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

26th June 2019 at 10.30 am
(Following on from the AGM)

Y2K Hall, Cavendish Road, Markyate, AL3 8PS

Agenda

1. Apologies
2. Declarations of Interest
3. Minutes of Previous Meeting 20 February 2019
4. Matters Arising
5. Public Question Time
6. Board Review – including Report from Executive and Planning Committees
7. Statement of Accounts 2018-19
8. Statutory Requirements and Code of Governance
9. Meeting Dates 2019-20
10. Landscape Enhancement and Major Infrastructure Development
11. Any other business

Lunch

Followed by Dunstable Downs visit (linked to Item 10 above)

Future Meetings:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date</th>
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<tbody>
<tr>
<td>Full Board</td>
<td>16th October 2019</td>
</tr>
<tr>
<td>Executive Committee</td>
<td>18th September 2019</td>
</tr>
<tr>
<td>Planning Committee</td>
<td>17th July 2019</td>
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<tr>
<td></td>
<td>20th November 2019</td>
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MINUTES OF THE MEETING OF THE ChILTERNs CONSERVATION BOARD HELD ON
WEDNESDAY 20th February 2019 at Wendover Memorial Hall, Wharf Road, Wendover Bucks.
HP22 6HF commencing at 10.00 am

MEMBERS PRESENT
Appointed by Local Authorities
Cllr Bill Bendyshe Brown
Cllr David Barnard
Cllr Hugh McCarthy
Cllr. Lynn Lloyd
Cllr. Charles Mathew
Cllr. Richard Newcombe
Cllr Ian Reay
Cllr Nick Rose

Appointing Body
Buckinghamshire County Council
North Hertfordshire District Council
Wycombe District Council
South Oxfordshire District Council
Oxfordshire County Council
Aylesbury Vale District Council
Hertfordshire County Council
Chiltern District Council

Appointed by the Secretary of State
Colin Courtney
Elaine King
John Nicholls
Ray Payne
Helen Tuffs
Elizabeth Wilson

Secretary of State
Secretary of State
Secretary of State
Secretary of State
Secretary of State
Secretary of State

Elected by Parish Councils
Cllr Alison Balfour-Lynn
Cllr Susan Biggs
Cllr John Griffin
Cllr Charles Hussey

Hertfordshire
Oxfordshire
Oxfordshire
Buckinghamshire

CCB Officers
Sue Holden
Graham Hurst
Lucy Murfett
Claire Readey
Annette Venters
Donna Webb

Chief Officer
Finance Officer
Planning Officer
Fundraising and Development Manager
People & Society Officer
Administration Officer

Other:
Deirdre Hansen
Les Mosco

Clerk to the Board
Trustee Chiltern Society

2 members of the public present, Paul Hayes and Andrew Walker

18/19.26 Apologies for absence
Apologies for absence were received and accepted from Alison Doggett Secretary of State, Cllr Luisa Sullivan, South Buckinghamshire District Council, Cllr Clive Thomas, Buckinghamshire Parish Councils and Ian Waller Secretary of State

Absent without apologies:
Cllr David Collins Dacorum Borough Council, Cllr and Paul Duckett Central Beds Council

18/19.27 Declarations of Interest
No declarations of interest were made.

18/19.28 Minutes of the Board Meeting 17th October 2018.
The minutes of the Board Meeting of 17th October 2018 were signed by the Chairman as a true record.

18/19.29 Matters Arising.
The Chief Officer reported that submissions had been made to the Glover Review by the CCB, by the National Body and by the Regional Bodies. The Chair will visit in May.

18/19.30 Public Question Time.
It was agreed to suspend standing orders for this item only to allow for public speaking.

Andrew Walker, Development Director Chiltern Railway Project spoke on the expansion plans for the Chinnor to Risborough Railway.

18/19.31 Board Review January 2019 including reports from the Executive and Planning Committees.
a. The Chief Officer had provided a comprehensive report with the highlights:
   1. The successful Chalk, Cherries and Chairs Landscape Partnership bid to the Heritage Lottery Fund resulting in a £2m grant been awarded towards the delivery of this £2.8m, 5-year scheme in the Central Chilterns
   2. And approval in principle of a £120,700 grant from HLF BLEF fund towards a 3-year programme to boost the visitor economy in the Chilterns.
b. Reports from the Executive Committee, the Planning Committee, Landscape and Conservation, People and Society and Development and Communications had been received.

Members had the opportunity to ask questions.
The request was made that the link with the Chalk, Cherries and Chairs project summary be sent to all members.

1. The Board NOTED the review January 2019.

18/19.32 AONB Management Plan 2019-2024
The Draft Management Plan 2019-24 was presented for approval and adoption by the Board.

The Chief Officer gave a presentation on the review of process, the structure of the Management Plan, the style of the Management Plan, the results of the second consultation, the changes between the 2014-19 and the 2019-24 Management Plans, the risks of achieving the plan and the next steps.

Members discussed the Plan and how members could assist in taking it forward following publication. They expressed their enthusiasm for the Management Plan 2019-24 and commended the Chief Officer and her whole team on their work on this impressive and authoritative document.
1. The Board APPROVED and ADOPTED the revised draft of the Chilterns AONB Management Plan 2019-24.

2. The Board APPROVED delegating to the Chief Officer the power to undertake any final minor amendments to the Chilterns AONB Management Plan 2019-24.

3. The Board AUTHORISED the Chief Officer to send the adopted Plan of the Chilterns AONB Management Plan 2019-24 to the DEFRA Secretary of State.

4. The Board AUTHORISED the Local Authority Members to engage with their Local Authorities with the Chief Officer, following publication of the Chilterns AONB Management Plan 2019-24.

5. The Board AUTHORISED the Secretary of State appointees to seek a meeting with the DEFRA Secretary of State to present the Chilterns AONB Management Plan 2019-24.

The Chief Officer presented the Business Plan and the Budget approved by the Executive Committee 22 January 2019.

It was noted that the BLEF grant had not been included, nor the extra post. The step up in project work will require some office improvements and the new partnership workings will be discussed with the Executive Committee in May.

The budget for 2019/20 and the forecasts for 2020/21 shows a cumulative draw on reserves estimated at £7,406.

Members discussed the Business Plan and the Budget.

1. The Board NOTED the CCB Business Plan and Budget 2019-20.

18/19.34 Safeguarding Policy
The Chief Officer informed the Board that the Executive Committee had approved the Chilterns Conservation Board’s Safeguarding Policy.

1. The Board NOTED the Safeguarding Policy

18/19.35 HS2 Landscape and Biodiversity Connectivity Project.
The Chief Officer reported that the CCB proposes to be the delivery lead on the Chilterns AONB HS2 Review Group’s identified high priority landscape and biodiversity connectivity enhancement projects for the £3m additional Projects Fund.
Chiltern District Council (CDC) administers the fund.

A 5-year project proposal valued up to £500,000 to be led by the CCB on behalf of the Review Group has been developed to run concurrently alongside with the Chalk, Cherries and Chairs Landscape Partnership Scheme.
The Chief Officer seeks approval to enter into a contract with Chiltern District Council to lead on this project, taking on responsibility for reporting under Heads of Terms agreed with CDC.

1. The Board APPROVED the proposal for the CCB to enter into a contract with Chiltern District Council to lead delivery of HS2 Landscape and Biodiversity Connectivity Project
18/19.36 Any other Business.
1. It was asked if the CCB was involved in 2019 Year of Green Action. The CCB is not directly involved.
2. It was noted that 6 parishes in the Reading area had asked their MP for a boundary review (outside the AONB)
3. The Chairman gave an update on the recruitment process for a new Chief Officer.
4. This meeting is Helen Tuffs, Secretary of State Appointee’s, last Board meeting. She has been a Board member for 9 years. The Chairman thanked her for all her valuable work and noted that she had received a letter of congratulations from Lord Gardiner, Parliamentary Under Secretary of State for Rural Affairs and Biosecurity on her outstanding work done for the CCB as Vice-Chair and Planning Committee Chair. She will stay on to assist in the recruitment of the Chief Officer.

Helen was presented with a gift. She thanked the Board and mentioned that HS2 had permeated her time with the CCB. She greatly admires the work of the CCB and it had been a great experience and a privilege to serve on the Board. She wishes the Board well for the future, may it carry on doing good work and make the CCB more prominent.

The Chairman noted that there will now be a vacancy for Vice Chair and encouraged any member to contact Helen for more information and if interested in the position to contact the Chairman.

18/19.37 Meeting Dates 2018-19
Full Board:
26th June 2019 (and AGM)
16th October 2019
Executive Committee:
22nd May 2019
18th September 2019
Planning Committee:
6th March 2019
17th July 2019

Lunch would be followed by a visit to Wendover Woods.
1. **Highlights**

1.1 We worked with Network Rail to secure a very significant funding package for AONB enhancement in the Great Western Railway corridor (Reading to Didcot). The sum amounts to £3.75 million and will enable the Board to work with the North Wessex Downs AONB and local community to make a real difference to this area which has suffered from the rail electrification works.

1.2 Annette Venters has been successful in securing a grant of £120,000 from the HS2 Business and Local Economy Fund. The project will promote tourism in the HS2 Chilterns corridor, aiming to maintain visitor numbers during the construction period. We will be recruiting a Project Officer for 3 years. See paragraph 7.1 for more information.

1.3 Julian Glover, Chair of the Landscapes Review, visited us in May. Julian opted for a walk, testing the excellent public transport into the Chilterns from London. Four staff joined the ‘walk and talk’ and we covered a wide range of subjects from how we are working with the HS2 Review Group to why we feel the Chilterns needs enhanced status.

1.4 We have been joined in the last few weeks by Agnes Knoll and Sam Johansen who have joined the Chalk Cherries and Chairs team.

2. **Report from Executive Committee, 22nd January 2019**

2.1 The Finance Officer reported on the financial position to the end of the financial year 2018-19. Core income and core expenditure were close to that budgeted with a lower than anticipated budget deficit of £8,967.

2.2 Committee discussed the Budget update for 2019/20 together with projections for 2020/21. Total income is now expected to be around £2.16million with total expenditure around £2.15million. The increase from current year is due to Chalk Cherries and Chairs delivery starting and to the GWR funding with expenditure currently planned over 5 years.

2.3 Committee approved the amended Governance Documents which had last been reviewed in 2017 and to which some minor changes have been made.

2.4 Committee received a presentation on future partnership working to ensure delivery of the new Management Plan. A multi-layered and outcome-focused approach has been proposed due to the very large number of potential partners and geography of the Chilterns.

2.5 Committee discussed the Communications Plan for the launch plan of the new AONB Management Plan 2019-2024, presented by the Communications Officer.

2.6 Committee discussed the functional review presented by the People and Society Officer, including the aim of scaling up public engagement activity in urban areas.
3. **Report from Planning Committee, 6th March 2019**

3.1 We welcomed a new co-optee to the Planning Committee: Paul Hayes, a chartered surveyor who lives in the Chilterns.

3.2 Committee considered and approved an updated version of the Chilterns AONB Model Policy. The new version reflects the changes in AONB policy in the Government’s revised National Planning Policy Framework, Feb 2019. The aim of the model policy is to provide a policy which all authorities can slot into emerging plans, providing a strong and consistent development management plan policy on the AONB across Oxon, Bucks, Beds, and Herts. The model policy, with some small amendments, has been put into draft local plans in North Herts, Central Beds, Aylesbury Vale. Although not included in others so far, like South Oxfordshire and Wycombe DCs, it has helped inform discussions. Committee approved the 17 formal representations on planning applications and 5 appeal representations made by the Board since the last meeting. Committee also approved the 11 recent consultation responses, of which 4 were local plans or neighbourhood plans, 1 was a CIL consultation and several were government consultations.

3.3 Committee discussed offsetting and environmental net gain, to help steer the Board’s approach to this. The newly adopted Chilterns AONB Management Plan 2019-24 establishes a principle that development in or affecting the AONB will contribute in practical and financial ways to delivering the aims of the Chilterns AONB Management Plan (Strategic Objectives DO2, and Policies DP10 and DP14). This is a fast-evolving area of government policy, and CCB needs to establish how to implement this approach in the Chilterns. Various examples are covered under item 10 of today’s agenda.

4. **Landscape and Conservation**

4.3 Neil Jackson is leading the delivery of the Landscape and Biodiversity Connections Project in the HS2 corridor, funded through the HS2 Review Group. He has completed an initial mapping of landowners and about to start making contact to identify landowners interested in the project and identify the initial tranche of sites for enhancement/ restoration.

4.4 The ChessWatch Project – ‘a water observatory for the River Chess’ is up and running and beginning to capture public interest. The project is a partnership between Chalks Streams Project, the River Chess Association, Queen Mary University and Thames Water and involves capturing data on water quality, providing educational material for schools, and widening public awareness about the links between water use and river health.

5. **Chalk Cherries & Chairs Landscape Partnership Scheme**

5.1 Recruitment of the delivery team for this 5-year Heritage Lottery funded project has taken longer than we had hoped, however 4 of the 5 core project staff have now been appointed. Agnes Knoll (Project Manager) and Sam Johansen (Community Heritage Officer) started in post this month, and Elizabeth Buckley (Communications and Engagement Officer) will start in August. Nick Marriner who led the development of the Wildlife and Landscape theme was appointed as Landowner Engagement Officer in April, and has made great progress in
getting that part of the project underway.

Chalk, Cherries and Chairs is also funding part-time posts with BBOWT, Chiltern Rangers, Bucks New University and Missenden Museum. 2 of these staff have now been appointed.

We have so far been unable to recruit an Ecology and Land Management Advisor despite 2 rounds of advertising. We are reviewing options for how to go forward with this work.

6. **Beacons of the Past**

6.1 LiDAR results: we now have 50% of the processed data and have begun initial scanning. The data will be available through an online Citizen Science portal in mid July.

Although we are still working with visualisations, rapid scanning has revealed two unrecorded Bronze Age barrows; we expect a great deal more in future.

Five Reconstruction Artists have been chosen through tendering process to provide 20 images of Chilterns hillforts. These will be used for physical interpretation boards, in digital spaces, and will be licenced under creative commons licences.

A Heritage Education Workshop was held in March, to understand from teachers how they currently work, what resources they would like, and what difficulties they face.

Work has started on tier one sites. For example,

Desborough Castle: Section 42 consent is being sought for geophysical survey; a Bushcraft Day is being commissioned for High Wycombe Muslim Scouts and the HW school Aspire will be incorporating volunteer work at the hillfort into their John Muir Award.

Seven Ways Plain: developing plans for a community dig.

7. **People and Society**

7.1 Groundwork have accepted the revised project plan for our HS2 Business and Local Economy Fund bid thanks to additional in-kind support from partners making up the project shortfall. Key partners include Chiltern District Council, the Chiltern Society, Bucks Business First and the Chilterns Tourism Network. Groundwork have confirmed a grant of £120,000 for a 3 year project ‘Open for Business’ – promoting tourism in the HS2 central Chilterns corridor’ which aims to maintain visitor footfall during the construction period. We will be recruiting a 4 day/week Project Officer for 3 years to develop a range of activity including:

- Expanding the Chilterns Walking Festivals in the HS2 corridor with additional walks/events
- 6 Food and Drink Festivals based on a similar concept to the Walking Festival
- Communications programme and monthly promotional campaigns
- Business engagement, training workshops and networking events
- A new Chilterns Pass concept to encourage custom at local businesses
- A destination guide and themed visitor itineraries (Film & TV, Food & Drink, walks & rides)
We are now getting the recruitment underway and hope to have someone in post by September. We can publicly announce the project once we have received formal approval from Groundwork.

7.2 The fifth Chilterns Walking Festival took place in May. It is the last year of our Leader grant funding and the project officer time is down to just a few hours a month (a 60% decrease from year 1) with no communications budget this year. We have been planning for the reduced grant funding from the start with the aim of making the Festivals sustainable by the end of year 3 which we are on track to achieve through a combination of sponsorship, advertising and grant funding.

The May 2019 Walking Festival was a great success. We achieved similar numbers to the previous autumn Festival but attracted walkers from further afield then before (including America and Australia!) which benefited our accommodation sector. We had 512 on-line bookings through the Chilterns Walking Festival site which was marginally down on the autumn Festival but there were many events bookable through third parties which were well attended, we will know the full picture once we have gathered all the stats from walk leaders. We have received a £2,000 grant from the Wixamtree Trust to develop additional walks in the Bedfordshire Chilterns. We are holding a Walk Leader training event on 9th July to recruit and train new walk leaders, and are developing some exciting new walks/events with partners at Marsh Farm near Luton and Barton.

7.3 We have completed the Radcliffe Trust funded programme promoting Chilterns arts and crafts. It has helped to bring makers together and raise awareness of the arts and crafts offer through the following:

- A new Arts and Crafts section on the website including Meet the Makers, What’s on and gifts/souvenirs [https://www.visitchilterns.co.uk/crafts.html](https://www.visitchilterns.co.uk/crafts.html)
- Five ‘Meet the Maker’ videos which have already attracted 800 views since their launch in April. See [https://www.youtube.com/watch?v=_vZqW6dEqY8](https://www.youtube.com/watch?v=_vZqW6dEqY8)
- A series of Meet the Maker walks as part of the Chilterns Walking Festival

CCB is on the Bucks Cultural Strategy steering group and Annette is leading one of the task groups, exploring opportunities to develop new heritage and cultural initiatives.

8. **Development and Communications**

8.1 The Management Plan, Management Plan Summary and Annual Review have been completed and sent for print and distribution. Board Members will receive copies at the meeting.

8.2 Claire Readey and Kath Daly are working on the Stage 1 Chalkscapes bid for resubmission to the National Lottery Heritage Fund (NLHF) later this year. We are refining the project, building the project to include stronger engagement proposals working with hard-to-reach community groups in Luton and Dunstable. We have met with a range of community organisations and identified several new potential partners working with people and communities in Luton / who are keen to be involved in the project.

As well as supporting the bid, developing stronger links with community organisations in Luton is valuable as part of our wider objectives around urban engagement and towards...
making the case for the benefits of the AONB for health and well-being.

The steering group has been reconvened and partners are reviewing project plans.

If successful, this will result in an 18 month funded development stage and 5 year delivery project for the landscape on a similar scale to Chalk, Cherries & Chairs, and will see an investment of around £2.8m in the landscape around Luton and Dunstable.
Item 7  

**Statement of Accounts 2018-19**

**Author:**  
Graham Hurst, Finance Officer

**Summary:**  
The year end position shows an overall deficit of income totalling £8,967 which has been deducted from reserves

**Purpose of Report:**  
To present the Statement of Accounts for the financial year 2018-19.

**Final results**

1. The Statement of Accounts and associated Annual Governance and Accountability Return (AGAR) are attached.

2. The Statement of Accounts have been prepared on the “Accruals” basis which is the generally accepted accounting principle relevant to Not for Profit organisations and matches the income earned and expenditure incurred during the year rather than when it is received or paid. These accounts are not subject to audit.

3. The AGAR is required by the Local Audit and Accountability Act 2014 and subject to audit once it has been approved by the Board and subsequently published on the CCB’s website.

4. The AGAR, when published, will contain an internal audit report together with our external auditor’s report. The internal audit has been undertaken but their report has not yet been received (14 June 2019). It should be received by the Board meeting and I will make it available then.

5. The external auditors report can only be completed once sections 1 and 2 of the AGAR have been approved by the Board. The external auditors report will be made available at a subsequent Board meeting.

6. The Annual accounts show that the Board made an overall deficit of £8,967 which is in line with budget.
7. The Boards Reserves at 31 March 2019 were:

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<td>General Reserve</td>
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<td>Budget Equalisation</td>
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<td>Chalk Streams Project</td>
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<tr>
<td>Friends of Red Kites</td>
<td>£5,859</td>
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<td>Total</td>
<td><strong>£539,158</strong></td>
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**Recommendation**

1. The Board approves the Statement of Accounts and Annual Governance and Accountability Return.
Statement of Accounts 2018-19

CONTENTS

Section

1  Foreword
2  Revenue Account
3  Balance Sheet
4  Statement of Movement in Reserves
FOREWORD

This Statement of Accounts details the Board’s activities for the period 1st April 2018 to 31st March 2019.


The Board operates to a budget based on the agreed grant aid from the Department for Food and Rural Affairs (DEFRA) and local authorities. 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:

Revenue Account

This shows the Board’s Income and Expenditure for the financial year. Total income amounted to £858,534 whilst expenditure was £867,501 giving rise to an excess of expenditure for the year of £8,967. This was expected and in accordance with the Board’s budget. The deficit will be deducted from reserves.

Balance Sheet

This details the Board’s financial position as at 31st March 2019 listing its assets and liabilities.

Statement of Movements in Reserves

This sets out the movements during the year for the reserves held by the Board.
## Revenue Account 2018-19

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### CHILTERNS CONSERVATION BOARD
### STATEMENT OF MOVEMENT IN RESERVES

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<td>35,988</td>
<td>293,744</td>
<td>134,218</td>
<td>100,000</td>
<td>(1,079,000)</td>
</tr>
<tr>
<td>Transfers</td>
<td>2,500</td>
<td>(2,500)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Movements in the year</td>
<td>(705)</td>
<td>(8,262)</td>
<td>-</td>
<td></td>
<td></td>
<td>(21,000)</td>
</tr>
<tr>
<td><strong>As at 31st March 2019</strong></td>
<td>5,859</td>
<td>37,783</td>
<td>293,744</td>
<td>123,456</td>
<td>100,000</td>
<td>(1,100,000)</td>
</tr>
<tr>
<td></td>
<td>43,642</td>
<td>417,200</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2018, that:

<table>
<thead>
<tr>
<th></th>
<th>Agreed</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</td>
<td>Yes</td>
<td></td>
<td>Yes means that the authority:</td>
<td>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</td>
</tr>
<tr>
<td>2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</td>
<td>Yes</td>
<td></td>
<td></td>
<td>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</td>
</tr>
<tr>
<td>3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.</td>
<td>Yes</td>
<td></td>
<td></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. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.</td>
<td>Yes</td>
<td></td>
<td></td>
<td>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</td>
</tr>
<tr>
<td>5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</td>
<td>Yes</td>
<td></td>
<td></td>
<td>considered and documented the financial and other risks it faces and dealt with them properly.</td>
</tr>
<tr>
<td>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</td>
<td>Yes</td>
<td></td>
<td></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 this smaller authority.</td>
</tr>
<tr>
<td>7. We took appropriate action on all matters raised in reports from internal and external audit.</td>
<td>Yes</td>
<td></td>
<td></td>
<td>responded to matters brought to its attention by internal and external audit.</td>
</tr>
<tr>
<td>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.</td>
<td>Yes</td>
<td></td>
<td></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>
<tr>
<td>9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</td>
</tr>
</tbody>
</table>

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

WWW.CHILTEENS-SAONS.ORG
# Section 2 – Accounting Statements 2018/19 for

## Chilterns Conservation Board

<table>
<thead>
<tr>
<th>Year ending</th>
<th>Notes and guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 March 2018</td>
<td>£</td>
</tr>
<tr>
<td>1. Balances brought forward</td>
<td>562,258</td>
</tr>
<tr>
<td>2. (+) Precept or Rates and Levies</td>
<td>808,835</td>
</tr>
<tr>
<td>3. (-) Total other receipts</td>
<td>531,750</td>
</tr>
<tr>
<td>4. (-) Staff costs</td>
<td>239,524</td>
</tr>
<tr>
<td>5. (-) Loan interest/capital repayments</td>
<td>269,464</td>
</tr>
<tr>
<td>6. (-) All other payments</td>
<td>72,000</td>
</tr>
<tr>
<td>7. (-) Balances carried forward</td>
<td>569,809</td>
</tr>
</tbody>
</table>

### 8. Total value of cash and short term investments

<table>
<thead>
<tr>
<th>Year ending</th>
<th>Notes and guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 March 2018</td>
<td>£</td>
</tr>
<tr>
<td>8. Total value of cash and short term investments</td>
<td>729,464</td>
</tr>
</tbody>
</table>

### 9. Total fixed assets plus long term investments and assets

<table>
<thead>
<tr>
<th>Year ending</th>
<th>Notes and guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 March 2018</td>
<td>£</td>
</tr>
<tr>
<td>9. Total fixed assets plus long term investments and assets</td>
<td>72,000</td>
</tr>
</tbody>
</table>

### 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.

N.B. The figures in the accounting statements above do not include any Trust transactions.

---

**I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of this authority.**

Signed by Responsible Financial Officer before being presented to the authority for approval.

---

**I confirm that these Accounting Statements were approved by this authority on this date:**

**12th October 2019**

as recorded in minute reference:

**MINUTE REFERENCE**

Signed by Chairman of the meeting where the Accounting Statements were approved.

---

**Date**
Item 8  Statutory Requirements and Code of Governance

Author:  Cllr Ian Reay, Chair

Summary:  The Executive Committee has considered some minor amendments to the Statutory Requirements and Code of Governance, first adopted in 2017.

Purpose of Report:  To seek the Board’s adoption of the revised Statutory Requirements and Code of Governance.

Background

The Statutory Requirements and Code of Governance were rewritten and adopted in 2017. A few small edits were proposed to, and accepted by, the Executive Committee meeting in May and therefore the whole document now comes to Board for approval.

Recommendation

1. The Board are asked to adopt the Statutory Requirements and Code of Governance.
The Conservation Board for the Chilterns Area of Outstanding Natural Beauty

Statutory Requirements and Code of Governance

June 2017

Second Edition June 2019 V3A
Foreword

Since the Board was established in 2004 three important changes have taken place which impact on the form and purpose of these arrangements. First, the commercial environment in which the Board now operates is very different from that which existed 14 years ago. Second, the management of the Board and its structure has changed to match this. Last, the notion of good governance is now based on a set of strategically focussed rules rather than attempting to direct the executive function about how to do its job.

This Statutory Requirements and Code of Governance document is in two parts as the title implies. The first part on Statutory Requirements contains a set of mandatory rules and has been taken from Schedule 3 of the Board’s Establishment Order. This is included here in order to make it easier to refer to rather than having to locate the Establishment Order itself. The second part, the Code of Governance, is the core of the document and is capable of being changed from time to time providing the change has Board approval.

Ian Reay
Chairman
The Executive Committee
May 2017

Foreword to 2nd Edition

Since the updated version of the Code of Governance was adopted in 2017 it has become apparent that further changes were required to bring it into line with current practice. The title “chief executive officer” has been introduced to replace the previously used “chief officer” and gender-neutral pronouns have been introduced where appropriate. The opportunity has also been taken to formalise and make explicit the terms of reference and composition of the HR Panel

Ian Reay
Chairman
The Executive Committee
May 2019
Background

1. Conservation Boards were created by Countryside and Rights of Way Act 2000. Section 87(1) of the Act defines the General Purposes and Powers of a Conservation Board as indicated in the following extract from the Section 87 of the Act:

87 General purposes and powers.

(1) It is the duty of a conservation board, in the exercise of their functions, to have regard to—

(a) the purpose of conserving and enhancing the natural beauty of the area of outstanding natural beauty, and

(b) the purpose of increasing the understanding and enjoyment by the public of the special qualities of the area of outstanding natural beauty,

but if it appears to the board that there is a conflict between those purposes, they are to attach greater weight to the purpose mentioned in paragraph (a).

(2) A conservation board, while having regard to the purposes mentioned in subsection (1), shall seek to foster the economic and social well-being of local communities within the area of outstanding natural beauty, but without incurring significant expenditure in doing so, and shall for that purpose co-operate with local authorities and public bodies whose functions include the promotion of economic or social development within the area of outstanding natural beauty.

(3) Sections 37 and 38 of the Countryside Act 1968 (general duties as to the protection of interests of the countryside and the avoidance of pollution) apply to conservation boards as they apply to local authorities.

(4) The powers of a conservation board include power to do anything which, in the opinion of the board, is calculated to facilitate, or is conducive or incidental to—

(a) the accomplishment of the purposes mentioned in subsection (1), or

(b) the carrying out of any functions conferred on it by virtue of any other provision of this Part or by virtue of any enactment not contained in this Part.

2. The Chilterns Conservation Board’s Establishment Order is The Chilterns Area of Outstanding Natural Beauty (Establishment of Conservation Board) Order 2004 (Statutory Instrument 2004 No.1778). The powers and functions of the Board are incorporated in this Statutory Instrument and it also conferred on the Board the title of ‘The Conservation Board for the Chilterns Area of Outstanding Natural Beauty’.

3. Schedule 3 of the Establishment Order: Meetings and Proceedings of the Board, contains a description of the arrangements for managing some of the Board’s functions and are dictated by statute and cannot be changed other than by applying to have the Statutory Instrument changed. These form the basis of the Statutory Requirements section of this document.
Statutory requirements

Annual general meetings and other meetings of the Board

1. The first meeting of the Board shall be the annual general meeting of the Board for 2004.

2. In 2005 and each subsequent year the Board shall hold an annual general meeting.

3. An annual general meeting shall be held at such hour as the Board may fix or, if no hour is so fixed, at twelve noon.

4. In 2005 and in each succeeding year the Board shall hold, in addition to the annual general meeting for that year, at least two other meetings for the transaction of business.

5. Every such additional meeting shall be held at such hour and on such days as the Board may determine but shall be held as near as may be at regular intervals.

6. The chairman of the Board or, if the office of chairman is vacant, the deputy chairman of the Board may call an extraordinary general meeting of the Board at any time.

7. If the offices of chairman and deputy chairman are vacant, the chief executive officer of the Board may call an extraordinary general meeting of the Board at any time.

8. Not less than five members of the Board may requisition an extraordinary general meeting of the Board.

9. The requisition referred to in paragraph 8 shall be in writing and shall be presented to the chairman of the Board or, if the office of chairman is vacant, to the deputy chairman of the Board or, if the offices of chairman and deputy chairman are vacant, to the chief executive officer of the Board.

10. Where the chairman, deputy chairman or chief officer (as the case may be) have not called extraordinary general meeting within seven days of the presentation of a requisition as mentioned in paragraphs 8 and 8, any five members of the Board may forthwith call an extraordinary general meeting of the Board.

Chairman and deputy chairman

11. The chairmen and deputy chairmen of the Board shall be elected by the members of the Board (in accordance with paragraph 7 of Schedule 13 to the 2000 Act) at a meeting of the Board.

12. A person elected as a chairman or deputy chairman of the Board may at any time resign his/her office by notice in writing given to the chief executive officer of the Board.

13. Where a casual vacancy in the office of chairman or deputy chairman of the Board occurs because either post is vacated during the term of office and either post is
filled on a temporary basis the person so appointed shall hold office until the date upon which the person in whose place she/he is elected would regularly have retired.

14. Where necessary, the meeting at which such a casual vacancy is to be filled shall be convened by the chief executive officer of the Board.

Calling of meetings

15. Meetings of the Board shall be held at such place, either within or outside the Chilterns Area of Outstanding Natural Beauty, as the Board may direct.

16. At least three clear days (excluding any day which is a Saturday, Sunday, bank holiday, Christmas Day or Good Friday) before a meeting of the Board

   a) notice of the time and place of the intended meeting shall be published at the principal offices of the Board and, where the meeting is called by members of the Board, the notice shall be signed by those members and shall specify the business proposed to be transacted; and

   b) a summons to attend the meeting, specifying the business proposed to be transacted and signed by the chief executive officer of the Board shall, subject to paragraphs 17 and 18) be left at or sent by post or email.

17. Want of service of a summons on any member of the Board shall not affect the validity of such a meeting.

18. Except in the case of business required by or under this Order or any other statutory provision to be transacted at the annual general meeting of the Board and other business brought before that meeting as a matter of urgency in accordance with the Board’s standing orders, no business shall be transacted at a meeting of the Board other than that specified in the summons relating thereto.

Conduct of meetings

19. At a meeting of the Board the chairman, if present, shall preside.

20. If the chairman is absent from a meeting of the Board the deputy chairman, if present, shall preside.

21. If both the chairman and the deputy chairman of the Board are absent such other member of the Board as the members present shall choose shall preside.

22. Subject to the provisions of paragraph 45 of Schedule 12 to the 1972 Act (quorum), no business shall be transacted at a meeting of the Board unless:

   a) at least one third of the whole number of members of the Board are present; and

   b) of those present at least one is a local authority member, one a member appointed by the Secretary of State, and one, a parish member.
23. The following provisions:
   
   a) Part VI of Schedule 12 to the 1972 Act (Provisions relating to local authorities generally) and section 99 (Meetings and proceedings of local authorities) of that Act so far as it relates to that Part of that Schedule; and
   
   b) Section 100 of that Act (admission of the public and press to local authority meetings),

   shall have effect as if the Board were a local authority for the purposes of those provisions.

24. The validity of any proceedings of the Board shall not be affected by a vacancy amongst their members, by any defect in the appointment of a member of the Board or by the want of qualification, or the disqualification, of any such member.

Minutes of proceedings of meetings

25. A copy of the minutes of the proceedings at each meeting of the Board shall be placed on the CCB website
Code of Governance

Interpretation of the Code of Governance

1. Interpretation of the Code shall include:

   a) the ruling of the Chairman on the interpretation or application of this Code of Governance or as to any proceedings of the Board shall be final; and

   b) The use if the term ‘Chief Executive Officer’ in the Code of Governance shall be interpreted as being synonymous with the term ‘Chief Officer’ as defined in the Chilterns Conservation Board’s Establishment Order: The Chilterns Area of Outstanding Natural Beauty (Establishment of Conservation Board) Order 2004 (Statutory Instrument 2004 No.1778) at Part II.

Revocation, suspension and variation of the Code of Governance

2. Except for those standing orders derived from statutory authority:

   a) any motion to revoke this Code of Governance or any part of it shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Board; and

   b) any motion to add or vary this Code of Governance shall be made, proposed and seconded at an Annual General Meeting of the Board

3. Except for those standing orders derived from statutory authority, and subject to paragraph 4, any of the preceding standing orders may be suspended so far as regards any business at the meeting where its suspension is moved.

4. A motion to suspend the Code of Governance shall not be moved without notice unless there shall be present at least one half of the whole number of the members of the Board.

The Board

5. The Board meeting shall exercise all the powers, duties and functions of the Board that are not specifically delegated to a standing committee.

6. Any arrangements made by the Board for the discharge of its functions by a committee, sub-committee or an officer shall not prevent the Board meeting from exercising those functions.

7. The following powers, duties and functions are specifically reserved to be exercised by the Board meeting:

   a) approval of the Code of Governance for the conduct of the business of the Board;
b) approval of a Calendar of Meetings for the discharge of the business of the Board;

c) appointment of members or officers to outside bodies;

d) approval of the annual budget and the Board’s annual accounts;

e) exercise of the Board’s powers of borrowing;

f) determine all constitutional and funding issues affecting the Board and its members

g) approval of the members allowances scheme;

h) approval of the members' Code of Conduct & relevant protocols;

i) approval of a complaints procedure;

j) approval of employment policies including health and safety, industrial relations and related issues;

k) appointment and dismissal of the chief executive officer and monitoring officer;

l) approval of the strategies, policies plans and programmes that guide the Board in the discharge of its powers and duties;

m) adoption of the management plan under section 89 of the Countryside and Rights of Way Act 2000;

n) determine a Board response on any proposals that affect the purpose of functions of Chilterns Area of Outstanding Natural Beauty or the Board, its powers, duties, functions and responsibilities, particularly but not exclusively, from central, regional or local government, neighbouring authorities, partnerships and other external bodies except where the chief executive officer in consultation with the Chair considers that such response should be determined by officers, or a standing committee or sub-committee; and

o) determination on any matters where policy issues are relevant which have been referred for decision by any standing committee of the Board.

Order of business

8. The order of business if relevant at meetings of the Board is:

a) at the annual general meeting of the Board to elect a Chairman and Deputy Chairman;

b) to choose a person to preside if the Chairman and Deputy Chairman are absent;

c) to deal with any business required by statute to be done before any other business of the Board;
d) to read and approve as a correct record and sign the Minutes of the last meeting of the Board. If a copy has been circulated to each member of the Board not later than the date of issue of the summons to attend the meeting, they shall be taken as read;

e) to deal with any business expressly required by statute to be done;

f) to introduce any business which by reason of special circumstances the chairman of the meeting, after consultation with the chief executive officer of the Board, is of the opinion should be considered as a matter of urgency, and then to resolve when such business shall be ordered onto the agenda;

g) to dispose of business remaining from the last meeting;

h) to consider motions in the order of which notice has been received;

i) other business specified in the summons; and

j) to receive and consider the minutes and recommendations of committees.

9. The order of business at any meeting of the Board (other than business falling at sub-paragraphs (a), (b), (c), (d) or (f) above) may be varied either at the discretion of the chairman or by a resolution passed on a motion (which need not be in writing) duly moved and seconded which shall be moved and put without discussion.

Minutes

10. Minutes of the proceedings of each meeting of the Board shall be drawn up and kept for that purpose and shall be signed at the same or next suitable meeting of the Board by the person presiding and any minute purporting to be so signed shall be received in evidence without further proof.

11. As soon as the minutes have been read, the chairman shall put the question that the minutes of the last meeting of the Board be signed as a correct record.

12. No discussion shall take place upon the minutes, except upon their accuracy. Any question of the accuracy of the minutes shall be raised and if no such question is raised, or, if it is raised, then as soon as it is disposed of, the chairman shall sign the minutes.

13. Minutes of the proceedings purporting to be signed by the Chairman following approval shall be received in evidence without further proof.

Disorderly conduct

14. If, at a meeting, any member of the Board, in the opinion of the chairman notified to the Board, misbehaves by persistently disregarding the ruling of the chairman, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Board, the chairman or a member may move “that the member named be not further heard” and the motion if seconded shall be put to a vote without discussion.
15. If, after such a motion has been carried, the member persistently misbehaves the
chairman may require the removal of the member for such period as the chairman
shall determine. The chairman may, if necessary, adjourn or suspend the meeting
of the Board.

16. If a member is required to leave the meeting under paragraph 15, the member is
not entitled to vote during the period of exclusion.

Appointment of committees

17. Subject to any statutory provision to the contrary, the Board may arrange for the
discharge of any of their functions:

a) By a Standing Committee, Committee, sub-committee or an officer of the Board;
or

b) By any other local authority.

18. The Board shall appoint, usually at one Annual General Meeting, any such
additional standing committee, and may at any time appoint such other committees,
advisory groups or working parties as are necessary to carry out the work of the
Board.

Standing committees

19. Each year the Board shall approve a calendar of meetings of the Board and its
committees

20. The Standing Committees of the Board shall consist of the Executive Committee
and the Planning Committee

21. Each Standing Committee, Committee and subcommittee shall elect a chairman
and vice chairman from amongst the membership of the committee

22. The Board shall appoint members of the Board to the standing committees usually
at its Annual General Meeting

23. The chairman of the Board shall be a member of the Executive Committee.

24. The proceedings of a committee or sub-committee to which paragraphs 19 to 23
apply shall not be invalidated by any failure of the Board to perform its duty under
that paragraph.

Advisory groups

25. The Board may appoint from time to time deliberative and advisory panels and
working groups in relation to its various functions. None of these panels or working
groups enjoys decision-making functions. All matters arising from the work of these
bodies which require a decision will be brought to the Board or an appropriate
committee by a member of the advisory group or the chief executive officer.
Voting for membership of the standing committees

26. Subject to paragraphs 19 to 23 members wishing to stand for election to one of the Standing Committees must notify their preference to the chairman not less than 14 days in advance of the advertised date of the Annual General Meeting. If there are more volunteers for a Standing Committee than are required the chairman will choose from amongst the volunteers those who will sit on a Standing Committee taking into account the required balance between Local authority, Secretary of State and Parish Council appointees. If there are insufficient volunteers from one of the appointing groups then the chairman will use his judgement in allocating places on a standing Committee from amongst the other volunteers.

Co-opted members

27. From time to time, as it sees fit, the Board or each committee or advisory group may appoint any person to be a member of any committee, sub-committee, joint committee, panel or working party who is not a member of the Board. Such persons shall not exceed four on each of the Executive Committee or Planning Committee. Such persons shall be nominated by two members of the Board or committee, and approved by a majority vote of the Board or committee.

28. A person who:

a) is a member of a committee appointed by the Board, and who is not a member of the Board;

b) is a member of a joint committee by the Board and one or more local authorities and who is not a member of either the Board or any relevant local authority; and

c) is a member of a sub-committee appointed by a committee and is not a member of the Board

shall for all purposes be treated as a non-voting member of that committee, joint committee, or as the case may be, sub-committee or advisory group shall not be counted in determining whether any committee, joint committee, sub-committee, or advisory group is quorate

Convening of meetings of committees and sub-committees

29. All meetings of committees and sub-committees shall be summoned by the chief executive officer or planning officer of the Board.

30. The chairman of a committee or the chairman of the Board may call a special meeting of the committee at any time. A special meeting may also be called on the resolution of a quarter of the whole number of the committee, delivered in writing to the chief executive officer of the Board but in no case shall fewer than three
members requisition a special meeting. The summons to a special meeting shall set out the business to be considered thereat.

Quorum of committees, sub-committees and advisory groups

31. Except where authorised by a statute or ordered by the Board, business shall not be transacted at a meeting of any committee unless at least one third of the whole number of the committee or sub-committee is present. However, in no case shall the quorum of a committee be fewer than three members of which at least one is a local authority member, one is a member appointed by the Secretary of State and one is a parish member. If not quorate a decision can be made outside the meeting, by teleconference and/or by email.

32. Except as previously set out, or otherwise ordered by the committee which has appointed it, business shall not be transacted at a sub-committee or advisory group unless at least one third of the whole number of the sub-committee is present.

Right to attend meetings

33. Any member of the Board may attend meetings of a committee or sub-committee of the Board of which she/he is not the member and may receive the relevant papers.

Attendance of the public at meetings

34. Meetings of the Board or any committee or sub-committee shall be open to the public except when dealing with confidential or exempt information as specified in paragraphs 35 and 36.

35. The Board or any committee or sub-committee of the Board shall by resolution, exclude the public from a meeting during an item of business whenever it is likely, in view of the nature of the business to be transacted or of the nature of the proceedings, that if members of the public were present during that item, confidential information as defined in section 100A(3) of the Local Government Act 1972, would be disclosed to them in breach of an obligation of confidence.

36. The Board or any committee or sub-Committee of the Board may by resolution exclude the public from a meeting, upon a motion duly made and seconded being carried by a majority whenever it is likely, in view of the nature of the business to be transacted or of the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in section 100I of the Local Government Act 1972.

37. The business, the subject of the resolution, shall stand adjourned until all other business of the meeting had been transacted whereupon the public shall leave the meeting and the adjourned business shall be considered.

Failure of member to attend Board meetings

38. If a member of the Board fails to attend any meeting of the Board for six consecutive months (beginning with the date of the meeting from which she/he first
absented himself), she/he shall, unless the failure was due to some reason approved by the Board, be deemed to have resigned his/her office as a member of the Board at the expiration of that period.

39. Attendance as a member at a meeting of any committee or sub-committee of the Board, and attendance as representative of the Board at a meeting of anybody or persons shall be deemed for the purpose of paragraph 38 to be attendance at a meeting of the Board.

Preparation and publication of agendas and reports

40. An item of business may not be considered at a meeting of the Board, or a committee or subcommittee, unless either:

a) A copy of the agenda including the item is open to inspection by members of the public for at least three clear days before the meeting or, where the meeting has been convened at shorter notice, from the time the meeting is convened, or

b) By reason of special circumstances, which shall be specified in the minutes, the Chairman of the meeting, after consultation with the chief executive officer of the Board, is of the opinion that the item should be considered at the Board as a matter of urgency or confidentiality.

41. All items for which it is likely that the public shall be excluded from the meeting shall be grouped at the end of the agenda for the meeting and the agenda shall indicate that the public are likely to be excluded from the meeting during the discussion of these items.

42. One copy of the agenda for a meeting and one copy of the reports for a meeting which relate to items during which the meeting is open to the public shall be open to inspection by members of the public after copies of the agenda and reports have been made available to members of the Board.

43. The minutes of the meetings that were open to the public shall be available to the public after copies of the minutes are available to members of the Board.

44. Where the whole or part of a meeting has been open to the public copies of the list of background papers, excluding those papers that reveal confidential or exempt information shall be available for inspection by members of the public for four years.

Disclosure of information by a member of the Board

45. A member of the Board, or any member of any committee, sub-committee or advisory group who is not a member of the Board, shall not disclose or quote in public the contents of any agenda, report or other document that is marked “Confidential” or “Not for Publication” unless the document has been made available to the public or the press on behalf of the Board.

46. A member of the Board, or any member of any committee or sub-committee who is not a member of the Board, shall not disclose to a non-member or quote in public any unpublished matter disclosed to a member in his/her capacity as a
member of the Board or committee or subcommittee as the case may be, where such disclosure would prejudice the interests of the Board.

Authentication of documents

47. Where any document is a necessary step in legal proceedings on behalf of the Board it shall, unless any enactment otherwise requires or authorises or the Board has given the necessary authority to some other person for the purpose of such proceedings, be signed by the chief executive officer.

Statutory Requirements and Code of Governance to be given to Members

48. A printed copy of the Statutory Requirements and Code of Governance shall be given to each member of the Board by the chief executive officer.

Members’ rights to inspect documents

Relating to business at meetings

49. Documents which are in the possession of or under the control of the Board and contain material relating to any business to be transacted at a meeting of the Board or a committee or sub-committee of the Board shall be open to any member of the Board.

Other documents

50. A member wishing to inspect a document other than those covered by paragraph 63 should make a written request to the chief executive officer and the chairman of the committee concerned. If the chief executive officer is satisfied after consultation with the Chairman that the request to inspect the document is reasonably in furtherance of that member’s need to know the document is to be produced for the member’s inspection.

51. If a member’s request raises any legal issues, the chief executive officer of the Board and the Chairman shall consult the monitoring officer.

52. If the matter is not resolved it shall then be referred to the appropriate committee for a decision.

All documents

53. Members and officers are advised that where information of a possibly defamatory nature is contained in a document inspection of which by a member of the Board is permitted, such inspection is allowed on the clear understanding that neither the document nor any description of its contents should be passed on to any other party.
54. Nothing in these rules shall be deemed to affect the right of any member of the Board to inspect any document where such right is provided by any other statute or regulation.

Public question time

55. At meetings of the Board committees or sub-committees, other than any committee, subcommittee or advisory group dealing solely with issues relating to the Board’s personnel, provision shall be made for an item in the agenda of the Board committee or sub-committee meetings for public questions. The item shall appear next after the item dealing with apologies for absence, signing the minutes of the last meeting as a correct record and the taking of matters arising from those minutes. Save that in relation to meetings of the Planning Committee questions shall be posed at the time the relevant item is before the Committee.

56. For the purposes of the Code of Governance a “public question” shall mean the asking of any question, the asking of any statement or the presentation of any petition in relation to any item on the relevant Board committee or sub-committee agenda at which the question is to be posed.

57. Persons wishing to ask questions must inform the chief executive officer of the Board or his/her representative prior to the meeting.

58. The chairman of the Board committee or sub-committee will invite those who have given prior notice to pose their question at an appropriate time. The questioner may speak for up to 2 minutes or longer at the chairman’s discretion.

59. There will be no debate on any question posed which may be answered at the time or noted for consideration when the relevant agenda item is reached. The chairman may allow a supplementary question wherever she/he thinks this is reasonable and appropriate.

60. The time allowed for public question time will not exceed 20 minutes unless the chairman directs otherwise.

61. Where there are a large number of questioners who appear to be concerned with the same subject matter, the chairman may ask those concerned to nominate one of their numbers to pose the appropriate question. In such cases the chairman shall allow up to 5 minutes to enable this to be done.

62. In exceptional circumstances, the chairman may adjourn the meeting to allow views to be expressed more freely.

The Executive Committee

Functions

63. The Executive Committee shall:

a) regulate and control the Board’s finances including balances and any capital or reserve funds, prepare the annual review and capital budget to make
recommendations to the Board on the annual forecast, estimates and budget and to be responsible for borrowing transactions and the investment of funds;

b) prepare the annual budget and the Board’s annual accounts;

c) ensure that the Board makes adequate insurance arrangements;

d) arrange for both the internal and external audit of the Board’s accounts;

e) make arrangements for the proper administration of the Board’s financial affairs as required by section 151 of the Local Government Act 1972;

f) monitor and review the implementation of the Board’s policy and strategy as set out in the Area of Outstanding Natural Beauty Management Plan, Business Plan and Budget, and make recommendations accordingly;

g) prepare employment policies including health and safety, industrial relations and related issues;

h) oversee all human resources matters relating to the Board, including, but not limited to, conditions of service and welfare of all staff, health and safety at work and the legislation relating to industrial relations and pension provision. It has appointed an HR Advisory Group in accordance with paragraph 25 to assist in this.

i) However, for the purpose of hearing and determining of disciplinary grading and other appeals arising under the relevant conditions of service in respect of all the Board’s staff, an Appeals Sub-Committee has been constituted as specified in paragraph 68;

j) consider disciplinary proceedings concerning the chief executive officer; and

k) consider all matters of an organisational and administrative nature referred to it from time to time by the Board.

Composition

64. Subject to the provisions of paragraph 26 the Executive Committee shall comprise nine members of the Board, one of whom will be the Chairman of the Board, and up to four persons who are not members of the Board.

The composition of those nine members ideally shall be:

Local authority members: 4
Members appointed to the Board by the Secretary of State: 3
Parish Council members: 2

65. No substitute member is permitted to attend meetings on another member’s behalf.

Form of signature
66. Where the Executive Committee acts on matters delegated to it, the chairman (or vice-chairman in his absence) of the Committee will be the authorised signatory using the following convention: “xxx, Chairman, Chilterns Conservation Board Executive Committee, for and on behalf of the Chilterns Conservation Board”. From time to time, the chief executive officer may act on behalf of the Executive Committee. The chief executive officer will then be the authorised signatory and shall follow the convention with the appropriate amendments.

The HR Advisory Group

67. The HR Advisory Group shall:
   a) Comprise five members including the Deputy Chairman and one member of the Executive Committee and at least two co-opted members all chosen by the Chairman of the Executive Committee in consultation with the chief executive officer;
   b) Review all HR arrangements as necessary including the HR Policies, Procedures and Staff Handbook;
   c) Provide the Chairman with advice on performance appraisals;
   d) Provide the Chairman with advice on remuneration;
   e) Provide advice to the Appeals Sub Committee as requested;
   f) Conduct a regular confidential staff survey; and
   g) Report directly to the Chairman

The Appeals Sub-Committee

68. The Appeals Sub-Committee shall
   a) comprise three members of the Executive Committee, of which one shall be a Local Authority member, one shall be a member appointed by the Secretary of State, and one shall be a Parish Council member if possible. The members, assisted by one or more external members, and by the HR Advisory Group if appropriate, shall be chosen by the chairman of the Executive Committee in consultation with the chief executive officer. If the matter under appeal arises from a decision of the Executive Committee, the members chosen to sit shall be members of the Board who do not sit on the Executive Committee together with one or more external members.
   b) hear and determine all disciplinary and other appeals arising under the relevant conditions of service for all the Board’s employees.

The Planning Committee
Functions

69. The Planning Committee shall make all representations on behalf of the Board in relation to planning policy and planning applications.

70. Exceptionally the Planning Committee may conclude that the matter on which it has commented is of such significance to the Chilterns Area of Outstanding Natural Beauty that it requires the authority of the Board. Where possible this will be dealt with under the “Report of the Planning Committee” item on the Board agenda. Where this is not possible the chairman of the Board will be asked to admit the matter at the next meeting of the Board.

71. In particular cases where the Planning Committee requires informal guidance from the Board, the chairman of the Planning Committee, or in his absence, the deputy chairman, shall liaise with the chairman of the Board.

72. The Planning Committee shall delegate to the planning officer in consultation with the chief executive officer such of its functions as it considers desirable and expedient and shall keep such delegation under review.

73. The Planning Committee will report responses made on significant matters by it, or on its behalf, to the Board at each subsequent meeting of the Board.

Composition

74. Subject to paragraph 26 the Planning Committee shall comprise nine members of the Board and up to four persons who are not members of the Board.

The composition of those nine members ideally shall be:

- Local authority members: 4
- Members appointed to the Board by the Secretary of State: 3
- Parish Council members: 2

75. No substitute member is permitted to attend meetings on another member’s behalf.

Form of signature

76. Where the Planning Committee acts on planning matters under its delegated authority the chairman (or vice-chairman in his absence) of the Committee will be the authorised signatory using the following convention: “xxx, Chairman, Chilterns Conservation Board Planning Committee, for and on behalf of the Chilterns Conservation Board”.

Candidates for appointment as officers

77. Canvassing of members of the Board or of any committee of the Board directly or indirectly for any appointment under the Board (including any employment) shall disqualify the candidate concerned for such appointment.
78. A member of the Board shall not solicit for any person any appointment under the Board, but this shall not preclude a member from giving a written testimonial of a candidate’s ability, experience or character for submission to the Board with an application for appointment.

79. Candidates for any appointment under the Board who know that they are related to any member or senior officer of the Board shall, when making an application, disclose that relationship to the chief executive officer. A candidate who fails to do so shall be disqualified for such appointment and, if appointed, shall be liable to dismissal without notice.

80. Every member and senior officer of the Board shall disclose to chief executive officer any relationship known to exist between him/herself and a candidate for an appointment of which she/he is aware. It shall be the duty of the chief executive officer to report to the Board or to the appropriate committee any such disclosure made.

81. This requirement of the Code of Conduct shall be included in any form of application.

82. For the purpose of this standing order “Senior Officer” means any officer under the Board so to be designated by the Board or an appropriate committee and persons shall be deemed to be related if they are a spouse or partner, or if either of them is the son or daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt or nephew or niece or the partner or spouse of any of the preceding persons. The term “partner” above means a member of a couple who have entered into a civil partnership, or who live together and who are of the same or of the opposite sex.

Chief executive officer

Appointments

83. Where the Board propose to appoint its chief executive officer, and it is not proposed that the appointment shall be made exclusively from among its existing officers, it shall:

a) draw up a statement specifying:
   i. the duties of the chief executive officer; and
   ii. any qualifications or qualities sought in the person to be appointed.

b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and

c) make arrangements for a copy of the statement mentioned in paragraph 83(b) to be sent to any person on request.

84. Where a post has been advertised as provided in paragraph 95(b) the Board shall interview all qualified applicants for the post, or select a short list of such qualified
applicants and interview those included on the short list. Where no such qualified person has applied, the Board shall make further arrangements for advertisement in accordance with paragraph 83(b).

**Disciplinary action**

85. No disciplinary action (within the meaning of Part II of the Local Authorities (Standing Orders Regulations 1992) in respect of the chief executive officer, except action described in paragraph 86, may be taken by the Board, or by a committee or sub-committee of the Board, or any other person acting on their behalf, other than in accordance with a recommendation in a report made by a designated independent person under regulation 3 of those regulations.

86. The action mentioned in paragraph 85 is suspension of the chief executive officer for the purpose of investigating the alleged misconduct occasioning the action; and any such suspension shall be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension comes into effect.

**Delegation to the Chief executive officer**

**General**

87. The chief executive officer of the Board is authorised to act on behalf of the Board in relation to any matters subject to the following overriding provision which is that any action under delegated powers shall be in accordance with:

a) The overall policies approved by the Board or any of its committees or sub-committees;

b) The Code of Governance; and

c) Financial regulations.

88. Without prejudice to the above delegation, the chief executive officer is expected in appropriate cases to:

a) Maintain a close and regular liaison with the Board’s chairman and/or the appropriate committee chairman or sub-committee chairman (or in his/her absence the Deputy Chairman and with local authority members, members appointed by the secretary of state and with parish council members);

b) Consult as necessary with any member who has a specific, local or specialist interest in the matter; and

c) Consult with the Board’s monitoring officer or deputy monitoring officer.

89. Before exercising any delegated power the chief executive officer must consider whether the decision to be made is of such a nature that it ought to be referred for decision to the Board or to the appropriate committee or sub-committee.
90. Any power delegated to the chief executive officer may be exercised by an authorised officer in his/her absence or at other times with any general directions of the chief executive officer.

Interests of officers in contracts

91. The chief executive officer of the Board shall record in a book to be kept for the purpose particulars of any notice given by an officer of the Board under section 117 of the Local Government Act 1972 of a prejudicial interest in a contract, and the book shall be open during office hours to the personal inspection of any member of the Board.

Personnel

92. The chief executive officer is authorised to act in relation to the appointment, dismissal, discipline and determination of all other matters relating to the employment of staff and the conditions on which they are employed as specified in the HR Policies and Procedures and Staff Handbook.

93. The chief executive officer may authorise employees to exercise such powers of entry, inspection and survey of land, buildings or premises and may issue any necessary evidence as authority as may be appropriate to the exercise of his duty and in respect of which the Board has power.

Legal and procedural

94. The chief executive officer may:

a) serve statutory notices to ascertain the legal interests of any person in land;

b) to institute, defend or settle legal proceedings in the name of the Board or an individual officer of the Board at common law or under any enactment, statutory instrument, order or byelaw conferring functions upon the Board or in respect of functions undertaken by them and to lodge an appeal against any such decision. For the avoidance of doubt this authority shall extend to the taking of all procedural steps, including the service of notices, statutory or otherwise, counter-notices and notices to quit.

c) To authorise officers of the Board to prosecute or defend or appear in any legal proceedings by virtue of the provisions of section 223 of the Local Government Act 1972 and to appear on behalf of the Board at any inquiries, tribunal or other body responsible for matters affecting the Board.

Planning

95. The Planning Committee may delegate its responsibilities for making representations and objections to the chief executive officer of the Board, or to the planning officer in consultation with the chief executive officer, in circumstances where response deadlines do not enable prior consideration by the Planning Committee. Any responses will be agreed with the chairman of the Planning Committee and shall be reported to the next meeting of the Planning Committee.
for ratification and relevant members of the Planning Committee before making comments or representations.

96. When necessary the chief executive officer will consult with the chairman of the Planning Committee

Form of signature

97. Where action is delegated to the chief executive officer, she/he will be the authorised signatory in the same manner as above. Where action is delegated to the planning officer in consultation with the chief executive officer, she/he will be the authorised signatory in the same manner as above.
Item 9  

**Future Meeting Dates**

**Author:** Sue Holden, Chief Officer

**Purpose of Report:** To update the Board on the 2019-20 dates for Board and Executive Committee meetings

**Full Board**

- 16th October 2019
- 26th February 2020
- 17th June (and AGM) 2020
- 21st October 2020

**Executive Committee**

- 18th September 2019
- 15th January 2020
- 6th May 2020
- 23rd September 2020

**Recommendation**

1. To note the set of 2019-20 meeting dates.
Item 10  Landscape Enhancement associated with Major Infrastructure and Development

Author: Kath Daly (Countryside Officer), Lucy Murfett (Planning Officer), Neil Jackson (Conservation and Landscape)

Summary: The AONB and its setting are impacted by a growing number of major infrastructure schemes and housing growth. Where it has not been possible to prevent these impacts, the Board has sought to ensure appropriate mitigation and to secure schemes providing landscape enhancement and restoration funding.

Purpose of Report: To provide an update of current initiatives to bring significant landscape enhancement to the AONB, including initiatives relating to HS2, National Grid and Network Rail.

Introduction

1. Currently, proposals are being developed to enhance landscape and biodiversity within the wider HS2 corridor through funds made available through the Review Group Additional Projects programme.

2. Other opportunities are being pursued to secure landscape enhancement through funds made available from Network Rail, OFGEM and Biodiversity Accounting.

HS2 Landscape and Biodiversity Connectivity Project

3. In February, the Board approved the contract for the CCB to lead delivery of this HS2 Additional Project.

4. £500,000 has been made available to work with landowners in the wider HS2 corridor (3km either side of the route but outside the construction limits) with the aim of securing enhancements and improved landscape and wildlife connectivity.

5. Work is now underway to create a series of projects along the corridor. These could include hedge planting and rejuvenation, tree planting, restoration of traditional orchards, pond creation, willow pollarding, river improvements (channel enhancements, weir removal etc.), establishing areas of wildflower rich grassland, together with management advice to support these projects.

Network Rail

6. Network Rail started installing gantries in 2015 as part of a major electrification project on the Great Western mainline. The Chilterns Conservation Board, the North Wessex Downs AONB and local residents in the Railway Action Group called for the gantries to be replaced with a better design of equipment which would be less visually intrusive in these nationally-protected landscapes.

7. Network Rail convened an Overhead Line Electrification within the AONB Advisory Group, which included the Chilterns AONB planning officer and
North Wessex Downs AONB planning advisor. The main purpose was to provide specialist technical advice to help with the review of alternative design options for the gantries. This work is still ongoing with the publication of the Phase 3 final report expected in the coming weeks. Even though replacement is not feasible for the Great Western electrification project here, the lessons learned have already resulted in better designs being installed through the Cotswolds AONB. Network Rail has developed new guidelines to ensure that protected landscapes are considered carefully in future rail electrification projects.

8. However, Network Rail have agreed funding for a project that will seek to restore natural beauty and address the impact on local communities and the visitor economy. £750,000 is earmarked for line-side tree planting and vegetation to help screen the steel gantries which have been installed in the Chilterns and North Wessex Downs AONB between Reading and Didcot. A further £3 million will be spent on landscape enhancement projects within the wider corridor of the electrification works. CCB staff are currently developing a plan for what the project will do and how it will run.

9. **OFGEM**

In recognition of the visual impact of existing overhead electricity infrastructure, OFGEM have approved funding for a National Grid Visual Impact Provision and Landscape Enhancement Initiative and have also set targets for electricity providers to underground low voltage electricity power lines within protected landscapes.

10. **VIP**

In 2013, as part of the above initiative, £500million was allocated for Visual Impact Provision. Initially, proposals were submitted for removal of pylons and undergrounding lengths of high voltage power line. 12 locations were shortlisted and now 4 are being actively pursued:
- 3km across the Dwyryd Estuary, Snowdonia:
- 2km around Dunford Bridge in the Peak District;
- 3km across Hale Purlieu in the New Forest;
- 8km near Winterbourne Abbas in Dorset.

However, these projects are incredibly expensive and difficult to organise so a proportion of the overall funds, £24m, has been allocated to a smaller Landscape Enhancement initiative.

11. **LEI**

When considering the LEI, committees and camels spring to mind. The process is overly long and convoluted and application preparation costs in the region of £10k for which there is no recompense. However, each successful application can secure up to £150,000 (each requiring a further £50,000 match) so opportunities to fund applications through the Network Rail and HS2 AP funds already mentioned are being pursued.

12. **UKPN Undergrounding**

Another OFGEM requirement, this time targets for retail power supply companies to remove overhead power cables within protected landscapes. Within the Chilterns, the 2 main suppliers are SSE and UKPN. SSE work on this independently while UKPN have formed a Natural England Steering Group in which all the relevant protected landscapes within their area
participate – nominating projects and assessing those that should proceed.

13. We currently have 2 projects that have been approved and are now at the detailed planning and wayleave negotiation phase:

**Dunstable Downs** – £2.06M to remove 7.72km of 33kv power line and 22 steel towers – currently the largest single project considered within the south east region.

**Chess Valley** - £1.75m to remove 8.72km of 11kv powerline, 100 poles, 10 post-mounted transformers.

**Biodiversity Accounting**

14. Over the past 5 years, use of biodiversity offsetting within the planning process has been evolving. Natural England and others have developed sophisticated biodiversity metrics as means for assessing biodiversity loss and requirements for ‘net gain’. Calls for expanding such assessments to include other aspects if natural capital and landscape are being considered.

15. The Buckinghamshire and Milton Keynes NEP is currently leading work to establish Biodiversity Accounting within local authority planning processes.

16. The Conservation Board will be represented on the approvals panel. At the same time, Nick Marriner has already proposed a number of projects being developed under the Chalk Cherries and Chairs Landscape Partnership Project.

17. It is possible that Biodiversity accounting may be one of the mechanisms used to identify suitable compensation for un-mitigated impacts of the Ox-Cambs development proposals.

**Recommendation**

1. **Board members consider the potential for enhancement projects arising as mitigation and compensation for the impacts of major infrastructure and development on the AONB.**