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
- Alison Doggett
- John Nicholls
- Elizabeth Wilson

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

**CCB Officers**
- Graham Hurst: CCB Finance Officer
- Sue Holden: CCB Chief Officer

**Other:**
- Deirdre Hansen: Clerk to the Board

**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 Tuffs 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 25th 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 commened 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.

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: 20th June (+ AGM) 2018
17th October 2018

Executive Committee: 23rd May 2018
19th September 2018

Planning Committee: 7th March 2018
18th July 2018
21st 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……………….