the Chiltern Society could assist with Ridgeway route enhancements and other activities such as guided walks. It is likely the Chiltern Society will play a more active role in the future.

4. There is no long term development plan or coted work programme. It is therefore, unclear what level of resource this new Partnership will need. A key issue is the level of management that the highway authorities are required to undertake as part of their statutory duties on Public Rights of Way. This information is essential.

5. Joint delivery of maintenance with the Thames Path is not regarded necessary and creates priority and budgetary confusion and a weakening of governance. It is recommended there are separate delivery arrangements between the two Trails, but that collaboration and joint working should be undertaken where there are benefits.

6. There must be greater emphasis on development and marketing, not just maintenance - greater involvement in economic development, tourism and landscape-scale initiatives.

7. The consultants set out four options - see summary table below. There is a strong steer for the Board to become the lead organisation hosting the Trail Partnership and employing staff – Option B1

8. Whichever option is chosen, there is a need for a dedicated Trail Development Manager who will provide a single point of contact on maintenance and development issues. This post should be fully funded from The Ridgeway funds.

**CCB level of involvement**

10. Decisions on how the Board might be more involved need to be made in the context of the likely level of resources available. To date there is no clear budget but it is likely to be in the order of £80,000 with a grant of 75% from Natural England. Existing local authority contributions are in the order of
£6,000 leaving a significant funding gap. It is possible that one-off capital expenditure and some volunteer time can be included as match funding.

11. A key issue is whether the Board could or should take responsibility for the whole of The Ridgeway, 45 miles of which lies outside the Chilterns stretching as far west as Avebury. Officer advice is that the Board should not put itself forward as the host for the whole of the Ridgeway primarily for this reason, but also as the finances of the Trail are unclear and probably unsound leaving a large potential liability.

12. The Board should be willing to become an active member of the new Trail Partnership, at member level, but should refrain from a further commitment until the finances and associated liabilities are clarified. The Board should be willing, at this formative stage, to also commit to provide an annual financial contribution in the order of £2,500. This would be comparable to the contribution of an individual local authority. A budget of £80,000 could potentially pay for a Ridgeway Trails Manager (in the region of £40,000 including on-costs) plus a small budget for route enhancements and promotion. This would be a new post and not the transfer of an existing member of staff.

13. In addition the Board should commit a defined amount of officer time - possibly one day per week of the Access Officer for at least the next year. There is also the opportunity to work at member level. Mike Fox has been heavily involved and had indicated he is willing to be involved in a Ridgeway Trails Partnership and formally represent the Board with delegated authority. (See Item 14)

14. The Board should, however, be prepared to take the leading role to oversee the Chilterns part of the Ridgeway - this is closest to option D in the table- and could potentially be done on a contract basis.

15. In the meantime the Board will continue with its own Ridgeway Working Group developing a Chilterns Ridgeway programme. There is significant scope to do more promotion through the Chiltern AONB and Visit Chilterns websites, tapping into existing work with the Chilterns Tourism Network and Our Land and to develop a network of promoted routes based on the Ridgeway and Thames Path National Trails.

**Next Steps**

16. The formation of a new Trail Partnership for the Ridgeway will have to progress rapidly in the next few months and the Board needs to indicate its willingness to participate. This cannot wait until the next Board meeting in mid-October. Whilst matters of detail can be delegated to the Board’s Ridgeway Working Group the Board should decide, in principle, on its level of commitment at this stage. The following are proposed:
1. To become an active member of the new Trail Partnership at officer and member level.

2. To commit up to 1 day per week of the Access Officer’s time for the next 12 months.

3. To contribute up to £2,500 per annum to the core funding of the Partnership from 2015-16.

4. To consider taking the lead role for co-ordinating the activities to the Trails Partnership in the Chilterns AONB, including the possibility of doing so on a contractual basis with a costed and fully funded programme.

5. To continue to establish the Chilterns Ridgeway Forum

6. To continue to prepare a Chilterns Ridgeway Development plan including an events programme.

7. To enhance promotion of the Ridgeway through the Board’s web site and publications.

8. To develop a plan for a network of promoted routes based on the two National Trails - the Ridgeway and Thames Path.

Recommendation

1. To make a commitment to the future of the Ridgeway National Trail based on the proposals listed in paragraph 16.
<table>
<thead>
<tr>
<th>OPTIONS</th>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
</table>
| A No change to hosting (still OCC) but improved governance and staff support/management | • Least change option, minimises impact of change on Trail staff and existing Trail volunteers  
• Can share costs of hosting/staffing across two Trail budgets  
• Less input and resource required from CCB  
• Retention of Trail delivery monitoring procedures.  
• Trails Team covers whole Ridgeway. | • Opportunities for change may be minimised or lost. Hosting arrangements might not change, internal support might not grow.  
• The new Ridgeway Trails Partnership may be unable to influence key decisions such as recruitment of staff  
• Staff may remain isolated from wider partnerships and users  
• Leadership required to support the transition may be lacking |
| B1: Transfer of staff, activities and accountabilities to an existing body- CCB | • Complements CCB’s existing strategic access function.  
• Board members have demonstrated long term interest in the Ridgeway.  
• CCB has existing partnerships and relationships with key stakeholders.  
• Trail officer may be better placed to participate/develop proactive strategic Trail initiatives. | • CCB do not have mandate for operating outside the Chilterns  
• Would be a significant commitment for the CCB  
• Trail development and management could become Chilterns dominated  
• Lack of office space  
• CCB not VAT exempt |
| B2: Transfer of staff, activities and accountabilities to an existing body- Chiltern Society | • Complements their interest in growing the Society’s business and membership  
• Society’s Board is keen to support the Trail management with its volunteers  
• Has established track record in recruiting and managing volunteers  
• Could complement their walks and events programme  
• As a charity may be best placed to secure funding | • CSoc does not have a mandate for operating outside the Chilterns  
• Trail development and management could become Chilterns dominated  
• Resources may become too stretched |
| C: Transfer of staff and activities to a new body | • Neutral body, fresh start  
• Ability to establish a special purpose body, fit for purpose,  
• May be able to access new funding streams  
• Trail Partnership could act as its Board, the Annual Forum could be its AGM | • Need to secure resources and support to establish new body  
• Need to establish new management and accountability structures for the new body  
• New body has no track record of delivery or management  
• New body may have difficulties bank rolling |
| D: Split activities across the two AONBs but with a single accountable body (eg OCC) | Each AONB can develop their own work programme that reflects local priorities and need  
Greater local ownership and involvement in Trail management and delivery  
Ability to work with local volunteers to deliver maintenance  
Trail management could benefit from the expertise and contact of the two AONBs  
Still linked to OCC, will help with transition, could be part of phased approach | There may be confusion between delivery agents |
Item 11  Report on Hillforts

Authors:  Helen Tuffs  Vice Chairman
          Alison Doggett  Board Member
          Shirley Judges  Board Member
          Steve Rodrick  Chief Officer
          Cathy Rose  Activities and Learning officer

Summary:  The Board’s Hillforts’ working party:

1.  Is preparing a bid to the Heritage Lottery Fund for a
    grant of £500,000 - £1 million.
2.  Recruited two professional archaeologists to provide
    technical guidance.
3.  Organised a training event for 30 volunteer surveyors
    at Ivinghoe Beacon.
4.  Promoted surveys of hill forts for submission to the
5.  Organised a guided walk to the Medmenham Hill fort
    in July as part of British Archaeology Week.
6.  Is organising a conference for the autumn.

Purpose of the Report  1.  To provide a progress report; and seek approval to
                      submit a bid to the Heritage Lottery Fund and
                      organise a conference.

Background

1.  As previously reported to the Board there are at least 21 earthworks (Map 1)
    in the Chilterns (not all in the AONB) collectively referred to as Hillforts,
    although it is most unlikely that all were defensive or military structures and
    not all are on hill tops.  In a national context this is a significant number and
    density - for a variety of reasons they are relatively unknown with only a few
    having been subject to significant investigation by either professional or
    learned amateur archaeologists.

2.  The Board has decided that it is timely to raise awareness of these structures
    and to promote active conservation of sites where this is needed. An
    exploratory conference was held in November 2013 with over 80 delegates.
    Professor Gary Lock of Oxford University was the key note speaker, who is
    maintaining an active interest in progress.

3.  The new AONB Management Plan gives increased weight to the conservation
    and awareness of hill forts than previous plans.

4.  To provide an immediate focus to this area of work local voluntary groups,
    and the Board itself, are being encouraged to undertake surveys of the hill
forts for submission to the National Hill forts Atlas, which is being published jointly by Oxford and Edinburgh Universities.

A Bid to the Heritage Lottery Fund

5. The scale of the challenge, and resources and expertise required, are beyond the resources available currently to the Board and its partners. In many ways it is similar to that faced when considering the future of common land. It was decided, therefore, that a similar approach would be appropriate, which largely depends on securing a grant of several hundred thousand pounds from the Heritage Lottery Fund. With most of the match funding in the form of in-kind volunteer time this has been sufficient to employ a full time officer for 4 years and undertake a considerable programme of raising public awareness and site management. An outline enquiry was, therefore, submitted to the HLF in March (Appendix 1)

6. The response from the HLF was prompt and encouraging, so much so that an officer from the HLF visited in April to provide further guidance. Other than suggesting the grant sought is scaled down from £1 million to nearer £500,000 to increase the chances of securing a grant, he felt that what was proposed was supportable. He did counsel some caution as there was strong competition for funds.

7. An HLF grant of this size can be bid for via a two stage process. A development grant (Phase 1) of up to 90% is available to develop the full bid (Phase 2). Applications for this funding are considered quarterly - the most likely deadline for such a bid would be 25th August.

<table>
<thead>
<tr>
<th>Stage/Action</th>
<th>Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting with HLF officer</td>
<td>25th April</td>
</tr>
<tr>
<td>Target Submission of Phase 1 bid to HLF</td>
<td>25th August</td>
</tr>
<tr>
<td>Appointment of Technical Oversight Group</td>
<td>By 31st May 2014</td>
</tr>
<tr>
<td>Decision from HLF</td>
<td>By 31st Dec 2014</td>
</tr>
<tr>
<td>Phase 1, if approved</td>
<td>Jan – August 2015</td>
</tr>
<tr>
<td>Target submission of Phase 2 Bid</td>
<td>August or Dec 2015</td>
</tr>
<tr>
<td>Phase 2, if approved</td>
<td>Jan 2016 - Dec 2019</td>
</tr>
</tbody>
</table>

8. Initial and outline assessment of costs – however the bid may be larger depending on the work programme and securing the necessary match funding.

<table>
<thead>
<tr>
<th>Stage/Action</th>
<th>Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff (one full time officer incl. office and on costs)</td>
<td>£180,000</td>
</tr>
<tr>
<td>Community Engagement incl. volunteers, surveys and research</td>
<td>£100,000</td>
</tr>
<tr>
<td>Site conservation and management incl. access improvements, survey and research</td>
<td>£200,000</td>
</tr>
<tr>
<td>Information and Interpretation (events, web site, walks and talks, information boards, education packs)</td>
<td>£120,000</td>
</tr>
<tr>
<td>Total</td>
<td>£600,000</td>
</tr>
<tr>
<td>Of which HLF will be asked to provide £500,000</td>
<td></td>
</tr>
</tbody>
</table>
9. The programme would include management of a small number of sites (up to 6) and enhanced interpretation and public access on approx. 15-20 sites. There would also be a significant survey and research component.

10. The Phase 1 application is being prepared in-house, led by Helen Tuffs and Cathy Rose.

11. If successful the Board would be in a position to recruit a temporary officer or consultant to prepare the detailed Phase 2 bid. This would require the Board to provide funding of up to £5,000. As there is no specific budget it is proposed the Board allocates this sum from its Special Projects Support budget. If the phase 2 application is successful a specific annual budget allocation would be necessary of the order of £5 -10,000 pa. from 2015-16 onwards for the duration of the project, probably 4-5 years.

12. Other partners will be sought to provide funding, but it would be unwise in the current fiscal climate to expect any funding from local authorities or statutory bodies. More likely is significant in kind support in the form of volunteer time.

A conference on Hillforts

13. The popularity of the conference held in November 2013 was a surprise. Over 80 delegates attended and there was a waiting list. As the application process to the HLF is relatively protracted it is important to keep momentum going in other ways (which doesn't undermine the chances of securing the HLF grant). It is proposed, therefore, that a second conference be held in the autumn of this year, probably October. Once again this would be self-financing. The Board’s contribution would be in the form of staff and member time to organise the event and speakers.

Recommendations

1. Approves the outline of the proposed submission to the Heritage Lottery Fund.

2. Approves an allocation of up to £5,000 p.a. from the Special Project Support budget (2014-15 and 2015-16) for the preparation of a Stage 2 bid to the HLF.

3. Approves the holding of a self-funding conference on Hillforts.
Hillforts of the Chilterns

What is the name of your project?
The Chilterns Hillforts

Name and Address of your organisation
Chilterns Conservation Board, The Lodge, 90 Station Road, CHINNOR, Oxfordshire OX39 4HA

Details of main contact
Steve Rodrick, Chief Officer, Chilterns Conservation Board
Steve.Rodrick@chilternsaonb.org
01844 355505

Are you a not for profit organisation?
Yes

Where did you hear about the Heritage Lottery Fund?
Previous successful bids by the Chilterns Conservation Board

What is the heritage that your project will focus on?
There are 20 known hillforts in the Chiltern Hills, and possibly more as yet unidentified- one of the highest concentrations of these remarkable structures in the country. They are in varying states of preservation and several are in poor condition, often neglected or not managed appropriately. With the exception of two (Ivinghoe Beacon and Ravensburgh), there is very limited knowledge and some have never been professionally surveyed. Although the hillforts are a prominent feature of the Chilterns Area of Outstanding Natural Beauty, local people and visitors have little awareness of them and, in general, interpretation is poor.

Is the project address the same as that of the organisation?
Yes
Describe what the project will do?

The project will:-

- Increase knowledge and understanding of the Chiltern hill forts in general, including the national importance of the Chilterns as a landscape of hillforts in England.
- Promote greater interest in Chiltern hillforts amongst local communities, visitors, landowners and site managers.
- Enhance appreciation and enjoyment of these special places by improved interpretation via- website and other digital media, leaflets, events and talks.
- Improve the condition of sites through helping to prepare conservation plans and advising on, and supporting the application of, good practice.
- Organising and promoting conservation work by community groups and volunteers, especially local residents and young people.
- Improve public access where this is sustainable and compatible with the location and condition of the site;
- Enhance detailed knowledge of one or more sites, using information gained from records, non-invasive investigation techniques and limited excavation
- Reconnect Chilterns communities to their history through involvement of local people, including children, in work on the sites and through local events;

The wider benefits are:-

- The conservation of these iconic, and vulnerable sites
- Providing training and skills, which can be used in ongoing work on hillforts and other projects and provide a level of transferrable skills.
- Contribution to wider understanding about the role of hillforts in Iron Age society throughout Great Britain and Ireland
- Stimulate a greater interest in, and understanding of, the historic environment in the Chilterns and those who lived in and created it.
- Providing a wider understanding of the work of archaeologists in understanding our past and development of the landscape
- Promotion of volunteering and conservation work, and involvement of greater numbers of people, including youngsters.
- Positive contribution to local economy through an increased profile of sites as visitor destinations.

The development stage of the project will review all the Chiltern hillforts to ascertain their condition and the scope for putting conservation and access measures in place. It will use available information about the sites, including that generated by work associated with the national Atlas of Hillforts Project, to confirm the full list of and basic information about the Chiltern forts.

All owners of hillforts will be approached, informed of the Project and invited to allow their hillfort to be part of it. Other stakeholders, including English Heritage will be consulted. Survey work will be carried out with the involvement of volunteer groups which either already exist (e.g. local archaeology and conservation groups) or which will be developed for the Project. Some exploratory conservation work may be started in the development phase, where possible (e.g. scrub clearance) in order to develop the methodology and as exemplars. Using all the information gained, it will be possible to identify how many of the hillforts can be covered by the full project and those on which there will be a particular
concentration of effort based on need and potential. Local people and visitors will be consulted to identify what activities and interpretation would be most effective.

The second phase of the project would be to draw up and deliver detailed plans for the conservation, maintenance, accessibility and interpretation of each site identified in the development phase. A LiDaR survey along the Chilterns escarpment and geophysical surveys could be carried out (subject to cost) to increase the information available about the hillforts, their settings and the particular role of each when it was in use. This will inform decisions about the two or three sites that might be investigated in more detail, possibly including small-scale excavation. Community groups and volunteers will be involved throughout. The work will be guided by an Advisory Group and the information gained will be disseminated through a range of media.

A Project Officer will be responsible for coordinating the work of volunteers, local groups and other partners (including schools) and for ensuring that the work is properly completed and the results shared with the public and interested parties.

When do you expect your project to start and finish?

Stage 1 (development) Autumn 2014 and finish Autumn 2015
Stage 2 Spring 2016 - Winter 2020

How much is your project likely to cost?

Approximately £1 million

Costs will include:

**Project officer** to co-ordinate volunteer activity and to work with landowners and partners, including local authorities, community groups, universities and English Heritage to draw together and deliver a cross-Chilterns plan.

**Volunteers**, equipment and administrative expenses.

**Public Engagement Programme** (including health and safety), dissemination of information and events.

**Survey and Site Management**

**Interpretation and Information incl. enhanced public access**
Item 12  Presentation on the Chilterns Buildings Design Awards

Author: Colin White  Planning Officer

Summary: The Chilterns Buildings Design Awards is in its 16th year, 15 entries were submitted this year, the awards ceremony has taken place and a powerpoint presentation will be made to highlight the entries and winners.

Purpose of Report: To inform the Board about the entries to, and winners of, this year’s Chilterns Buildings Design Awards.

Information

1. By the time of the Board meeting the Chilterns Buildings Design Awards ceremony will have taken place.

2. This year marks the 16th time that the awards will have been presented.

3. Effort has gone into updating the address lists that have been used to invite entries and this year there were 15 entries (with 2 more excluded as they were outside the area covered by the awards). This is the highest number of entries since 2010, and double the number that were submitted last year. The entries were spread across 3 counties and 6 different districts and generally reflect the geography of the AONB.

4. The majority of entries were made up of residential schemes (11 of the entries), and there were also office, retail and agricultural developments. There were new and replacement buildings as well as conversions and extensions of existing buildings.

5. The judges met in early April to discuss the 15 entries and decided on a short list of 7 entries which were then visited in late April. The judges made their decision on the day of the judging and this was revealed at the awards ceremony which took place on 18th June in Amersham.

6. A powerpoint presentation will be shown to accompany this report and feedback from the awards ceremony will also be given.

Recommendation

1. The Board notes the winners of this year’s Chilterns Buildings Design Awards.
Item 13 **Report on High Speed 2**

A version of this paper was considered by the Executive Committee on 22nd May.

**Author:** Steve Rodrick Chief Officer

**Summary:** The House of Commons approved the Second Reading of the HS2 Bill by 452 votes to 41. A petition has been submitted to make case to the Select Committee for a longer bored tunnel and a range of other mitigation. A report on an “idealised” tunnel was launched on 25th April. A meeting was held with Sir David Higgins, chairman of HS2 Ltd, on 1st May.

The Board is also petitioning for the creation of a Community and Environment Fund to be created by HS2 Ltd/DfT.

**Purpose of Report** For information

**Hybrid Bill**

1. On 28th April the House of Commons passed the Second Reading of the Bill by 452 votes to 41. Local MPs voted as below.

<table>
<thead>
<tr>
<th>MP</th>
<th>Constituency</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Gillan</td>
<td>Amersham and Chesham</td>
<td>Against</td>
</tr>
<tr>
<td>Steve Baker</td>
<td>Wycombe</td>
<td>Against</td>
</tr>
<tr>
<td>David Lidington</td>
<td>Aylesbury</td>
<td>Abstained</td>
</tr>
<tr>
<td>Dominic Grieve</td>
<td>Beaconsfield</td>
<td>Abstained</td>
</tr>
<tr>
<td>John Bercow</td>
<td>Buckingham</td>
<td>Did not Vote</td>
</tr>
<tr>
<td>David Gauke</td>
<td>South West Hertfordshire</td>
<td>For</td>
</tr>
</tbody>
</table>

2. David Lidington issued a statement that he would resign from the Government if the Chilterns did not get a full length tunnel.

3. The HS2 Select Committee has been appointed. It has only 6 members rather than the expected 10. This is likely to mean that often only 3 members will attend the Committee hearings.

<table>
<thead>
<tr>
<th>MP</th>
<th>Constituency</th>
<th>Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Syms *</td>
<td>Poole</td>
<td>Con</td>
</tr>
<tr>
<td>Henry Bellingham</td>
<td>NW Norfolk</td>
<td>Con</td>
</tr>
<tr>
<td>Sir Peter Bottomley</td>
<td>Worthing West</td>
<td>Con</td>
</tr>
<tr>
<td>Ian Mears</td>
<td>Gateshead</td>
<td>Lab</td>
</tr>
<tr>
<td>Yasmin Quershi</td>
<td>Bolton SE</td>
<td>Lab</td>
</tr>
<tr>
<td>Mike Thornton</td>
<td>Eastleigh</td>
<td>Lib Dem</td>
</tr>
</tbody>
</table>

*chairman
4. The Select Committee has begun work and published its timetable and programme for July (it won’t sit during August). The Committee has decided it will begin accepting petitions geographically, from north to south. It may decide to consider route wide or technical issues but in general will follow a geographical path.

5. Petitioners will receive at least 4 weeks’ notice of their appearance before the Committee. The programming will be scheduled by HS2 Ltd’s parliamentary agents. It is hard to gauge when the Board may be called. Unless the Chilterns tunnel is considered out of sequence it is possible that the Board’s appearance may not be until 2015.

6. It is almost impossible to gauge the rate of progress the committee will make. Whist HS2 Ltd will attempt to challenge the locus standi of many petitioners, the number which remain is likely to be over 1700. It is believed that HS2 Ltd believe the committee can manage 8 petitions per day on average. That would equate to over 200 working days, but it likely the committee will only sit for approx. 120 days per year (only 3 days per week outside Parliamentary recesses). Others believe progress will be rather slower suggesting the petitioning stage will last two years, probably more. (comparable to both HS1 and CrossRail)

7. It is highly likely the Board will be called to present its cases to the Committee at least once, possibly twice (tunnel and other matters affecting the AONB). The longer bored tunnel option is supported by many organisations and individuals including the local authorities - any presentations are, therefore, likely to co-ordinated.

8. The Board has submitted its petition to make it case to the Select Committee based on the following

   1. A full length bored tunnel (M25 to the NW of Wendover) would avoid or minimise most of the severe permanent effects

   2. If this is not accepted, the track bed should be lowered to ensure most of the track is out of sight. With retained sides the amount of spoil would be minimised. It should be sufficiently deep to avoid the need for noise bunds and noise barriers.

   3. No spoil should be dumped in the AONB, other than that which can be used for engineering works - i.e. embankments. A productive use should be found for it (i.e. manufacture of cement and removed by pipeline) or taken to a suitable void such as a redundant quarry.

   4. Construction transport routes should be confined to the construction trace, specially constructed haulage routes and main public highways, notably the A413. Ancient lanes and roads through villages should be out of bounds.

   5. All road and new roads infrastructure should be restored back to their pre-construction state, or according to the wishes of local people and the local highway authority. (A notable feature of HS1 is that all rural lanes were highly urbanised).
6. All structures should be designed specifically for their setting.

7. All bridges should be “green bridges” sufficiently wide to allow vegetation to grow to enable passage of wildlife and provide a more pleasant experience for walkers, cyclists and horse riders.

8. A priority should be to minimise land take and to ensure it is returned to its original owners in a condition that it can be used as productive farmland - the farmed landscape must be conserved - farming enterprises need to be viable.

9. Over 1900 petitions were submitted, several times more than for any comparable Bill. It is believed that several hundred include the case for a longer bored tunnel under the Chilterns.

10. The Board attended a meeting on 1st May with Sir David Higgins, the new chairman of HS2 Ltd, organised by Cheryl Gillian MP. Representatives from Bucks CC and Chiltern DC also attended. The primary purpose of the meeting was to discuss the new tunnel proposed by the Board and local authorities, the report for which had been launched the previous week. Unfortunately the meeting was hampered by Sir David’s claim that “this is the first time I have heard of this proposal”. Unlikely as that may seem, it meant the meeting could not make much progress, but he promised he would consider it carefully. What he had to say during the meeting suggested he was not minded to alter the original plans. He was more concerned about time that may be lost due to procedural issues if there had to be a re-consultation, revised Bill etc. Cheryl Gillan felt that MPs would take the tunnel option rather more seriously. She reminded the meeting that David Lidington had said he would resign his Government post if the tunnel through the Chilterns was not extended.

11. When challenged that the proposed scheme was bad for the AONB he counter claimed that HS2 would save the Chilterns from the greater environmental “calamity” of large scale house building, as more economic development in future would be concentrated to the north!

12. In May officers met with three members of the HS2 Ltd petitioning team. They refused to discuss the option of a longer tunnel. Disappointingly there is no progress to report on any of the petitioning issues. They did not seem to have the remit, authority, technical knowledge or enthusiasm to engage in any depth on the issues of concern to the Board.

Community and Environment Fund

13. It is an accepted principle that where a new development has an effect on an existing community some sort of payment is made in recognition of the inconvenience, loss of amenity, disturbance etc. This might take the form of a Section 106 agreement, for example. With HS1 a fund of approx. £2 million was created by Union Railways plc. More recently schemes have been set up where wind farms have been established and power stations have been
constructed or expanded. The Prime Minister recently announced that communities affected by fracking would receive a payment including a percentage of profits.

14. Despite being asked on several occasions both HS2 Ltd and transport ministers have rejected the proposal for a community fund. Beyond paying statutory compensation and incorporating environmental mitigation in the design no further proposals are being considered to provide benefits to adversely affected communities. The Board included such a proposal in its petition. Local authorities and community groups are thinking along the same lines.

15. In view of the length of the route and desperate nature of the communities, a whole line fund would be impractical. It is suggested that a fund be established based on the following principles:

1. A specific fund is created for specific sections of the route.
2. The fund should not be used for compensation and mitigation which should be paid for directly by Government/developer.
3. The fund should be controlled locally.
4. A simple formula should be devised based on length of route and impact.
5. Within broadly defined terms of reference the funds should be used as local “trustees” decide.

16. It is suggested that the Board create a small working group to develop a more detailed proposal for a Community and Environment Fund, which is shared with others including local authorities. The aim should be that the Board and local authorities, with support from local communities present the same case to the Select Committee. A volunteer has already undertaken a significant amount of research on comparable schemes.

Recommendation

1. To develop a detailed proposal for a Community and Environment Fund (in partnership with local authorities and community groups) for presentation to the Select Committee
Item 14  Creating an Ex Board Members Alumni

A version of this paper was considered by the Executive Committee on 22nd May.

Author: Steve Rodrick  Chief Officer

Summary  It is proposed to create an alumni style of membership for ex Board members who wish to keep in touch and continue contributing to the Board’s work. Members of the alumni would not have any executive authority but would be invited to help promote the aims of the AONB and Board. Those members with requisite skills and enthusiasm would be encouraged to participate actively in the Board’s activities. The annual cost, in addition to staff time, would be in the order of £1,000.

Purpose of the paper: For a decision on whether to proceed to create an Alumni of ex Board members.

Background

1. In the last 12 months nine members have left the Board.

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointing Body</th>
<th>Reason for Leaving</th>
<th>Length of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Storey</td>
<td>Herts CC</td>
<td>Retired from local government</td>
<td>9</td>
</tr>
<tr>
<td>Richard Pushman</td>
<td>Bucks CC</td>
<td>Retired from local government</td>
<td>9</td>
</tr>
<tr>
<td>Roger Emmett</td>
<td>Wycombe DC</td>
<td>Deceased</td>
<td>9</td>
</tr>
<tr>
<td>Mike Fox</td>
<td>Sec of State</td>
<td>End of Term</td>
<td>9</td>
</tr>
<tr>
<td>John Willson</td>
<td>Sec of State</td>
<td>End of Term</td>
<td>9</td>
</tr>
<tr>
<td>Bettina Kirkham</td>
<td>Sec of State</td>
<td>End of Term</td>
<td>9</td>
</tr>
<tr>
<td>Shirley Judges</td>
<td>Bucks Parish Councils</td>
<td>Resigned from parish council</td>
<td>9</td>
</tr>
<tr>
<td>Margaret Jarrett</td>
<td>Herts Parish Councils</td>
<td>Retired from local government</td>
<td>9</td>
</tr>
<tr>
<td>Brian Norman</td>
<td>Three Rivers DC</td>
<td>Retired from local government</td>
<td>8</td>
</tr>
<tr>
<td>Simon Mortimer</td>
<td>Sec of State</td>
<td>Term ends in Dec 2014</td>
<td>10</td>
</tr>
<tr>
<td>3 others</td>
<td>District/Parish Councils</td>
<td>Have indicated they will not seek re-election in May 2015</td>
<td></td>
</tr>
</tbody>
</table>

2. By May 2015 a further 4 (or more) are likely to leave the Board. This means that in two years at least half of the Board will have changed. This is a high rate of turnover after a long period of stability. In most cases members have not left the Board by choice, but because their term of office as a Secretary of Stem member has ended or because they have resigned or retired from local government, which is a pre-requisite for their membership.
3. Usually departing members indicate a desire to keep in touch and several have indicated they wish to continue to have an active role. The Board should positively embrace this enthusiasm and offer opportunities to help. The Board is an unusual organisation in that it has many more Board members than staff. This has often worked to its advantage with most members taking an active part in several areas of activity. The capacity to work in this way could be enhanced if there is a more organised approach to retaining the support of retiring members. It is suggested that the Board create an alumni type of arrangement to facilitate this modus operandi.

4. Only ex-Board members could be considered as one of the alumni. There should no presumption that everyone will want to stay in touch.

5. The members of the alumni would not have any governance or management role.

6. As a matter of course the Board should introduce a form of exit interview to garner the thoughts and reflections of retiring members.

**What would keeping in touch look like?**

7. This would be the basic level offered to all members of the alumni:

1. To be sent a printed copy of Chalk and Trees
2. To be sent, by e mail, the monthly e bulletin
3. To be sent, by e mail, a copy of the Annual Review
4. To be invited to the Annual Forum
5. To be invited to the annual Board member’s walk
6. To be sent, by e mail, copies of other newsletters
7. Notification of events, e.g. Chalk Streams Forum or Commons Day

This can all be organised easily at minimal cost - everything would be free to members of the Alumni – approx. £250

**More Active Involvement**

7. Opportunities for more active involvement:

1. Co-option to the Planning Committee
2. Membership of a project steering group
3. Membership of an advisory or working group
4. Author of articles for Chalk and Trees and other publications
5. Researcher/surveyor
6. Volunteer at events/walks leader
7. Tutor/mentor to staff and Board members
Should Alumni Members be able to represent the Board?

8. To avoid confusion, or even conflict, it should be quite clear that members of the alumni wouldn’t have any part in the governance of the Board or any executive authority. The issue of whether they can be empowered to represent the Board, for example on external bodies or at events, is worthy of consideration. Such a situation might arise when, for example, no member of the Board is available. There may also be occasions when such a role requires specific knowledge or experience which the members of the Board don’t possess.

9. A key issue would be the extent to which empowerment should take place, for example making a commitment of any kind. In general this sort of situation should be avoided, but it may occasionally arise. In which case the need for a commitment should be identified in advance and the ex-Board member given authority to make specific commitments on behalf of the Board. In nearly all cases of this kind it is likely a member of staff would also attend the meeting.

10. The Board should be willing to pay travel and subsistence costs including delegate fees but, other than in exceptional circumstances, would not pay a fee.

An Alumni social event?

11. Being a member of the Alumni could also have a social dimension. It would be an opportunity for past and serving members of the Board to meet. Such an event might, for example, be a late afternoon or evening gathering, somewhere of interest with a tour or talk, to which partners/guests would also be invited. It would be an opportunity for the Board to thank the members of the alumni for their support during the year. The cost of such an event would be in the order of £500- £750.

Recommendations

1. An Alumni should be created for retiring Board members.

2. Terms of Reference should be prepared on the terms of a scheme of delegation of authority to enable Alumni members to act on behalf of the Board.
Item 15 Report on Celebrating the 10th Anniversary of the Board and the 50th Anniversary of the AONB Designation

Author: Claire Forrest Information and Interpretation Officer

Lead Organisation: CCB

Summary: The 10th anniversary of the establishment of the Board falls this year and the 50th anniversary of the AONB is next year. A programme of celebration is proposed.

Purpose of Report To seek Board members’ ideas and agreement to a programme for celebrations to mark the 10th and 50th anniversaries.

Background

1. The Parliamentary Order creating the Chilterns Conservation Board came into force on 22nd July 2004. The Board was officially launched in December 2004 following the appointment of the members and the first meeting was held on 21st January 2005. This 10 year anniversary presents an opportunity to reflect on and celebrate the achievements of the Board and to increase its profile. The Cotswolds Conservation Board is celebrating its 10th anniversary at the same time.

2. Next year will be the 50th anniversary year of the designation of the Chilterns as an AONB (designation date was 16th December 1965). The anniversary presents an ideal opportunity to raise the profile of the AONB, to stimulate debate about the future of the Chilterns and to get more people involved in caring for it.

3. 2015 is also the 50th anniversary of the Chiltern Society so it would make sense to co-ordinate with the activities being planned by the Society.

10th anniversary of the Board

4. Table 1 presents a suggested programme of activities to mark the 10th anniversary. These would provide a lead-in to a year of celebrations for the AONB 50th anniversary.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Issue press release to mark the official 10th birthday on 22nd July</td>
<td>July</td>
</tr>
<tr>
<td>Publish a celebratory (digital) publication highlighting the Board’s</td>
<td>December</td>
</tr>
<tr>
<td>achievements in its first 10 years</td>
<td></td>
</tr>
<tr>
<td>Article in Chalk and Trees on first 10 years</td>
<td>October</td>
</tr>
<tr>
<td>Special Annual Forum – promote the Forum as a celebratory event. Invite</td>
<td>7th November 2014</td>
</tr>
<tr>
<td>Defra Minister to attend and give a keynote address. Include a review</td>
<td></td>
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<tr>
<td>of the Board’s achievements in the programme</td>
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</tbody>
</table>
Press campaign to publicise anniversary. Consider joining with Cotswolds CB to promote anniversary to national press.

<table>
<thead>
<tr>
<th>November and December</th>
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<tbody>
<tr>
<td>Board meeting in January 2015 celebrates its 10th anniversary</td>
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</table>

### 50th anniversary of AONB

5. Table 2 presents some ideas of possible activities and events to mark 50 years of the Chilterns AONB in 2015.

<table>
<thead>
<tr>
<th>Events</th>
</tr>
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<tbody>
<tr>
<td>A year of celebration – badge all public events organised by the Board as being part of the 50th celebrations and encourage others to badge their events similarly. Get special 50th anniversary version of AONB logo designed</td>
</tr>
<tr>
<td>Big planned events such as the Commons Project’s Big Picnic and the Countryside Festival can make a major contribution to promoting the anniversary</td>
</tr>
<tr>
<td>A special event for Board members to mark the anniversary e.g. tree-planting which will provide good press photo opportunity. Get celebrity involved. Plant either an individual tree or a group of 50 young trees depending on location.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press campaign – 50 things to do in the Chilterns, 50 gems of the Chilterns, 50 best walks and bike rides</td>
</tr>
<tr>
<td>Run a competition with Visit Chilterns for public to win prizes offered by businesses, by saying what they love best about AONB. Tie in with Chilterns Big Weekend</td>
</tr>
<tr>
<td>Local brewery to promote a special anniversary beer. Could be extended to other local products.</td>
</tr>
<tr>
<td>Photo competition – promoted via social media – get public to send in favourite shot of Chilterns and select best 50 for an online photo gallery.</td>
</tr>
</tbody>
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<tr>
<th>Physical commemoration</th>
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</thead>
<tbody>
<tr>
<td>Create a roadside gateway feature</td>
</tr>
<tr>
<td>Commission a piece of public art e.g. a new chalk figure</td>
</tr>
</tbody>
</table>

6. The events and activities listed above require minimal or no additional funding. The larger physical projects would have associated costs. These could be met from the special projects fund or the Board’s reserves.

### Recommendations

1. The Board agrees to a programme of celebratory events and activities for the 10th anniversary of the Conservation Board and the 50th anniversary of the designation of the Chilterns as an Area of Outstanding Natural Beauty.

2. To work with the Chiltern Society to jointly celebrate the 50th anniversaries of the AONB designation and Society.