



**MINUTES OF MEETING OF THE CHILTERNES CONSERVATION BOARD HELD ON  
WEDNESDAY 21<sup>st</sup> February 2018 at The Horse Trust, Speen, Princes Risborough HP27 0PP  
commencing at 10.00 am**

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

Cllr David Barnard  
 Cllr Bill Bendyshe-Brown  
 Cllr Paul Duckett  
 Cllr David Collins  
 Cllr Heather Kenison  
 Cllr Lynn Lloyd  
 Cllr Charles Mathew  
 Cllr Hugh McCarthy  
 Cllr Richard Newcombe  
 Cllr Ian Reay

**Appointing Body**

North Hertfordshire District Council  
 Buckinghamshire County Council  
 Central Bedfordshire Council  
 Dacorum Borough Council  
 Three Rivers District Council  
 South Oxfordshire District Council  
 Oxfordshire County Council  
 Wycombe District Council  
 Aylesbury Vale District Council  
 Hertfordshire County Council

**Appointed by the Secretary of State**

Colin Courtney	Secretary of State
Alison Doggett	Secretary of State
John Nicholls	Secretary of State
Elizabeth Wilson	Secretary of State

**Elected by Parish Councils**

Cllr Alison Balfour-Lynn	Hertfordshire
Cllr Susan Biggs	Oxfordshire
Cllr John Griffin	Oxfordshire
Cllr Charles Hussey	Buckinghamshire
Cllr Clive Thomas	Buckinghamshire

**CCB Officers**

Graham Hurst	CCB Finance Officer
Sue Holden	CCB Chief Officer

**Other:**

Deirdre Hansen	Clerk to the Board
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**17/18.26 Item 1 Apologies for absence**

Apologies were received and accepted from Cllr Nick Rose Chiltern District Council, Ian Waller Secretary of State appointed and Helen Tufts Secretary of State Appointed.

The Chairman welcomed the new members to the Board.

**17/18. 27 Item 2 Declarations of Interest**

No declarations of interest were made.

**17/18. 28 Item 3. Minutes of the previous meeting**

The minutes of the ordinary meeting of 25<sup>th</sup> October 2017 were approved as a true record and signed by the Chairman.

**17/18.29 Item 4. Matters Arising**

- a. Following the excellent presentation by Les Mosco, Trustee of the Chiltern Society, it had been decided to invite trustees of the Chilterns Society to join the workshop following this meeting to enhance collaboration and working together.
- b. The request for a farm visit will be met with the next Board meeting being held in Crowmarsh Gifford. A farm visit will follow the meeting.

**17/18.30 Item 5. Public Question time**

None.

**17/18.31 Item 6. Board Review**

The progress report from the Chief Officer, including the Executive and the Planning Committee reports had been received.

The Chief Officer highlighted:

- The successful recruitment process for the 2 new posts on the Hillforts Project.
- The adjournment debate by Cheryl Gillan MP was very useful in raising the profile of the Chilterns and the Prime Ministers confirmation of her commitment to protecting the Chilterns AONB was much appreciated.
- The Governments review of AONB's.

The members had the opportunity to raise questions.

The Planning Officer was commended for the excellent assistance that she had provided with a number of planning applications and an examination.

The Chairman congratulated the Chief Officer and her team on the hard work they were doing.

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

**17/18. 32 Item 7. 25 Year Environment Plan**

The Government had published a 25 Year Environment Plan on 11 January 2018 which sets out the intentions for 'protecting and enhancing' the natural environment.

The Chief Officer outlined the implications and opportunities for the AONB and the CCB. It was noted that legislation and a budget would be required to accompany this plan.

10.15 Cllr Charles Mathew arrived.

- 1. The Board NOTED the 25-year Environment Plan and its implications and opportunities for the Chilterns AONB.**

**17/18.33. Item 8. Business Plan and Budget 2018-19**

The Business Plan and Budget 2018-19 had been circulated, following approval by the Executive Committee on 24 January 2018.

The Chief Officer reported that the finances look healthy, the largest increase in costs is the Management Plan Review. With total income and expenditure anticipated to reach £1 million, the return on the grant received from DEFRA will greatly improve.

Members asked questions and discussed income generation. The Chairman reminded members that the CCB performs functions that Councils themselves would need to carry out for AONB's if there was no Conservation Board.

Finding alternative sources of funding for core activities is extremely difficult.

The Chief Officer was commended on the work that was demonstrated going into this plan.

**1. The Board NOTED the CCB Business Plan and Budget 2018-19.**

**17/18.34 Item 9. Management Plan Review- Update**

The Chief Officer presented an update on progress with the Management Plan Review.

A launch meeting was held with senior Local Authority officers.

Following the Board meeting a workshop will be held for Board Members.

**1. The Board NOTED the progress made on the AONB Management Plan Review.**

**17/18.35 Item 10. General Data Protection Regulation (GDPR)**

The Finance Officer briefed the Members on the new General Data Protection Regulation coming into force 25 May 2018, the implications for the Board and the actions taken and proposed to ensure the CCB complies.

Graham Hurst has been appointed the Data Protection Officer. An internal audit on personal data held has been undertaken and GDPR requirements are being incorporated into CCB policies and procedures.

Members discussed the implications and it was agreed that the Data Protection Officer will summarise the CCB's insurance position for members. Members were assured that the CCB's IT systems are robust.

**1. The Board NOTED the changes being brought about by the GDPR and the actions being taken by the CCB in compliance with those regulations.**

**17/18.36 Item 11. Annual Audit Return**

The Finance Officer reported on the completion of the external audit 2016-17.

The auditor certified that they have completed their review of the Annual Return 2016-17 and discharged their responsibilities under the Local Audit and Accountability Act 2014 for the year to 31 March 2017. They found the information in the annual return to be in accordance with proper practices.

One issue was raised under the "Issues Arising Report": "minutes not signed or initialled".

This is factually incorrect; all the minutes are signed and the pages initialled by the Chairman at the next meeting. The auditors were informed that their report was incorrect, but the auditors are no longer the CCB's external auditors so it has not been possible to resolve the issue.

The external auditors are not appointed by the CCB, but by the Smaller Authorities Audit Appointments Ltd.

Members expressed their disappointment at BBO, the external auditors.

- 1. The Board APPROVED and ACCEPTED the audited annual return and NOTED that the response to the issues arising report for 2016-17.**

**17/18.37 Item 12. Any Other Business**

- 1. Correspondence had been received from Sharon Walters expressing her appreciation of the presentation made to her for Alan Walters at the last Board Meeting.
- 2. The Chief Officer gave a presentation on the refresh of the CCB's logo. Members were asked to reflect on this and respond to the Chief Officer with their views. Members expressed their positive attitude to the first attempt. Some minor modifications were suggested. The Chief Officer took those away and will await further responses.

Future meeting dates:

Board meetings: 20<sup>th</sup> June (+ AGM) 2018  
17<sup>th</sup> October 2018

Executive Committee: 23<sup>rd</sup> May 2018  
19<sup>th</sup> September 2018

Planning Committee: 7<sup>th</sup> March 2018  
18<sup>th</sup> July 2018  
21<sup>st</sup> November 2018

**The meeting was followed by a workshop on the Management Plan to which trustees of the Chiltern Society had been invited.**

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