Members of the Chilterns Conservation Board for the Chilterns Area of Outstanding Natural Beauty are hereby summoned to a meeting of the full Chilterns Conservation Board on

**21st February 2018 at 10.00am**

**The Horse Trust, Speen, Princes Risborough, Bucks, HP27 0PP**

**Agenda**

1. Apologies
2. Declarations of Interest
3. Minutes of Previous Meeting 25 October
4. Matters Arising
5. Public Question Time
6. Board Review – including Report from Executive and Planning Committees
7. 25 Year Environment Plan
9. Management Plan Update
10. GDPR
11. Annual Audit Return
12. Any other business

Coffee

Followed by a Management Plan Review Workshop for Board Members and invited guests only, starting 11.30 and including lunch

**Future Meetings:**

<table>
<thead>
<tr>
<th>Board</th>
<th>Date</th>
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<tbody>
<tr>
<td><strong>Full Board</strong></td>
<td>20th June 2018 (and AGM)</td>
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<tr>
<td></td>
<td>17th October 2018</td>
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<tr>
<td><strong>Executive Committee</strong></td>
<td>23rd May 2018</td>
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<td></td>
<td>19th September 2018</td>
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<td>23rd January 2019</td>
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<td><strong>Planning Committee</strong></td>
<td>7th March 2018</td>
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<td></td>
<td>18th July 2018</td>
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<td></td>
<td>21st November 2018</td>
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Directions from M40
Leave M40 at junction 4 and follow the A4010 towards Aylesbury. Stay on this road until you reach the Red Lion public house where you turn right, signposted Walters Ash, (you will see a brown sign for the Home of Rest for Horses). At the top of the hill turn left, pass RAF High Wycombe on the left, and in approximately half a mile turn right into Slad Lane. The Home is the first right about 100 yards along.

Directions from High Wycombe
Take the A40 towards West Wycombe, turning onto the A4010 signposted Aylesbury at a roundabout. Stay on this road until you reach the Red Lion public house where you turn right, signposted Walters Ash, (you will see a brown sign for the Home of Rest for Horses). At the top of the hill turn left, pass RAF High Wycombe on the left, and in approximately half a mile turn right into Slad Lane. The Home is the first right about 100 yards along.

Directions from Princes Risborough
Take the A4010 towards High Wycombe. Just on the outskirts of Princes Risborough there is a crossroads. Take the left turn into Woodway, signposted Lacey Green/ Naphill. Follow this road along and up a steep windy hill into Lacey Green. Once through the village the road opens up into a long straight. About 300 yards along there is a crossroads with a bus stop on either side. Turn left into Slad Lane. The Home is the first right about 100 yards along.
MINUTES OF MEETING OF THE CHILTERN S CONSERVATION BOARD HELD ON
WEDNESDAY 25TH OCTOBER 2017 at the Bellingdon & Ashridge Village Hall, Chesham Road, Bellingdon, Bucks HP5 2XU commencing at 10.00 am

MEMBERS PRESENT

Appointed by Local Authorities
Cllr Bill Bendyshe-Brown
Cllr David Collins
Cllr Heather Kenison
Cllr Charles Mathew
Cllr Ian Reay
Cllr Nick Rose

Appointing Body
Buckinghamshire County Council
Dacorum Borough Council
Three Rivers District Council
Oxfordshire County Council
Hertfordshire County Council
Chiltern District Council

Appointed by the Secretary of State
Colin Courtney
Alison Doggett
John Nicholls
Professor Ray Payne
Helen Tuffs
Elizabeth Wilson

Appointing Body
Secretary of State
Secretary of State
Secretary of State
Secretary of State
Secretary of State
Secretary of State

Elected by Parish Councils
Cllr Susan Biggs

Appointing Body
Oxfordshire

CCB Officers
Allen Beechey
Graham Hurst
Sue Holden
Lucy Murfett
Emma van Dijk
Donna Webb

CCB Chalk Streams Project Officer
CCB Finance Officer
CCB Chief Officer
CCB Planning Officer
CCB Communications Officer
CCB Administration Officer

Other:
Deirdre Hansen
Les Mosco

Clerk to the Board
Chiltern Society Trustee

1 member of the public present

17/18.14 Item 1 Apologies for absence

Apologies were received and accepted from Cllr Alison Balfour-Lynn, Hertfordshire Parish Councils, Cllr David Barnard, North Hertfordshire District Council, Cllr Paul Duckett, Central Bedfordshire Council, Cllr John Griffin, Oxfordshire Parish Councils.
Cllr Lynn Lloyd, South Oxfordshire District Council, Cllr Hugh McCarthy, Wycombe District Council, Cllr Richard Newcombe, Aylesbury Vale District Council and Ian Waller, Secretary of State appointee.

The passing of Cllr Alan Walters M.B.E. was noted and the Chairman reported that the CCB’s full appreciation of Alan would be covered at the end of the meeting.

17/18. 15 Item 2 Declarations of Interest

No declarations of interest were made.

17/18. 16 Item 3. Minutes of the previous meeting

The minutes of the ordinary meeting of 21st June 2017 were approved as a true record and signed by the Chairman.

17/18.17. Item 4. Matters Arising

There were no matters arising not on the agenda

17/18. 18. Item 5. Public Question time

None.

17/18.19. Item 6. Appointment to the Executive Committee

The passing of Alan Walters has created a vacancy on the Executive Committee. The Chairman had asked for volunteers for this appointment. Alison Doggett had volunteered and as none had been forthcoming from the Local Authority members, Alison Doggett was appointed to the Executive Committee under the new code of conduct.

17/18.20. Item 7. Board Review

The Chief Officer welcomed Les Mosco, a Trustee of the Chiltern Society.

Donna Webb was welcomed back to the CCB after her maternity leave.

Reports from the Chief Officer, the Executive Committee, the Planning Committee, Landscape and Conservation, People and Society and Development and Communications had been received.

- The Chief Officer and the team were congratulated on a successful Annual Forum at the Elgiva. It had been an excellent event with much positive feedback.
- Some general discussion took place and suggestions were made to widen, in particular rural interests’, membership of the CCB.
- The Chairman highlighted the remarkable funding achievements and projects of the past year:
  i. Beacons of the Past- Hillforts in the Chilterns Landscape HLF stage 2 bid
  ii. Chalk, Cherries and Chairs HLF Landscape Partnership Scheme
  iii. Walking festival
  iv. Food and Drink festival

10.17 Cllr Charles Mathew arrived.

- The report from the Planning Committee showed the increasing pressures on housing and development in the AONB.
  The Planning Officer answered questions on the report, members discussed the report and made suggestions.

1. The Board NOTED the reports and the decisions made under delegated authority.
17/18. 21 Item 8. Position Statement of the Cumulative Impacts of Development on the Chilterns AONB

The Planning Officer had presented the Board with a new draft position statement on the cumulative impacts of development on the Chilterns AONB.

The work was carried out following a Board suggestion that the CCB states a clear position on development and after planning officers suggested that an advice guide on Cumulative Impact of Development in the AONB would assist Local Authorities, making decisions in isolation, under increased pressure. A guide on Assessing Cumulative Impacts on the Chilterns AONB in Sustainability Appraisals (SA/SEA) was commissioned from Professor Riki Therivel, funded by the Chiltern Society.

At the Planning Forum mapping of development pressures in the AONB was started helping the understanding of cross-boundary impacts.

The meeting discussed the report by Professor Therivel and agreed the report was an excellent piece of work. There was agreement that in a protected landscape, as the AONB, development should be at the right level and with the right design.

The contradictory pressures of the NPPF and the Act establishing the Board were touched upon and suggestions were made to mitigate the conflict. Members would engage with their MP’s to highlight the conflicting pressures resulting from legislation.

1. The Board CONSIDERED and APPROVED the Draft Position Statement on Cumulative Impacts of Development on the Chilterns AONB

2. The Board AGREED that subject to any changes the Position Statement is published and circulated directly to local planning authorities.

3. The Board AGREED for members to engage with their Local Members of Parliament.

17/18.22. Item 9. Annual Audit Return

As the Annual Audit report has not yet been received from the external Auditor this item was moved to the next agenda.

17/18. 23 Item 10. A presentation from the Chiltern Society’s Trustee Les Mosco on the work of the Chiltern Society

Agenda items 10 and 11 were swapped around

Les Mosco gave an interesting and informative presentation on the work of the Chiltern Society and those parts he is personally involved with.

The Chairman and Chief Officer thanked Les for his presentation and recorded the CCB’s thanks for the huge effort and all the volunteer work done by the Chiltern Society in looking after the Chilterns landscape.

The Chairman remarked that the two organisations can work very well together.

17/18.24 Item 11. 20 Years of the Chilterns Chalk Streams Project
The Chalk Streams Project Officer gave a presentation on the Chalk Streams Project’s 20-year history, all its achievements and the threats for the future. 85% of the world’s chalk streams are found in the UK. Chiltern chalk streams are the most under threat of all chalk streams in the world. The project is a partnership project with abstraction reduction at its core. The project has delivered over £1 million of work on Chilterns chalk streams. Funding has declined recently and fundraising has now become a requirement. The Chief Officer acknowledged the significant achievements of the project and thanked the Chalk Streams Project Officer for all his hard work over the last 12 years on this project.

17/18.25 Item 12. Any other Business

The Chairman made a presentation to Sharon Walters, the widow of Alan Walters M.B.E. in recognition of Alan’s contributions to the CCB. The CCB acknowledged and appreciated the contributions Alan had made in his many years as a member of the CCB. He had been an active member of the Board and the Executive Committee. His role in advising the CCB on HR resources had been invaluable and his absence is felt by the CCB. Sharon replied that Alan had been very proud and pleased with his involvement with the CCB.

Future meeting dates:

Board meetings: 21st February 2018
20th June (+ AGM) 2018
20th October 2018

Executive Committee: 24th January 2018
23rd May 2018
19th September 2018

Planning Committee: 7th March 2018
18th July 2018
21st November 2018

The Members were invited to a walk after lunch to Captain’s Wood led by John Morris and the Chiltern Society.
Item 6: BOARD REVIEW FEBRUARY 2018

1. HIGHLIGHTS

1.1 The Management Plan Review has now been launched to partners and the public. There are 1100 responses to the survey, promoted far and wide, so far.

1.3 We were extremely pleased that Cheryl Gillan MP agreed to apply for an adjournment debate on development pressure in the Chilterns. She was successful, and her speech gave excellent profile to the Chilterns and the pressures faced in the AONB. In response Cheryl received reassurance from MHCLG that “the government are absolutely committed to retaining [the AONB] protection and it will not be weakened through planning reforms”.

1.4 We were also extremely pleased that in the PMQs following launch of the 25 Year Environment Plan, Cheryl Gillian asked the Prime Minister to confirm “her commitment to protecting the Chilterns AONB as we pursue the Government’s economic and housing development plans”. The PM replied: “I assure her that we are committed to maintaining the strongest protections for AONBs and other designated landscapes. As regards the Chilterns AONB, I have to say to her that I enjoy walking in the Chilterns. I recognise the value of that particular environment, and we are committed to protecting AONBs”.

Both the responses from MHCLG and the Prime Minister are much-appreciated by the AONB family, as well those concerned about the future of the Chilterns.

2. REPORT FROM EXECUTIVE COMMITTEE, 24 January 2018

2.1 Finance Report: core income is slightly ahead of budget and expenditure is in line with budget, leaving a small surplus. The Finance Officer explained that the projects have uncertain timings, which is why income and expenditure are out of line in 2017-18.

2.2 The Committee discussed and approved the Business Plan 2018-19 for presentation to DEFRA and the board. The Chief Officer gave a brief presentation of future financial scenarios, which the Committee discussed.

2.3 The Committee discussed the budget at length, which is intended to keep to neutral over the next 4 years. It should be noted that the current DEFRA funding arrangements are due to end March 2020. For financial planning it is assumed that similar arrangements will be in place after March 2020.
3. REPORT FROM PLANNING COMMITTEE, 22 November 2017

3.1 Committee welcomed the finalisation and publication of the new Chilterns Conservation Board Position Statement on the Cumulative Impacts of Development on the Chilterns AONB: http://www.chilternsaonb.org/conservation-board/planning-development/position-statements.html

3.2 Committee was updated about new research commissioned by CPRE and the NAAONB, to which CCB contributed, into planning applications and approvals for housing development in AONBs. The study “An independent review of housing in England’s AONBs 2012-17” is available here http://www.cpre.org.uk/resources/countryside/landscapes/item/4707-beauty-betrayed. The principal findings are:

- A growing number of planning applications for housing within AONB designated areas as well as in the setting of AONBs between 2012-2017
- Growing number of larger sites (>100 units)
- Step change up in approval for housing units over the two years since 2015
- Step change increases in private housing approvals in 2015/16 whilst in the same year social housing approvals hit a five year low
- Housing pressure on AONBs is most keenly felt in South East and South West Regions with 8 AONBs accounting for 79% of all housing units approved within AONBs (see numbers in table below)

<table>
<thead>
<tr>
<th>AONB</th>
<th>Number of schemes approved within AONB</th>
<th>Number of Housing units approved within AONB</th>
<th>Number of schemes approved within 500m of AONB</th>
<th>Number of housing units approved within 500 of AONB</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILTERN</td>
<td>23</td>
<td>1,213</td>
<td>30</td>
<td>922</td>
</tr>
<tr>
<td>CORNWALL</td>
<td>35</td>
<td>998</td>
<td>6</td>
<td>154</td>
</tr>
<tr>
<td>COTSWOLDS</td>
<td>62</td>
<td>2,869</td>
<td>41</td>
<td>2,968</td>
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<tr>
<td>DORSET</td>
<td>31</td>
<td>1,217</td>
<td>10</td>
<td>567</td>
</tr>
<tr>
<td>HIGH WEALD</td>
<td>58</td>
<td>2,723</td>
<td>33</td>
<td>2,253</td>
</tr>
<tr>
<td>KENT DOWNS</td>
<td>22</td>
<td>1,266</td>
<td>18</td>
<td>547</td>
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<td>NORTH WESSEX</td>
<td>35</td>
<td>1,286</td>
<td>15</td>
<td>567</td>
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<tr>
<td>DOWNS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOUTH DEVON</td>
<td>23</td>
<td>732</td>
<td>6</td>
<td>221</td>
</tr>
<tr>
<td>Grand Total</td>
<td>289</td>
<td>12,304</td>
<td>159</td>
<td>8,199</td>
</tr>
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</table>
Housing approvals within the Chilterns AONB are as follows:

<table>
<thead>
<tr>
<th>Units per year average in Chilterns AONB</th>
<th>Pre 2012</th>
<th>2012-2015</th>
<th>2015-2017</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>82*</td>
<td>138</td>
<td>386</td>
</tr>
</tbody>
</table>

*Pre 2012 data from Bibby report and includes housing developments of all sizes
Post 2012 data is only sites >10 homes

3.3 Committee approved the recent responses to local plan consultations and planning applications. Of note were responses to the Government consultation on a standardised housing methodology, and to planning applications for sizable housing developments east of Luton and north of Reading on land which was included in the Board’s 2013 application to Natural England for an AONB boundary review.

4. LANDSCAPE AND CONSERVATION

4.1 Beacons of the Past – Hillforts in the Chilterns Landscape HLF stage 2 bid.

Permission to Start has now been secured from HLF, though additional work was required in drawing up more detailed Third Party Agreements for the 5 priority sites. The recruitment of the project staff is well underway. There will be a full time Chilterns Hillforts Project Manager and part-time Landscape Heritage Officer. It is hoped the new staff will begin in early April. A priority for the new staff will be to develop and commission the LiDAR survey tender which will be a major piece of work starting winter 2018.

There has been a huge amount of interest in the project, with over 50 individuals and local interest groups already expressing their interest and eagerness to get involved. Annette Venters has taken over as project lead.

4.2 Chalk, Cherries and Chairs HLF Landscape Partnership Scheme

Development work over recent weeks has included community events and surveys to seek feedback from potential audiences on the emerging projects. 2 urban focus groups were held (in Aylesbury and High Wycombe) as well as 6 community engagement events (120+ participants) and an online survey (470+ responses). Responses were very encouraging. Urban groups were designed to widen the reach of the project to include more people from ethnic minority backgrounds, more families and young people and new residents to the area.

Securing match funding for the scheme remains a priority. A revised Expression of Interest to the HS2 Community and Environment Fund has now been approved to move to a full application.

Submission date for the stage 2 bid has now been confirmed as 16th August 2018.
and if successful the £2.4m scheme would commence in 2019. Recent changes at the HLF mean than stage 2 bids are now more competitive than in the past.

4.3 **Potential North Chilterns landscape initiative**

Following further discussions with partners in Bedfordshire, Hertfordshire and Luton, a project outline has been drawn up and submitted as a project enquiry to HLF. Positive initial feedback has just been received from HLF and will be followed by a meeting with the grants officer next month. Further development work will be a high priority over the next few months, the next potential submission date being August 2018.

This project was originally conceived of a Landscape Partnership bid but this grant programme has now closed and it will now go forward as a Heritage Grant.

4.4 **High Speed Two**

Public consultation on the Detailed Design Principles has now been completed and the document will shortly be signed off.

Several workshops have now been arranged by Main Works Contractors to explore particular elements of design with members of the AONB Review Group.

Criteria for the Additional Projects has now been agreed and feasibility work is being planned in relation to the first tranche of potential projects.

5. **PEOPLE AND SOCIETY**

5.1 Plans are well underway for the 2018 spring and autumn Walking Festivals. The spring Festival (19th May to 2nd June) already has over 65 confirmed walks and events, with more being added every day. There are lots of new events, partners and collaborations this year offering an even broader and more exciting programme. Links and cross-promotion have been made with Hertfordshire Year of Physical Activity 2018, Active Luton, the health walks programmes and new initiatives such as the Chiltern Arts Festival.

We have a new prime sponsor, Complete Outdoors at Bourne End, and we have maintained our other sponsors. We have increased our pool of Chilterns Walking Festival volunteers who are helping with a wide range of tasks including leading walks, fundraising and generating social media. In addition, 15 Ambassadors have been signed up to help promote the Festivals in their local patch.

5.2 The CCB submitted an Expression of Interest to the HS2 Business and Local Economy Fund for a £240,000 project ‘Open for Business’ and has been invited to submit a full application. The full bid is now being developed, with input from the Chilterns Tourism Network, and has to be submitted by end September 2018. It will focus on building resilience and expanding the visitor economy in the Central Chilterns through a 3 year tourism programme.
5.3 We have submitted an application to the Chilterns Leader programme for a £58,000 grant towards a £73,000 project, employing a part-time project officer to develop the Chilterns Food, Drink and Crafts offer. The project would celebrate and promote Chilterns local produce and make it an integral part of the area’s tourism offer. It would deliver a range of activity, from Food, Drink and Craft Festival to new trails and itineraries. An application has also been made to the Radcliffe Trust for a grant towards developing and promoting Chilterns crafts.

5.4 Public Engagement: the CCB is partnering with Hobbs of Henley once again to deliver five ‘Wildlife on the Move’ cruises over the summer, with the assistance of volunteer guides. The CCB is adding a number of events to the Walking Festivals, including walks in collaboration with Active Luton and family-friendly events to expand the family offer. We are also looking to offer events in the High Wycombe and Reading areas to attract new audiences. There will be lots of exciting engagement activity as part of the Hillforts project starting this year.

6. DEVELOPMENT AND COMMUNICATIONS

6.1 Work continues to review the implications of the new GDPR (data protection) legislation to ensure the Board complies with its enhanced obligations under the new guidance. The Executive Committee agreed that the Finance Officer should act as the Data Protection Officer for the CCB and the Information Commissioners Office has been informed. An internal audit has been conducted to review the type of personal data stored by the CCB and how it is used. Work continues to review Customer Relationship Management (CRM) software to find a suitable solution to storing personal contact information which also captures the detail around consent, which is a prominent feature of the new GDPR legislation.

6.2 We commissioned Watlington-based graphic design agency, Blooberry, to design a new logo for the CCB, based on a detailed brief. This will be brought to a subsequent Board meeting.

6.3 Work is underway to produce this years’ Outstanding Chilterns magazine. We are utilising suitably skilled volunteers to provide feature articles to free up the Communications Officer to focus on a more oversight and editorial role.

6.4 Volunteer recruitment continues to go well, with ten engaged volunteers providing support from social media, feature writing, website input and research. We are also working with three University teams. One, from Bucks New University, are currently undertaking research work focused on Luton to identify health and wellbeing provision and potential partners within this important urban area. Two student teams from Oxford University Student Consultancy are working a research project around Natural Capital and a project researching motivators for people moving to the Chilterns and their level of engagement with the AONB. These projects represent an additional resource of 18 people contributing 36 hours per week for the duration of the projects, which should conclude by Easter.
6.5 Website development: although not an immediate priority for Q1 and Q2, background planning is underway with a view to refresh or replace the CCB website. A volunteer, with extensive experience in marketing and communications, is undertaking a review of our existing website and will be writing a short report with recommendations.

6.5 Fundraising for Hillforts & LPS match-funding requirement is the priority for the Development and Funding Manager. A case for support has been prepared for both projects with input from the project leads. Twenty companies have been approached for Hillforts and we anticipate a bid of >£100k will be submitted to Esmee Fairbairn, one of the largest environmental trusts and foundations, by the end of February, for LPS.
Item 7  

25 Year Environment Plan

Author: Sue Holden, Chief Officer

Summary: The government published a 25 Year Environment Plan on 11 January 2018 which sets out intentions for ‘protecting and enhancing’ the natural environment.

Purpose of Report: To brief the Board on the implications and opportunities presented by the plan for the AONB and the Chilterns Conservation Board.

Introduction

A Green Future: Our 25 Year Plan to Improve the Environment sets out, over 150 pages, a plan to ensure “ours can become the first generation to leave the environment in a better state than we found it and pass on to the next generation a natural environment protected and enhanced for the future” (forward by the Prime Minister). The plan can be found here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/67323/25-year-environment-plan.pdf

The most significant ambitions relevant to the Chilterns are
- Recovering nature and enhancing the beauty of landscapes (Chapter 2, pp 56 - 70) including landscape-scale restoration and biosecurity
- Reviewing National Parks and AONBs (p 66)
- Embedding an environmental net gain principle for development, housing and infrastructure (pp 32-35)
- Improving how we manage and incentivise land management (pp. 36-42) including designing and delivering a new environmental land management system
- Promoting health and well-being through the natural environment (Chapter 3 p71-82)

As an Environment Plan, many policies are relevant in some way and many continue current policies and activities. A very strong emphasis has been placed on dealing with waste, litter and waste crime and a special focus on reducing plastic waste.

Welcome ambitions came in the form of woodland creation, reforming the approach to water abstraction and creating a 2019 Year of Green Action. A new independent body will be set up to hold government to account and a new set of environmental principles will underpin policy-making.
It is very positive that public funding is likely to be focussed on the provision of public goods – a clear signal for the future of government agricultural support. It is also positive that the ‘polluter pays’ principle will continue and may be strengthened.

Implications and opportunities for the Chilterns

1. The Plan promises a review of National Parks and AONBs: a “21st Century Hobhouse Review” and suggests it will consider “coverage of designations, how designated areas deliver their responsibilities, how designated areas are financed and whether there is scope for expansion”. We do not yet have further information on this review.

2. The plan promises an “environmental land management system” which many hope will be based on a system of paying land managers for the provision of public ‘goods’ including nature conservation and access. This is potentially a hugely positive step for the conservation and enhancement of the AONB.

3. An environmental net gain principle for development, housing and infrastructure could have potential benefits to the Chilterns as long as there is a clear understanding that valuable habitats and landscape features, if lost, cannot be replaced. We hope that alongside a net gain principle, there is also a principle agreed that irreplaceable habitats and landscape features are not destroyed.

4. Embedded throughout the plan is confirmation that the government plans to place emphasis on a Natural Capital approach, because the natural environment and its ‘services’ have been undervalued and as a result, appropriately balanced decisions are not always made. The government has listened to the recommendations of the Natural Capital Committee and makes a strong link between the Environment Plan and the Clean Growth Strategy (within the Industrial Strategy).

The natural environment sector has long made the case that Designated Landscapes provide critical Ecosystem Services, the benefits for people from a healthy natural environment. These range from drinking water and pollinating insects to providing people with recreation, health benefits and inspirational landscapes. The natural systems (or ecosystems) that provide these services are referred to as Natural Capital.

Six AONBs, including the Chilterns, have been asked to test an Ecosystem Services assessment, as part of the new approach to viewing the value of our environment. The results will be very helpful for our new management plan.

Reactions to the Plan

Reactions from the natural environment and land management sectors have, on the whole, been positive, but there are concerns that, without legislation and budgets
behind it, it will be impossible to realise the ambitions of the plan. A few comments from some of the key voices in the wider debate include the following:

National Trust: *We welcome many aspects of the 25 year plan, but encourage Government to match their ambition with legally-binding milestones for restoring nature, and the necessary funding and clear monitoring to ensure delivery.*

Wildlife Trusts: *Theresa May’s speech on the environment today has encouraging ambitions for land and sea but The Wildlife Trusts believe that the lack of legal underpinning is a fundamental flaw.*

NFU: *British farming has a unique role in producing a safe, affordable and high quality supply of food as well as protecting, maintaining and enhancing 70% of the nation’s iconic countryside. That only remains feasible, however, as long as farmers run sustainable and viable businesses.*

CLA: *The plan acknowledges the range of ‘public goods’ that are delivered across our countryside. It is farmers and landowners that deliver these ‘goods’ from investing in improving soil quality, to reducing flooding risks to homes and businesses and managing woodland. The Government is showing that it is listening to us and the direction of travel set out holds significant potential. There is however much more work to be done to make these plans more specific and signal where the hard choices will be made. Much of what is proposed will require significant investment from a range of sources consistently delivered over decades. (and) We need much greater clarity than this plan provides on the role of the local planning system.*

**Recommendations**

1. *The Board are asked to note the 25 Year Environment Plan and its implications and opportunities for the Chilterns AONB.*
Item 8  Business Plan and Budget 2018-19

Author:  Sue Holden, Chief Officer

Summary:  The Business Plan sets out the priorities for the staff team of the Chilterns Conservation Board during 2018-19.

Purpose of Report:  This paper introduces the Business Plan and Budget 2018-19 for the Chilterns Conservation Board, which was approved by Executive Committee on 24 January 2018.

Background

The 2018-19 Business Plan is produced to guide the CCB staff team’s work and for DEFRA as part of the claim for our core grant made in February.

The plan has rolling 3 year objectives, expressed as four key organisational challenges, followed by 34 key activities which the staff team will deliver in 2018-19.

The plan contains a high level financial summary for 2018-19, and a summary slide of the CCB vision and 2018-19 priorities.

Key changes

Our total income and expenditure will hopefully reach £1million in 2018-19, due to project delivery, thereby giving a higher ‘return’ on our core grants from DEFRA and local authorities.

The main change from the 2017-18 business plan is the addition of the AONB Management Plan Review which will be a top priority throughout 2018-19.

The other significant priority is raising the match-funding for the Central Chilterns Landscape Partnership project. The scale of the challenge depends on whether we are successful at getting a grant from the Community and Environment HS2 fund.

Budget 2018-19

Core Income for 2018/19 is projected to be £555,616. This comprises income from DEFRA and Local Authorities, together with external income from fees, sale of merchandise etc. It should be noted that the current DEFRA arrangements ends 31 March 2020.

Core Expenditure is budgeted for 2018/19 at £551,386 compared to a 2017/18 expected outturn of £525,814. The largest contributor to increased costs is the Management review plan budgeted at £25,000.
Other core expenditure for 2018/19 has been budgeted on a line by line basis however, certain costs remain outside our control, for example, pension costs which rose in 2017/18 with Bucks CC increasing the employers’ contribution from 14% to 14.7%.

The CCB is budgeting a 2018/19 core surplus of £4,230. Net project expenditure is budgeted as £29,983 resulting in a net deficit of £25,753. This net deficit should be viewed in context with the expected positive outturn for 2017/18 of £31,004. This is caused by the income and expenditure cycle of projects where some income is front loaded.

Project income for 2018/19 is budgeted at just over £1m but as always, the timing of projects can be difficult to predict, for example the Hillforts project delivery budgeted for 2017/18 was delayed.

The budget for 2018/19 shows that the CCB is continuing to balance its finances. The cumulative draw on reserves is predicted at being £299 over the next 4 years, which enables reserves, currently standing at £542,258 (before -£780,000 pension reserve) to be used to provide essential cashflow for projects and to underwrite project bids.

**Recommendations**

1. The Board are asked to note the CCB Business Plan 2018-19.
Introduction

We care for an incredibly special place, one which combines the features and natural beauty of nationally designated landscapes with an immense social value, born of being so close to millions of people - probably the most accessible protected landscape in the UK.

We are proud of our achievements in 2017 – celebrating 20 years of the Chalk Streams Project, starting the development phase of a 264km$^2$ Central Chilterns Landscape Partnership Project, starting a Chilterns Walking Festival, winning a significant HLF grant for the £900k Beacons of the Past project, contributing to 40 development plan consultations, preparing the ground for an extensive management plan review and making a significant contribution to the creation of design principles which seek to ensure the best possible design through the AONB amongst many other activities.

At the same time our expenditure, a key measure of impact, increased from £643,000 to £850,000 seeing the return on our core DEFRA grant rise to 100%.

Our vision for the Chilterns Conservation Board is to be an organisation of great IMPACT, with high PROFILE in the area and with sustainable RESOURCES and effective PARTNERSHIPS to deliver our purposes. These four key organisational challenges (Impact, Profile, Resources and Partnerships) are set out in this plan, followed by 34 priority activities for 2018-19.
Our top priority in 2018-19 is the review of the AONB Management Plan. The review will involve most of the core staff team and aims to be an extensive conversation about the future of the Chilterns with large numbers of stakeholders, partners and the public.


**Strategic Context**

The need for our work is starkly expressed by national and county State of the Environment reports: “Research shows wildlife continues to decline and landscapes continue to be degraded. Surveys reveal people are less connected or involved with their local environment than ever before and the environment is often presented as a constraint on economic development” (*Bucks State of the Environment 2016*).

The State of the Chilterns 2017 reporting confirmed that there is a greater area of golf courses in the AONB than chalk grassland, that equestrian land makes up 26% of all grassland, that only 50 ha of species rich grassland has been created in recent years, that none of our 9 chalk rivers are currently assessed as having good ecological status and that Ash dieback was seen in most Chilterns woods visited in 2017. There is therefore significant work to be done.

On a positive note, the consolidated audience figures for Blue Planet II make it the most watched programme of 2017 and the third most watched of the past five years. People care about nature and natural beauty and want them to be conserved. The challenge, for the natural environment sector, is to ensure that this interest in global issues translates into local support and action. Here in the Chilterns we are fortunate to have organisations like the Chiltern Society (7000 members and 700 active volunteers) and BBOWT (54,000 members and 1400 active volunteers) who play a significant role in the conservation and enhancement of the AONB.

Also valuable context for the next few years is the publication, in January 2018, of the 25 Year Environment Plan for England. As well as committing to review AONBs and National Parks, the plan sets out positive objectives for a new environmental land management system, health and well-being through the natural environment, a reduction of water abstraction, large scale woodland creation and for a Year of Green Action in 2019. The CCB, working with our National Association, will work to ensure that AONBs are positioned to be key delivery partners and the Chilterns provide a place where significant opportunities, outlined in the plan, can be realised.

We have reviewed opportunities and threats and consider the key ones, to which we must respond in 2018-19, are as follows:

<table>
<thead>
<tr>
<th>Threat</th>
<th>Response</th>
</tr>
</thead>
</table>
| Impacts of growth and housing development, cumulative and incremental change, urbanisation | Applying strong principles and policies to responses to plans and applications, training and guidance for LA planning teams, creation of tools to support neighbourhood planning  
Promote Cumulative Impacts and CPRE Housing Reports  
Ensure successful Chilterns Buildings Design Awards 2019 |
| Major infrastructure projects e.g. HS2, Luton airport expansion, Oxford-Cambridge Corridor | Contribute to HS2 Groups to ensure best design & mitigation possible; host HS2 AONB  
Review Group manager post  
Promote Cumulative Impacts and CPRE Housing Reports |
| Reductions in public sector funding                                   | Prioritise project development and fundraising to diversify income streams and increase income (and thereby increase impact)  
Build case to local authorities for continued support |
| Changes to HLF and other Lottery distributors                         | Contribute to national AONB family advocacy to keep the environment a priority in lottery distributors and landscape a priority for HLF |
| Reductions in take up in environmental stewardship                    | Work with AONB family to create a new vision for landscape and land support post-Brexit  
Build landowner/farm advice initiative |
| Chilterns are not well-known, lack of awareness of ‘specialness’      | Build the brand / new communications strategy  
Communicate frequently the what, the why and the who for |
| Increasing disconnect between people and the environment              | New focused people engagement programme, new health & well-being project  
Include large urban areas in future projects and engagement e.g. Luton, Reading, Wycombe |
| Pests and diseases, invasive species                                  | Robust action plan for Chiltern Woods and Trees needed |
| Local authorities under huge pressure                                 | Build stronger case for AONB, especially the environmental, economic and social value of the Chilterns, how local authority agendas are delivered and case for working at bigger scale |
| Historic environment not well understood or managed                   | Successfully deliver the hillforts & LPS projects  
Strong planning responses, build awareness of historic environment |
| Lack of appreciation of landscape and its value                       | Build series of landscape and special quality projects  
Promote landscape value and economic and social value of the Chilterns |
<table>
<thead>
<tr>
<th>Climate change e.g. effects on beech and on chalk streams flow</th>
<th>LPS objective to build resilience, connect &amp; restore habitats  Advice to landowners, riparian owners and woodland owners to be scaled up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continued decline in biodiversity and bio-abundance</td>
<td>Raise profile of wide suite of issues from homogenisation of habitats to nutrient enrichment  Landscape scale initiatives and strengthened partnership working</td>
</tr>
</tbody>
</table>

### Opportunity

<table>
<thead>
<tr>
<th><strong>Opportunity</strong></th>
<th><strong>Response</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Passion for good development across the region</td>
<td>Applying strong principles and policies to responses to plans and applications, training and guidance for LA planning teams, creation of tools to support neighbourhood planning  Ensure successful Chilterns Buildings Design Awards 2019</td>
</tr>
<tr>
<td>Action-focused people engagement</td>
<td>New engagement strategy including hillforts, LPS, walking festivals, events review, health &amp; wellbeing, food and drink festival  Volunteers/supporters/ambassadors to help achieve the purposes</td>
</tr>
<tr>
<td>Multiple partners across region</td>
<td>Engage partners and stakeholders fully in Management Plan Review  All projects to convene multiple partners across the geography and subjects</td>
</tr>
<tr>
<td>Health and well-being agendas</td>
<td>Scope a partnership, health-focused project and potential funding sources</td>
</tr>
<tr>
<td>Influencing &amp; supporting land managers, post-Brexit</td>
<td>Build landowner/farm advice initiative  Plan further landscape scale conservation work in Herts/Beds</td>
</tr>
<tr>
<td>Digital comms</td>
<td>Deliver two-way, action-focused social media campaign &amp; improve website</td>
</tr>
<tr>
<td>Rural economy, visitor economy, leisure economy</td>
<td>Support Chiltern Tourism network  Extend local produce, food and drink initiative (and community food)</td>
</tr>
<tr>
<td>DEFRA 25 year Plan &amp; Lawton Report (landscape scale conservation)</td>
<td>Landscape Partnership schemes – deliver CCC; develop a new scheme and support others  Support NA advocacy on 25 year plan and post Brexit AONB ‘offer’</td>
</tr>
</tbody>
</table>
Statutory Purposes of the CCB

The establishment order for the Chilterns Conservation Board gives us the following purposes:

1. To conserve and enhance the natural beauty of the AONB
2. To increase the understanding and enjoyment of the special qualities of the AONB

And in fulfilling these purposes, the Board has a duty
3. To seek to foster the economic and social well-being of local communities

Our Vision for the CCB

Our vision for the Chilterns Conservation Board is to be an organisation of great IMPACT, with high PROFILE and with sustainable RESOURCES and effective PARTNERSHIPS to deliver our purposes.

Increasing our impact

The Chilterns Conservation Board covers 830km² across 13 local authorities, we are facing unprecedented change in the landscape and special qualities are threatened and we have the opportunity of ten million people living within an hour. Going forwards we need to have more impact both in conserving the AONB and in delivering benefits to society. To do this we need new resources, more capacity and large-scale programmes of activity. This will also deliver a greater return for our public sector funding and preserve our core grant for expenditure which will not be funded by other sources of income.

Over the next three years we will therefore focus on
- Lead the creation of a new Chilterns Management Plan, which will lead to a new set of priorities for the AONB and give focus to future collaboration
- Devising, resourcing and delivering initiatives which deliver conservation and appreciation of the AONB and its special qualities; and, as far as possible, economic and social wellbeing
- Designing propositions which will attract new resources, packaging activity which appeals to funders and delivers our purposes
- Building support, of many kinds, for the AONB and seeking new resources and funding
- Playing to our strengths such as with HLF and trying to avoid competing with our partners for funding
- Maximising impact from, and return on, our core grant

**Building our profile**

We must build the profile of the Chilterns and the reputation of the CCB if we are to have more impact. The Chilterns are not as well-known as many other protected landscapes and the total suite of special qualities and the rarity of these qualities are not fully appreciated: HS2 would not be over-ground in the Lake District. Furthermore, we must promote the multiple benefits and services provided by the natural environment and landscape of the Chilterns, including contribution to health and well-being

*Over the next three years, we will therefore focus on*
  - Making the case for the AONB - the environmental, economic and social cases, and the philanthropic case – more strongly
  - Communicating compelling evidence of the value that landscape and the Chilterns gives to society (including the value and benefits provided by the natural capital of the area)
  - Delivering persuasive advocacy which ensures that decision-makers are fully equipped to make the right decisions for the AONB
  - Creating inspiring communications to engage many more people especially those who can support us caring for the Chilterns
  - Promoting the opportunity to boost the physical and mental health of the ten million people who live within an hour

**Growing our resources**

We have to prepare for a future with less public sector funding but the reality must be understood: fundraising is extremely challenging and very competitive; most donors give to charity not to the public sector; some funders do not fund existing activity and staff e.g. HLF; some fundraising has very long lead in times e.g. corporate partnerships; some fundraising produces extremely low returns on investment e.g. individual giving; some income is very small or very low return on effort e.g. events; some funding only pays for the work it generates e.g. woodland advice; little alternative funding is available for some of our functions e.g. planning work and some fundraising would compete with our close partners e.g. membership.
We will prioritise alternative funding and resourcing but we must also continue to defend the need for central and local government to fund a landscape of international significance which offers huge benefit to millions of people.

In the next year, due to recent successes obtaining development grants for hillforts and the landscape partnership (which will deliver much greater impact), raising match-funding is a top priority so, despite the reality check above, it is full steam ahead and we will need all staff, partners, board members and local authorities to help with this challenge.

Over the next three years we will therefore focus on
- Developing projects and activity which deliver our purpose and generate additional funding for the Chilterns
- Working with partners and collaborators who share our ambitions and purpose
- Seeking ambassadors to make introductions to individuals, companies and funders who could support the Chilterns
- Building expertise and gifts of time and expertise from people and organisations who care for the Chilterns
- Implement a fundraising plan, focused on lottery funders, trusts and foundations, corporate partnerships and partner contributions, to match-fund projects and bring in unrestricted income

2017 saw changes to the team and a significant increase in project activity. We welcomed seven new staff (Development and Funding Manager, Communications Officer and maternity cover Admin Officer, HS2 Programme Manager and three to the Landscape Partnership team) and we filled three contract posts (Finance Officer, HR Adviser and Walking Festival Project Manager). In 2018 we will recruit two staff for the hillforts project and create a post for the Food, Drink and Craft initiative.

We have updated our governance documents and Code of Conduct so our governance review is complete. We will continue to provide opportunities for the board members to learn more about the AONB and we will double our efforts to find candidates to fill board vacancies. We will in 2018-19 ensure Board Members are fully engaged with the Management Plan Review.
Convening effective partnerships

By definition the CCB is itself a partnership and all our projects, in development and being delivered, are partnerships of one form or another. Effective partnership working, including playing to the strengths of each partner, working to shared objectives and advocating for the Chilterns with a shared voice, is vital to ensuring that the purposes of the AONB are fulfilled.

*Over the next three years we will therefore focus on*

- *Fostering strong, effective partnerships which have the ambition, vision and commitment to tackle the priorities identified for the AONB in the Management Plan Review*

- *Working strategically with partners who share objectives, for people, for wildlife and for landscape across the Chilterns, convening an annual gathering of key players who can help deliver the priorities in the new AONB Management Plan.*
## Key Activities in 2018-19

### Increase our impact in landscape conservation and enhancement

<table>
<thead>
<tr>
<th></th>
<th>Activity</th>
<th>Status</th>
<th>Responsible(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Create a new AONB Management Plan which inspires and has impact</td>
<td>Process complete March 19</td>
<td>KD, NJ</td>
</tr>
<tr>
<td>2</td>
<td>Contribute to HS2 Review Group and management of Review Group Officer</td>
<td>RG targets achieved</td>
<td>KD</td>
</tr>
<tr>
<td>3</td>
<td>Successful stage 1 Chalk, Cherries and Chairs Landscape Partnership Scheme</td>
<td>Submission August</td>
<td>JA</td>
</tr>
<tr>
<td>4</td>
<td>Secure sustainable future for Chalk Streams Project and deliver work programme</td>
<td>Targets achieved</td>
<td>AB</td>
</tr>
<tr>
<td>5</td>
<td>Successful delivery for Chilterns Woodlands Project</td>
<td>Work programme achieved</td>
<td>JM</td>
</tr>
<tr>
<td>6</td>
<td>Successful delivery of the Beacons of the Past project</td>
<td>Recruit team February</td>
<td>AV</td>
</tr>
<tr>
<td>7</td>
<td>Lead development of a Herts/Beds landscape scale conservation programme</td>
<td>HLF Application submitted</td>
<td>KD</td>
</tr>
<tr>
<td>8</td>
<td>Develop new conservation land management projects including Trees Outside Woods, Landscape Enhancement bids</td>
<td>Project and funding plans in place</td>
<td>NJ</td>
</tr>
</tbody>
</table>

### Increase the contribution the Chilterns makes to society and the contribution of society to the Chilterns

<table>
<thead>
<tr>
<th></th>
<th>Activity</th>
<th>Status</th>
<th>Responsible(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Create a new AONB Management Plan which inspires and has impact</td>
<td>Process complete March 19</td>
<td>AV</td>
</tr>
<tr>
<td>10</td>
<td>Build the Walking Festival to achieve current targets and ensure sustainability</td>
<td>Achieve LEADER targets</td>
<td>AV</td>
</tr>
<tr>
<td>11</td>
<td>Develop, extend and match-fund the Food, Drink &amp; Crafts project</td>
<td>Achieve LEADER targets</td>
<td>AV</td>
</tr>
<tr>
<td>12</td>
<td>Design new people engagement projects e.g. WW1 heritage, arts trails</td>
<td>Two projects scoped June</td>
<td>AV</td>
</tr>
<tr>
<td>13</td>
<td>Build partnerships for urban-focused people engagement including Luton, Reading &amp; Wycombe</td>
<td>Two projects scoped by Oct</td>
<td>AV, KD</td>
</tr>
<tr>
<td>14</td>
<td>Devise and initiate a health &amp; wellbeing programme</td>
<td>Planned by December</td>
<td>CR</td>
</tr>
</tbody>
</table>
**Successfully influence planning and development**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Status</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>Create a new AONB Management Plan which inspires and has impact</td>
<td>Process complete March 19</td>
<td>LM</td>
</tr>
<tr>
<td>16.</td>
<td>Influence development in the AONB through responding to all Local Plans being developed and key planning applications and by providing policies and guidance</td>
<td>Deadlines for responses met</td>
<td>LM</td>
</tr>
<tr>
<td>17.</td>
<td>Create online tools to enable others to engage with planning in the AONB</td>
<td>Underway by August</td>
<td>LM</td>
</tr>
<tr>
<td>18.</td>
<td>Engage with and influence major infrastructure projects e.g. HS2, airports, Oxford-Cambridge corridor</td>
<td>Appropriate ‘return on effort’</td>
<td>LM</td>
</tr>
</tbody>
</table>

**Build much greater appreciation of landscape and the Chilterns**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Status</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>Create a new AONB Management Plan which inspires and has influence</td>
<td>Process complete March 19</td>
<td>SH</td>
</tr>
<tr>
<td>20.</td>
<td>Deliver an effective and extensive engagement and consultation plan for the AONB Management Plan</td>
<td>Jan-Feb, June-July &amp; Oct-Dec consultation phases</td>
<td>EvD</td>
</tr>
<tr>
<td>21.</td>
<td>Create high impact communications on the value of the AONB including production of Outstanding Chilterns</td>
<td>Comms throughout year; OC by May</td>
<td>EvD</td>
</tr>
<tr>
<td>22.</td>
<td>Build evidence baseline for management plan with new data and indicators</td>
<td>Complete March 2019</td>
<td>KD</td>
</tr>
<tr>
<td>23.</td>
<td>Work closely with the Chiltern Society on all projects and planning work</td>
<td>Positive feedback</td>
<td>ALL</td>
</tr>
<tr>
<td>24.</td>
<td>Develop Chilterns Champions programme, including advisors and speakers; encourage MPs and Councillors to be ambassadors</td>
<td>12 champions</td>
<td>CR EvD</td>
</tr>
</tbody>
</table>

**Achieve greater organisational effectiveness**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Status</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.</td>
<td>Ensure compliance with General Data Protection Regulation; appoint a DP Officer</td>
<td>In place by May</td>
<td>SH CR</td>
</tr>
<tr>
<td>26.</td>
<td>Ensure better contact management and decide database requirements and needs</td>
<td>Clear plan by December</td>
<td>CR</td>
</tr>
<tr>
<td>27.</td>
<td>Good governance, promote Board vacancies; deliver Board learning programme</td>
<td>June, October, February</td>
<td>SH</td>
</tr>
<tr>
<td></td>
<td>Task Description</td>
<td>Due Date</td>
<td>Responsible Party(s)</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>28</td>
<td>Review IT strategy, data security, back-up system and servers (and GIS review)</td>
<td>Review by June</td>
<td>GH (NJ)</td>
</tr>
<tr>
<td>29</td>
<td>Raise matchfunding for projects (hillforts, LPS, food &amp; drink), additional &amp; net</td>
<td>At least £150,000 by June</td>
<td>CR AV JA</td>
</tr>
<tr>
<td>30</td>
<td>Review branding and brand guidelines; agree website improvements</td>
<td>Review by July</td>
<td>EvD CR</td>
</tr>
<tr>
<td>31</td>
<td>Co-ordinated project development and fundraising, build ideas pipeline</td>
<td>Fundraising Strategy by Oct</td>
<td>CR</td>
</tr>
<tr>
<td>32</td>
<td>Implement a successful corporate partnership offer</td>
<td>3 agreed partnerships</td>
<td>CR</td>
</tr>
<tr>
<td>33</td>
<td>Contribution to joint initiatives with AONB family and NAAONB</td>
<td>At least four</td>
<td>SH</td>
</tr>
<tr>
<td>34</td>
<td>Partnership working with local authorities, parish councils, agencies and NGOs,</td>
<td>200 partners engaged</td>
<td>ALL</td>
</tr>
<tr>
<td></td>
<td>focused on Management Plan Review and all projects</td>
<td></td>
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</tr>
</tbody>
</table>
# Financial Plan 2018-19

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget 2017-18</th>
<th>Budget 2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core income:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defra</td>
<td>427,193</td>
<td>434,541</td>
</tr>
<tr>
<td>Local authorities, town &amp; parish councils</td>
<td>106,000</td>
<td>106,000</td>
</tr>
<tr>
<td>Earned income</td>
<td>16,875</td>
<td>15,075</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>550,068</strong></td>
<td><strong>555,616</strong></td>
</tr>
<tr>
<td><strong>Core expenditure:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment costs</td>
<td>353,403</td>
<td>362,842</td>
</tr>
<tr>
<td>Members’ allowances</td>
<td>19,390</td>
<td>16,482</td>
</tr>
<tr>
<td>Other costs</td>
<td>162,236</td>
<td>172,062</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>535,029</strong></td>
<td><strong>551,386</strong></td>
</tr>
<tr>
<td><strong>Net core income / expenditure:</strong></td>
<td>15,039</td>
<td>4,230</td>
</tr>
<tr>
<td>Project income</td>
<td>323,739</td>
<td>450,462</td>
</tr>
<tr>
<td>Project expenditure</td>
<td>340,274</td>
<td>480,445</td>
</tr>
<tr>
<td><strong>Net project expenditure:</strong></td>
<td>-16535</td>
<td>-29,983</td>
</tr>
<tr>
<td><strong>Grand total income</strong></td>
<td>873,807</td>
<td>1,006,078</td>
</tr>
<tr>
<td><strong>Grand total expenditure</strong></td>
<td>870,303</td>
<td>1,031,831</td>
</tr>
<tr>
<td><strong>Grand total net expenditure:</strong></td>
<td>-1,496</td>
<td>-25,753</td>
</tr>
</tbody>
</table>

NB. A deficit budget has been agreed as we are investing some of our reserves in project development and sustainability
The Chilterns Conservation Board in 2018

Our vision is that

| The Chilterns and its special qualities and natural capital are being conserved and enhanced | The Chilterns landscape is valued for its potential to benefit society especially the well-being of the 10 million who live within an hour | Those making decisions which impact upon the Chilterns have a clear understanding of why the Chilterns AONB is important |

The Chilterns Conservation Board will be an organisation of great IMPACT, with high PROFILE and with sustainable RESOURCES and effective PARTNERSHIPS to deliver our purposes

So our priorities in 2018 are to

1. Create a new AONB Management Plan which inspires everyone to act to care for the Chilterns
2. Develop and secure funding for the Central Chilterns Landscape Partnership Project and Beacons of the Past Project
3. Influence development, planning and the HS2 design process effectively
4. Successful delivery of the Chilterns Walking Festival and Chilterns Chalk Streams Project
5. Design new landscape scale, health and landowner engagement projects
Item 9  Management Plan Update

Author: Sue Holden, Chief Officer

Summary: The review to create an AONB Management Plan 2019-24 is fully underway with public, expert and partner engagement.

Purpose of Report: To update the Board, as part of official meeting business, with progress made. Discussion on the management plan will take place at a workshop which follows the board meeting.

Progress

Since the Board met in October 2017, the following progress on the Management Plan Review has been made:

1. Statutory notification of the review was sent to Natural England and Local Authorities in November.

2. A launch meeting was held for our key local authority officers. All local authorities had representatives at the meeting ranging from a Director of Planning and Director of Services to a Senior Planning Officer and a Landscape Officer.

3. A well-qualified consultant has been commissioned to act as technical editor. A landscape expert, planner and ex CEO of a National Park, Paul Tiplady will bring relevant experience and knowledge to the team working on the review.

4. In January our communications campaign was launched inviting people to join us in a conversation about the future of the Chilterns. The invitation has been sent far and wide from the Chiltern Society sharing it with members to local authorities including it in their county/district magazines.

So far 1100 people have responded and initial results will be shared at the afternoon workshop. Board members have been asked to circulate the survey link to their networks: www.surveymonkey.com/r/FutureOfTheChilterns. The survey will run until the summer so please continue to refer people to it.

5. Workshops have been set up by the staff and board member acting as subject leads, for experts and partner organisations to come together in February:
   - Landscape, nature conservation and natural capital (Kath Daly)
   - Access, recreation, communities, visiting and health (Annette Venters)
   - Land management, forestry and rural economy (Neil Jackson)
   - Cultural heritage and historic environment (Helen Tuffs)
   - Development and transport (Lucy Murfett)
Next Steps

Between March and May, the four staff and board member acting as theme leads will review sections of the management plan at the same time as Paul Tiplady and the Chief Officer put together an updated introduction.

Version One of the new Management Plan will then be published for consultation, which will run through June and July.

The Board will be updated with progress at the June meeting.

Recommendations

1. The Board is asked to note the progress made on the AONB Management Plan Review.
Item 10  General Data Protection Regulation

Author: Graham Hurst Data Protection Officer

Summary: The General Data Protection Regulation implications for the CCB

Purpose of Report: To brief the Board regarding new data protection legislation and implications for the Board

Background

GDPR is new data protection legislation which will come into force on 25th May 2018. It replaces the current Data Protection Act and will bring stricter new enforceable limits and controls over all organisations who hold or process any information on EU citizens. A data breach under GDPR could result in fines of up to £16.8 million, or 4% of turnover, whichever is higher.

GDPR applies to any data which could be used to identify an individual, including employees, volunteers, supporters and donors, business and corporate contacts.

GDPR applies to how we collect, store, use and dispose of data and contains the rights for individuals over the data we have about them.

The Board’s Responsibilities

The CCB is classed as a public body which means it has enhanced obligations under GDPR. Public bodies have a legal requirement to register with the regulating body, the Information Commissioner’s Office. The CCB registered August 2017.

Public bodies must also appoint a Data Protection Officer and the Executive Committee appointed Graham Hurst at their meeting January 2018. The Board are ultimately responsible for compliance with the regulations.

Action being taken

An initial audit has conducted within the CCB which has established the nature of personal data collected, how it is stored and used.

We have an opt-in for the CCB newsletter and in the future, an opt-in will be offered on all communications and whenever we gather personal contact information.

GDPR legislation is being incorporated into CCB policies and procedures. We will be updating our Privacy Notice on our website including how we store and use data.
Recommendations

1. The Board are asked to note the changes being brought about by the GDPR and the action being taken by the CCB in compliance with those regulations.
Item 11  Annual Audit Return

Author: Graham Hurst, Finance Officer

Summary: The Audit Commission have completed their audit of the Board’s accounts for 2016-17 and have drawn to the attention of the Board one matter.

Purpose of the Report: To inform members of the completion of the external audit for 2016-17 and issues arising.

Background

1. The Board prepares an annual return which:
   - Summarises the accounting records for the year ended 31 March 2017; and,
   - Confirms and provides assurance on those matters that are important to the auditor’s responsibilities.
   - The Annual Return was presented to, and approved by, the Board at its meeting on 21 June 2017.

2. The auditor, BDO, is required to conduct an audit and, based on the review of the annual return and supporting information, to report whether any matters give cause for concern that relevant legislation and regulatory requirements have not been met.

Audit Conclusion

3. The auditor has certified that they have completed their review of the annual return and discharged their responsibilities under the Local Audit and accountability Act 2014, for the year ended 31 March 2017.

Audit Issues

4. The auditor has issued an “Issues Arising Report”, which has one observation:
   
   “Minutes not signed or initialled”

This is factually incorrect as the minutes are properly initialled by the Chairman. The auditors were informed that their report was factually incorrect and therefore misleading. The response from the auditors was
unsatisfactory insofar as they maintain that it remains an issue arising as any minutes provided to them should be signed.

We have subsequently been informed by the Smaller Authorities Audit Appointments Ltd that BDO are no longer the Board’s auditors so it has not been possible to resolve the matter.

Recommendations

1. To approve and accept the audited annual return and note that the response to the issues arising report for 2016-17 set out above.
ISSUES ARISING REPORT FOR
Chilterns Conservation Board
Audit for the year ended 31 March 2017
Introduction

The following matters have been raised to draw items to the attention of Chilterns Conservation Board. These matters came to the attention of BDO LLP during the review of the annual return for the year ended 31 March 2017. This report must be presented to a full meeting of the smaller authority for review.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Minutes not signed or initialled
The following issues have been raised as we have detected issues with the governance arrangements of the smaller authority. It is recommended that the smaller authority consider these matters and decide what action to take to improve the governance arrangements as soon as possible.

Minutes not signed or initialled

What is the issue?
The smaller authority produced printed minutes, which were submitted for audit purposes. The pages were not maintained in accordance with the Local Government Act 1972, Schedule 12, para 41.

Why has this issue been raised?
This smaller authority submitted minutes for audit purposes which were not maintained in accordance with schedule 12, paragraph 41(2) of the Local Government Act 1972.

What do we recommend you do?
The smaller authority should ensure with immediate effect that if a loose leaf minute book is maintained the loose leaf pages are consecutively numbered, paragraphs are referenced, they should be signed by the chairman presiding at the meeting they are approved at and each page is initialled by the person signing the minutes.

Minutes must be maintained in accordance with the Local Government Act 1972.

Further guidance on this matter can be obtained from the following source(s):
Local Council Administration, 7th Edition, Charles Arnold-Baker, Chapter 7

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 28 September 2017
NOTICE OF CONCLUSION
OF AUDIT

(LOCAL AUDIT AND ACCOUNTABILITY ACT 2014
ACCOUNTS AND AUDIT REGULATIONS 2015)

FOR

Chilterns Conservation Board

NOTICE is hereby given that the audit for the
year ended 31 March 2017 was completed on
28 September 2017

and the accounts are now available for inspection by local electors
in accordance with Section 25 of the Local Audit and Accountability Act 2014.
The requisite information as defined by Section 13(1) of the Accounts and Audit
Regulations 2015 is/is not* displayed alongside this notice

(* Please delete as necessary)

If the requisite information is not displayed alongside
this notice, it is available for inspection by appointment.

To arrange a viewing please contact


between the hours of 9.00 am and 5.00 pm

Dated: 10 October 2017
Signed: Graham Hurst

(Responsible Financial Officer)
NOTES FOR THE RESPONSIBLE FINANCIAL OFFICER

In accordance with the Accounts and Audit Regulations 2015 -
As soon as possible after conclusion of audit, a smaller relevant authority must publish, which includes on a website, the Notice of Conclusion of Audit advising that the audit has been completed and the following requisite information:

Section 1 to 3 of the Annual Return
Issues arising from the audit (if any)

The documents must be published for at least 14 days and made available for public access for not less than 5 years.

In all cases, ensure that copies of the statement of accounts/annual return are made available for purchase at a reasonable sum.