



**MINUTES OF MEETING OF THE CHILTERNES CONSERVATION BOARD HELD ON  
TUESDAY 7<sup>TH</sup> FEBRUARY 2017 at the William East Room, Berkshire College of Agriculture,  
Hall Place, Burchett Green commencing at 10.10 am**

**MEMBERS PRESENT****Appointed by Local Authorities**

Cllr David Barnard  
Cllr Bill Bendyshe-Brown  
Cllr Jacqui Burnett  
Cllr Hugh McCarthy  
Cllr Ian Reay  
Cllr Nick Rose

**Appointing Body**

North Hertfordshire District Council  
Buckinghamshire County Council  
Luton Borough Council  
Wycombe District Council  
Hertfordshire County Council  
Chiltern District Council

**Appointed by the Secretary of State**

Colin Courtney  
Alison Doggett  
Gill Gowing  
John Nicholls  
Professor Ray Payne  
Helen Tuffs  
Ian Waller  
Elizabeth Wilson

Secretary of State  
Secretary of State  
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 John Griffin  
Cllr Tony Penn

Hertfordshire  
Oxfordshire  
Buckinghamshire

**CCB Officers**

Graham Hurst  
Sue Holden  
Claire Readey

CCB Finance Officer  
CCB Chief Officer  
CCB Development and Funding Manager

**Other:**

Deirdre Hansen

Clerk to the Board

**16/17.22 Item 1 Apologies for absence**

Apologies were received and accepted from Cllr Susan Biggs, Oxfordshire Parish Councils, Cllr George Case, Buckinghamshire Parish Councils, Cllr David Collins, Dacorum Borough Council, Cllr Paul Duckett, Central Bedfordshire Council, Cllr Heather Kenison, Three Rivers District Council, Cllr Lynn Lloyd, South Oxfordshire District Council, Cllr David Nimmo-Smith Oxfordshire County Council and Cllr Alan Walters M.B.E. South Buckinghamshire District Council.

**16/17. 23 Item 2 Declarations of Interest**

No declarations of interest were made.

**16/17. 24 Item 3. Minutes of the previous meeting**

The minutes of the ordinary meeting of 13<sup>th</sup> October 2016 were approved as a true record and signed by the Chairman.

**16/17.25. Item 4. Matters Arising**

There were no matters arising not on the agenda

**16/17. 26. Item 5. Public Question time**

No public present.

**16/17.27. Item 6. Board Review**

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 also reported that:

1. The Parliamentary Under Secretary of State for Rural Affairs and Biodiversity, Lord Gardiner, had visited the offices of the CCB on Friday 3<sup>rd</sup> February. It was his first visit to an AONB.
2. Six Local Authorities partners have agreed to a 5% increase in their financial contributions for the coming year and asked the Board members to promote the case for support to the remaining authorities.
3. The recruitment process for Secretary of State appointees will be done nationally and jointly with National Parks, the process should start mid-February. The outcome is unlikely to be known by the AGM in June.
4. Cllr Paul Duckett has been appointed by Central Bedfordshire Council as their representative to the Board.
5. Claire Readey has started as the new Development and Funding Manager, she was welcomed to the Board meeting.

Discussion took place on a variety of topics concerning these publications.

Pleasure was expressed that the Inspector carrying out the Dacorum Site Allocation Examination in Public had recommended deleting an allocation for a new traveller site in the Chilterns AONB, citing the lack of formal assessment by the Council of its likely impact on the Chilterns AONB.

Members were encouraged to recommend applications to the Chilterns Building Design Awards, which will open soon.

10.25 Alison Balfour-Lynn arrived.

- 1. The Board NOTED the reports and the decisions made under delegated authority.**

**16/17. 28 Item 7. Annual Audit Return**

The Chief Officer introduced Graham Hurst the new Finance Officer replacing Chris Smith.

The external audit 2015/16 has been completed and on the basis of their review, in the opinion of the auditor, the information in the annual return is in accordance with proper practices.

One issue had come to their attention giving them cause for concern: that a risk register was not presented to the Board's Executive Committee during the year.

Following discussion, it was agreed that this comment was not justified. The Executive Committee and the Board have consistently been looking at risks posed to the CCB.

- 1. The Board NOTED the completed Annual Return for 2015-16.**
- 2. The Board DID NOT ACCEPT the issues arising report 2015-16.**
- 3. The Board APPROVED the responses and actions as set out.**

#### **16/17.29. Item 8. Review of the Board's Corporate Governance Arrangements: Initial Recommendations**

Professor Ray Payne gave an introduction to the Governance review he had carried out. He had presented a comprehensive report on the review undertaken. Producing analysis showing the distinction between what is prescribed in legislation and what is not and what is now redundant. It was suggested to follow the Cotswolds Conservation Board who have undertaken a similar exercise and have now drawn up combined Standing Orders, Scheme of Delegation and other matters in one document in 'plain English'. Professor Payne's review produces a 'light' version.

It is intended that DEFRA will be informed.

The Chief Officer and the Clerk (Deputy Monitoring Officer) had visited the Head of Legal and Democratic Services at Wycombe District Council, who are willing to take on the function of Monitoring Officer for the Board.

The Chairman congratulated Professor Payne on all the work he has done on this Governance Review and he expressed the Board's grateful thanks. The work provides an opportunity to be put it to DEFRA as a good model to move forward for new AONB's.

- 1. The Board NOTED the results of the analysis presented in Exhibits 1,2 and 3 in respect of the preliminary allocation into regulated and unregulated functions.**
- 2. The Board ADOPTED in principle the allocation of responsibilities indicated in paragraphs 20-23.**
- 3. The Board AGREED that the drafting of the new compliance requirements further to paragraph 26 (b) in the paper takes account of the observations in paragraphs 5 to 9 inclusive**
- 4. The Board ADOPTED the literary style, format and substance referred to in paragraph 25.**

#### **16/17. 30 Item 9. A Presentation on the Chilterns Walking Festival and the Food and Drink Festival**

The People and Society Officer gave a presentation on the successful LEADER bid (Nov.'16) of £38,000 of a £48,000 project "The Chilterns Walking Festival". It will cover 6 festivals over 3 years. A PR agency has been appointed and there are already 50 confirmed events. The Chiltern Society is an important partner. The project offers opportunity to expand the public engagement programme reaching out to our adjacent urban populations. The activities are hosted on the "Visit the Chilterns"

web site, which is due to go live mid-February. The 2017 festival will be launched in May at Fox's Outdoors in Amersham, who are a sponsor. The People and Society Officer asked Board Members to provide her with more contacts.

This was followed by a presentation on "Taste of the Chilterns", a Chilterns Food and Drink Festival, a project to be delivered in partnership with the Chilterns Tourism Network. A £24,000 grant has been awarded to the CCB by DEFRA for this.

The projects are broadening the appeal of the Chilterns and the CCB to a wider public. It was agreed that the projects were fascinating and members showed a great deal of interest and support.

**1. The Board NOTED the projects.**

**16/17.31 Item 10. Business Plan 2017-18**

The Chief Officer had presented the 2017-18 Business Plan.

The Plan sets out the future direction with goals to address three key organisational challenges, Impact, Profile and Resources with the priority activities for 2017-18.

Adding to the paper circulated, she gave a presentation highlighting major challenges and the requirement to see a return on the DEFRA grant.

Looking to the future the CCB needs to build the case for, and broaden the appreciation of the Chilterns, its special qualities and the benefits it provides to society. And in particular, promote the opportunity the landscape provides to build the health and wellbeing for the 10m people who live in and near the Chilterns.

Help is needed in a great variety of ways to achieve success in fulfilling the CCB's and DEFRA's objectives and the Chief Officer presented the Board Members a list of ways in which they could help the CCB in the coming year.

The Board discussed the Business Plan and means of moving forward. The Chief Officer was asked to circulate her presentation to the Members.

**1. The Board APPROVED the Business Plan 2017-18**

**16/17.32 Item 11. Any other Business**

- a. The Buckinghamshire County Council Member gave a brief explanation on the considerations the County has to make in relation to Modernising Local Government.
- b. The Chiltern District Member gave a brief introduction on the Buckinghamshire District Councils plans for Modernising Local Government. A decision by the Secretary of State is expected by June after public consultation.
- c. The Chairman presented Gill Gowing with a gift and thanked her for her long association with the Board and her Chairmanship of the Planning Committee. This was her last Board meeting as her appointment finishes in April. She thanked the Board, "it had been a pleasure working with the Board" and she wished them well for the future.

The meeting closed at 12.00 and was followed by a "Dark Skies" presentation by the Astronomer Bob Mizon M.B.E.

Future meeting dates:

Board meetings: 21<sup>st</sup> June (+AGM) 2017  
25<sup>th</sup> October 2017

Executive Committee: 27<sup>th</sup> April 2017  
13<sup>th</sup> September 2017  
24<sup>th</sup> January 2018

Planning Committee: 1<sup>st</sup> March 2017  
19<sup>th</sup> July  
22<sup>nd</sup> November

The Chairman..... Date.....