



**MINUTES OF THE MEETING OF THE CHILTERNES CONSERVATION BOARD HELD ON
WEDNESDAY 21ST June 2017 at Cholesbury Village Hall, Cholesbury Common, Nr Tring,
HP23 6ND commencing at 10.30 am**

MEMBERS PRESENT

Appointed by Local Authorities

Cllr David Barnard
Cllr Bill Bendyshe Brown
Cllr. David Collins
Cllr Heather Kenison
Cllr. Lynn Lloyd
Cllr Hugh McCarthy
Cllr Ian Reay
Cllr Nick Rose
Cllr Alan Walters M.B.E.

Appointing Body

North Hertfordshire District Council
Buckinghamshire County Council
Dacorum Borough Council
Three Rivers District Council
South Oxfordshire District Council
Wycombe District Council
Hertfordshire County Council
Chiltern District Council
South Buckinghamshire District Council

Appointed by the Secretary of State

Colin Courtney
Alison Doggett
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 George Case
Cllr John Griffin

Hertfordshire
Oxfordshire
Buckinghamshire
Oxfordshire

CCB Officers

Lynne Cordice
Kath Daly
Sue Holden
Graham Hurst
Emma van Dijk
Steven Warnock

Administrations Officer
Countryside Officer
Chief Officer
Finance Officer
Communications Officer
Landscape Partnership Development
Officer.

Other:

Deirdre Hansen

Clerk to the Board

17/18.1 Apologies for absence

Apologies for absence were received from Cllr Jacqui Burnett, Luton Borough Council, Cllr Paul Duckett Central Bedfordshire Council, Ian Waller Secretary of State appointee and Cllr Tony Penn Buckinghamshire Parish Councils

17/18.2 Declarations of Interest

No declarations of interest were declared.

17/18.3 Minutes of the meeting 7th February 2017.

The minutes of the meeting of 7th February 2017 were signed by the Chairman as a true record.

17/18.4 Matters Arising.

None

17/18.5 Public Question Time.

No public present.

17/18.6 Board Review- including reports from the Executive and Planning Committees

- a. The Chief Officer introduced new staff members, Emma van Dijk, Communications Officer, Graham Hurst, Finance Officer and Lynne Cordice, maternity cover for the Administration Officer.
- b. Reports from the Chief Officer, the Executive Committee and the Planning Committee, Landscape and Conservation, People and Society and Development and Communications had been received.
- c. The members were shown slides of the winner and commendations of the Chilterns Design Award, which has just been concluded. The winner was the new build winery, The Winery at Hundred Hills Vineyard, Stonor Valley, Henley, Oxon.
- d. Members discussed the first Chilterns walking festival, attended by several members. They commended the festival and the organisation of the festival. A question was raised about making it more inclusive of all users of the AONB, which was briefly discussed.

10.37 the Countryside Officer and the Landscape Partnership Development Officer joined the meeting.

- e. Questions were raised on the boundary review which has been dormant since 2013.
- f. The Food Festival was also commended.

1. The Board NOTED the review June 2017.

17/18.7 Annual Review 2016/17

The Chief Officer and the Communications Officer had circulated the draft Annual Review 2016/17.

Members congratulated them on this excellent Review and made a number of observations. It was suggested that the Review once finalised should not only be sent to Local Authorities, but Industry too. Ray Payne offered to make introductions.

It was proposed that the Communications Officer contact all Local Authorities suggesting an invitation for the Chief Officer to address all the Local Authorities in the Chilterns AONB.

1. The Board NOTED the draft Annual Review 2016/17.

17/18.8 Statement of Accounts 2016-17

The Finance Officer presented the year end position at 31st March 2017, showing a net deficit of £5,722. The deficit was taken from the Budget Equalisation Reserve.

The Annual Return which includes the Annual Governance Statement 2016/17 and the Accounting Statement 2016/17 was approved and signed in the appropriate places by the Chairman, the S151 Officer and the Clerk.

The Chief Officer thanked the Finance Officer and the Administration Officer for the satisfactory completion of the accounts.

1. The Board APPROVED the Annual Governance Statement and the Statement of Accounts included in the 2016/17 Annual Return.

17/18.9 Management Plan Review.

The Chief Officer set out the initial plan for the next Management Plan Review and sought views and support for the proposed process.

The Chief Officer would like to seek to create the Management Plan Review collaboratively with partners and communities inviting them to take part in this journey.

The members discussed this approach, the process and the timetable and contributed their views.

1. The Board NOTED the discussion on the process and timetable proposed for the Management Plan Review and offered their views.

There was a 10-minute break in proceedings.

17/18.10 Presentation on Chilterns Landscape Character.

The Landscape Partnership Development Officer gave an interesting and informative presentation on the Chilterns Landscape Character.

Members had the opportunity to ask questions.

It was suggested that this presentation is also made to Local Authority Planning Officers.

The Chief Officer thanked the Landscape Partnership Development Officer for his presentation, which was much appreciated by the members.

17/18.11 Review of the Board's Corporate Governance Arrangements.

Ray Payne had undertaken a review of the CCB's Corporate Governance Arrangements.

A report had been circulated and he explained the key points.

The world has considerably changed since 2004 when the Corporate Governance arrangements were compiled.

He had combined all the required information in an easy to read format, a logical order as well as dealing with matters outstanding.

Members discussed the document dealing with Governance, Executive decisions and the proposed changes. It was noted that a number of arrangements are dictated by statute. Members suggested a number of amendments.

1. The Board APPROVED that;

- a. **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)* and in particular Schedule 3 of the Order: Meetings and proceedings of the Board, which contains a description of the arrangements for managing some of the Board's functions and which are dictated by statute and cannot be changed, are noted;**
- b. **the Standing Orders Regulating the Meetings and Proceedings of the Board (21st January 2005) be repealed;**
- c. **the scheme of Delegation to Committee and to the Chief Officer (21st January 2005) be repealed;**
- d. **the Statutory Requirements and Code of Governance (May 2017) be adopted with the agreed amendments.**
- e. **The Statutory Requirements and Code of Governance (May 2017) be reviewed at least every year and if necessary additions and changes brought to the attention of the Executive Committee for consideration and if appropriate to the Board for its decision.**

17/18.12 Code of Conduct.

The Chief Officer had informed the Board that following the appointment of a new Monitoring Officer, the Code of Conduct of the Board should be updated to incorporate legislative changes.

- 1. The Board AGREED to adopt the new Code of Conduct.**

17/18.13 Meeting Dates.

The Board NOTED the following meeting dates

Full Board:

25th October 2017
21st February 2018
20th June 2018 (and AGM)
17th October 2018

Executive Committee:

13th September 2017
24th January 2018
23rd May 2018
19th September 2018

17/18.14 Any other business.

It was noted that Kidmore End Parish Council has decided to apply to Natural England to extend the AONB with a number of other parishes in the south of South Oxfordshire.

The Chairman.....date.....