



**MINUTES OF THE MEETING OF THE CHILTERN CONSERVATION BOARD
HELD ON TUESDAY 25 March 2014 at Princes Risborough Golf Club,
Saunderton Lee HP27 9NX COMMENCING AT 10.00 AM AND CONCLUDING AT
12.45 PM**

MEMBERS PRESENT

Member	Appointing Body
Appointed by Local Authorities	
Cllr David Barnard	North Herts District Council
Cllr David Collins	Dacorum Borough Council
Cllr Bill Bendyshe –Brown	Buckinghamshire County Council
Cllr Lynn Lloyd	South Oxfordshire District Council
Cllr Roger Metcalfe	Wycombe District Council
Cllr Marion Mustoe	Central Bedfordshire Council
Cllr David Nimmo-Smith	Oxfordshire County Council
Cllr Brian Norman	Three Rivers District Council
Cllr Ian Reay	Hertfordshire County Council
Cllr Jeremy Ryman	Chiltern District Council
Cllr David Taylor	Luton Borough Council
Cllr Alan Walters	South Buckinghamshire District Council

Appointed by the Secretary of State	
Dr Heather Barrett-Mold	Secretary of State
Alison Doggett	Secretary of State
Mike Fox (Chairman)	Secretary of State
Bettina Kirkham	Secretary of State
Dr Simon Mortimer	Secretary of State
Ray Payne	Secretary of State
Helen Tuffs	Secretary of State
John Willson	Secretary of State

Elected by Parish Councils	
Cllr Mary Goldsmith	Bedfordshire
Cllr Margaret Jarrett	Hertfordshire
Cllr Barbara Wallis	Buckinghamshire
Cllr Julia Wells	Oxfordshire

Officers	
Deirdre Hansen	Clerk to the Board
Steve Rodrick	CCB Chief Officer
Chris Smith	CCB Finance Officer
Rachel Sanderson	CCB Commons Project Officer

13/14.49. Apologies for absence

Apologies were received from Cllr John Griffin, Oxfordshire Parish Councils, Cllr Shirley Judges, Buckinghamshire Parish Councils and Cllr Chris Richards, Aylesbury Vale District Council.

13/14.50. Declarations of Interest

No declarations of interest were made.

13/14.51. Additional agenda Item:

The Chairman asked if the Board members were prepared to accept an additional agenda item.

- 1. The Board unanimously AGREED to accept an additional agenda item.**

13/14.52 Minutes of the previous meeting

The minutes of the meeting held 22nd January 2014 were approved and signed by the Chairman after the following amendments:

- Cllr Mary Goldsmith had not been present at this meeting
- Cllr Julia Wells had been present at this meeting.
- 13/14.43.c. after 'parish council' the words 'town council and parish meeting' were inserted.

10.05 Jeremy Ryman arrived.

13/14.53. Matters Arising

There were no matters arising not on the agenda..

13/14.54. Public Question time

1 member of the public present, Bill Storey.

13/14.55. Report from the Executive Committee

The Chief Officer reported the matters discussed and decisions taken, by the Executive Committee under delegated powers.

At its meeting on 4th March 2014 the Executive Committee:

1. Received and approved the finance report for the period April-January 2014
2. Discussed a report on the medium financial forecast for 2014-16 and approved the provisional budget for 2014-15.
3. Approved the Business Plan for 2014-15.
4. Received a report on the progress in reviewing the AONB Management Plan 2014-19.

5. Reviewed the level of Fidelity Guarantee Insurance.
6. Reviewed the level of General Reserve.
7. Approved the Treasury Management Report.
8. Undertook a biannual review of the Risk Register.
9. Received a report on High Speed 2 related activity.
10. Received a report on changes to the Board's membership.

10.08 Bill Bendyshe-Brown arrived.

- 1. The Board NOTED the issues considered by the Executive Committee at its meeting on 4th March and the decisions made under delegated authority.**

13/14.56. Report from the Planning Committee.

Members received the report from the Planning Officer, the purpose of which was to bring to the attention of the Board the items considered by the Planning Committee on 12th February 2014 and the decisions taken under delegated powers. The following were noted:

1. High Speed 2 update
2. AONB Management Plan Review
3. Events
4. Conservation Board Position Statements
5. Development Plan Responses
6. Planning Applications update.

The Planning Officer gave some guidance on the matters discussed and members commented.

The next Planning Forum will take place 20th May, any Board members wishing to attend should inform the Planning Officer.

The Planning Officer and the Chief Officer had met with Penelope Tollit, Head of Planning and Sustainability at Wycombe District Council to discuss Wycombe District's New Local Plan.

David Nimmo-Smith thanked the Planning Officer for attending a public meeting on the Henley Town and Harpsden Parish Councils' joint Neighbourhood Plan.

- 1. The Board NOTED the report from the Planning Committee.**

13/14.57. Review on the AONB Management Plan.

The Chief Officer informed the Board of the key changes made to the draft Management Plan following the consultation late 2013. The sub group had met in February to consider in detail what changes should be made to the plan to allow the presentation of a revised and final draft to the Board for adoption. The principal changes dealt with the policies in the Plan.

The meeting discussed the key changes and reviewed any final minor amendments. The Plan was adopted subject to minor amendments and the Chief Officer was authorised to submit the Plan to the Secretary of State once these had been undertaken

- 1. The Board APPROVED and ADOPTED the revised draft of the Chilterns AONB Management Plan 2014-19.**
- 2. The Board DELEGATED to the Chairman and the Chief Officer the power to undertake any final minor amendments to the Chilterns AONB Management Plan 2014-19.**
- 3. The Board AUTHORISED the Chief Officer to send the adopted version of the Chilterns AONB Management Plan 2014-19 to the Secretary of State.**

13/14.58. Draft Business Plan and Budget 2014-15

The Chief Officer presented the Draft Business Plan incorporating the works programme and the budget for 2014-15 as approved and recommended by the Executive Committee on 4th March.

The Business Plan is both an internal working document to provide structure to the Boards' activities and a link to the Management Plan. It also serves as a promotional tool for those wishing to know more about the work of the Board. The Work Programme is an iterative evolving programme.

The Board discussed the Business Plan, Work Programme. The Finance Officer went through the budget for the benefit of the members and answered questions. The proposed budget will result in a draw down from Reserves of £34,622.

- 1. The Board APPROVED the Draft Business Plan and the Work Programme for 2014-15.**
- 2. The Board APPROVED the draft budget for 2014-15**

13/14.59. Report on HS2

The Chief Officer advised members of the recent and programmed work on HS2 as was discussed at the Executive Committee on 4th March.

On the 7th February the Environmental Audit Committee announced that it intended to hold an inquiry into some of the route-wide environmental impacts. The closing date for submission was 7th March. A submission has been made to the Environmental Audit Committee. The Board's submission echoed the main points it had made on the ES itself, it was critical of the thoroughness and robustness of the approach taken and disagreed with many of the conclusions and assessments of the severity of impact.

11.15 Rachel Sanderson arrived

11.20 Bill Bendyshe-Brown left the meeting

The Board discussed the next steps forward and the process and procedures of petitioning.

Ray Payne gave an update on the work he has been undertaking on behalf of the Board on the study of an "idealised tunnel". A longer bored tunnel is the ultimate aim.

The Board thanked Ray Payne for “going the extra mile” and the work he is undertaking on behalf of the Board.

11.30 Alan Walters left the meeting.

- 1. The Board NOTED the recent and planned HS2 related activities.**
- 2. The Board AGREED that several petitions should be submitted to seek enhancements to the current proposals, the primary one to be for a longer bored tunnel from the M25 to Wendover.**

13/14.60. Report on Chilterns Commons.

The Commons Project Officer and John Willson gave presentations on the progress of the Common Project and opened the discussion on consideration of continuing the project once the HLF funded project comes to an end in 2015. The Chilterns Commons Project was set up by the Board a number of years ago to bring together all interested parties. Activities in recent years have been funded with an HLF grant of £430,000.

Members provided feedback on the achievements to date and contributed to discussion on continuation of the work with groups interested in commons.

Rachel Sanderson and John Willson were thanked for bringing the Chilterns Common to the forefront.

- 1. The Board provided feedback on the achievements to date and the planned programme**
- 2. The Board identified ways of continuing to promote the management and enjoyment of common land.**

13/14.61. World War I Centenary Programme.

The Chief Officer gave a brief presentation on places and people in the Chilterns connected with WWI. He sought approval to develop a WWI programme and sought support for relevant projects.

The Members provided feedback and made contributions to plans for a programme to commemorate WWI. The Special Projects Fund will be available for use for this type of activity.

- 1. The Board AGREED to develop a small commemoration programme.**

13/14.62. Additional item: Participation in Board meetings.

The Chief Officer reminded the Board that the current “Standing Orders Regulating the Meetings and Proceedings of the Board” state in paragraph 8.7:

“All questions coming or arising before a meeting shall be decided by a majority of members present and voting thereon and, in case of an equality of votes, the person presiding at the meeting shall have a second or casting vote”.

In an age where telecommunications are commonplace, reliable and extensively used, the Board discussed that a physical presence at a meeting should no longer be a prerequisite for participation. Attendance should be encouraged and expected as the normal practice. However, if a member could not be present and makes a request to the Chairman to participate in the meeting by secure telephone or video link, this should be granted if, in the view of the Chairman, the member has provided a reasonable and acceptable explanation as to why they cannot attend in person. In view of the size of the Board and the technical complexities involved it is foreseen that this will only occur on rare occasions.

- 1. The Board AGREED to amend its Standing Orders Regulating Meetings to permit participation and voting by conference call at the time of the meeting or by live video link.**
- 2. The Board AGREED that such permission is only granted at the discretion of the Chairman provided that he/she accepts that the member is unable to attend in person.**

13/14.63. Report on Board Membership

The Chief Officer reported on the changes in Board Membership as reported to the Executive Committee on 4th March. The replacements for the three retiring Secretary of State appointments will be announced imminently.

The Board's Establishment orders allow for the local Authority and Parish Council appointments, when standing down, to continue on the Board for up to three months until such time as a replacement is appointed. Both members have agreed to continue as Board Members should the need arise.

With the retirement of the Chairman, Mike Fox, on 31st March, it is reasonable to expect the Vice Chairman, Ian Reay, to take the position until the AGM in June. This leaves the position of Vice Chairman vacant; it is advisable to appoint a Vice Chairman. Helen Tuffs was proposed and unanimously elected as Vice Chairman until the AGM. She accepted the position.

The Chairmanship of the Executive Committee falls automatically to the new Chairman of the Board, Ian Reay. The Secretary of State vacancy on the Executive Committee was filled by co-opting Dr. Heather Barrett-Mold.

The Planning Committee is chaired by Bettina Kirkham, a retiring Secretary of State appointment. The members of the Planning Committee present voted Helen Tuffs as Chairman of the Planning Committee until the AGM.

- 1. The Board NOTED the forthcoming changes to Board membership.**
- 2. Ian Reay will be the chairman until the AGM on 26th June**
- 3. Helen Tuffs will be the vice chairman until the AGM on 26th June**
- 4. Helen Tuffs will be the chairman of the Planning Committee until the AGM on 26th June.**

13/14.64 Presentation to departing members.

A presentation was made to the departing members of the Board: Mike Fox, Bettina Kirkham and John Willson.
They were all thanked for their invaluable work, contributions and support of the Board in their twelve years of Board Membership.
They all thanked the Board and the staff for the enjoyable time they had spent with the Board. The Chief Officer expressed his hope that they will continue their active involvement in the various Board projects.

Bill Storey, who had retired last year, thanked the Board members and the Staff for the time he had spent on the Board.

13/14.65 Date of next meeting: Thursday 26th June March 2014

(The AGM will precede the Board meeting) location TBC.

Dates of future meetings:

Thursday 16th October 2014

The meeting closed 12.45

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