



Executive Committee

**10.30 a.m. 2nd March
The Lodge, Chinnor**

Draft Agenda

1. Apologies
2. Declaration of Interest
3. Minutes
4. Matters Arising
5. Public Question Time
6. Finance Report to January 2012 and End of Year Projection
7. Draft Budget 2012-13
8. Medium Term Financial Plan (2011-2015)
9. Use of Development Reserve
10. Review of Internal Audit
11. Review of Risk Register
12. Treasury Management
13. Report on HS2
14. Management Plan Review 2014-2019
15. Chief Officer's Report
16. A.O.B.
17. Dates of meetings

**DRAFT MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON WEDNESDAY
7TH DECEMBER 2011 at THE LODGE, 90 STATION ROAD, CHINNOR OXON. OX39
4HACOMMENCING AT 10.30 AM AND CONCLUDING AT 12.45PM**

Present:

Cllr Bill Storey	Board member, Chairman of the meeting
Cllr Shirley Judges	Board member
Cllr Marion Mustoe	Board member
Cllr Richard Pushman	Board member
Cllr Jeremy Ryman	Board member
Cllr Mike Woods	Board member
Steve Rodrick	CCB Chief Officer
Chris Smith	CCB Finance Officer

In attendance	
Deirdre Hansen	Clerk to the Board

35. Item 1- Apologies for absence.

Apologies were received from: Mike Fox, Cllr Alan Walters, Cllr John Griffin, Kevin Mayne and Heather Barrett-Mold

36. Item 2- Declarations of interest

No declarations of interest were made.

37. Item 3- Minutes of the previous meeting

The minutes were approved and signed by the Chairman once the typing error in item 32 had been corrected, a 2nd 'r' added to Forrest.

38. Item 4- Matters arising from the minutes of the meeting 13th September 2011:

Item 32: technical issues on the new web-site will have to be dealt with by an outside 3rd party with wider technical expertise.

39. Item 5- Public Question time

No members of the public were present.

40. Item 6- Finance Report to October 2011:

The Finance Officer advised members of the Board's financial position as at the end of October 2011 and what the likely position would be at the end of the year. The current position is satisfactory with no significant problems to report. Detailed papers were issued to the members for review. The end of year surplus is currently forecast to be £3,428 below the budget estimate of £15,437.

The Countryside Festival budgeted to breakeven made a profit of £4,614.

- 1. The Committee NOTED the financial position for the year to October 2011.**

41. Item 7- Medium Term Financial Plan 2011-2015:

The Chief Officer and the Finance Officer presented the outline medium term plan for the period 2012-2015 reflecting the predicted cuts in grant aid from Government and local authorities together with the experience of fund raising in 2011-2012. A number of cost savings have been put in place. Town and Parish Councils have been approached for support. In September options were presented to remove the forecasted funding deficit.

The Committee discussed the following:

1. Whether to award a cost of living increase and if so at what level.
2. Whether to re-instate the discretionary salary increment based on performance.
3. Whether to increase mileage payments in line with adjusted HMRC rates
4. Whether to increase the car allowance by inflation.
5. Whether or not to progress with the planned review of members' allowances
6. Whether or not to continue with the staff incentive scheme.

- 1. The Committee AGREED that items 1-4 above would be implemented.**
- 2. The Committee AGREED it would recommend to the full Board that item 5 should be deferred to a later date**
- 3. The Committee AGREED that item 6 above would be revised and options presented at the next meeting.**
- 4. The Committee APPROVED the Medium Term Financial Plan for 2012-2015 subject to the changes above**

42. Item 8- Support from Parish Councils:

The Chief Officer reported that 117 parish and town councils had been approached to contribute to the Boards operating costs. To date 12 had responded offering £ 2,000 this year. The majority have yet to respond and it is the intention that a follow up letter will be sent early in 2012. The aim is that by 2015, 50 will offer assistance totalling over £7,000.

- 1. The Committee WELCOMED the support provided by parish and town councils and aim for contributions from at least 30 in 2012-2013.**
- 2. The Committee MAINTAINED the target of securing support from 50 councils by 2014-2015 raising in excess of £7,000.**

43. Item 9- Celebrating the Olympics and Queen's Jubilee.

The Chief Officer asked the Board to consider whether and if so, how to mark the 2012 Olympics, Paralympics and the Queen's 60th Jubilee. A number of suggestions and financial implications were discussed.

- 1. The Committee NOTED that the Board should celebrate the Olympics, the Para Olympics and the Queen Diamond Jubilee.**
- 2. The Committee DECIDED that a provisional budget should be created by allocating up to £3,000 from the Development Reserve.**
- 3. The Committee DECIDED that a sub group of Board members should be created to decide a programme.**

44. Item 10- Report on HS2:

The Chief Officer advised members on HS2 related activity. It was noted that the new Secretary of State for Transport, Rt. Hon. Justine Greening MP has announced a delay in the announcement on whether to proceed to the next stage in view of the complexity and sensitivity of the proposal.

Next steps:

- i. The Board must ensure it is consulted at all stages of the Environmental Impact Assessment including the interpretation of the findings.
- ii. HS2 Ltd has indicated that it intends to create a number of community and environmental fora, the Board must seek involvement in each.
- iii. The Board must be prepared to work closely with HS2 Ltd to ensure best possible outcome for the AONB if the railway is to be built.
- iv. The Board must continue to press for the business plan for HS2 to be revised to incorporate a value on the environmental impacts.
- v. It is crucial that the Board continues to work closely with environmental bodies, local action groups and local authorities. The Board has built good relationships with local MPs which will be even more vital in the run up to the presentation of a Hybrid Bill to Parliament in late 2013.

1. **The Committee AGREED that the Board should follow the steps identified in the paper.**
2. **The Committee AGREED that in 2012 involvement with the Environmental Impact Assessment, the new fora to be created by HS2 Ltd and scrutiny of mitigation and design are a high priority in the Board's overall work programme.**
3. **The Committee AGREED that funding is allocated as required from the Development Reserve, subject to authority being given by the Executive Committee.**

45. Item 11- Chief Officer's report.

The Chief Officer has submitted written reports on the following:

High Speed 2, The Timber project, Ancient Woodland inventory, Commons, Wycombe Sports Stadium, Arla Dairy near Aylesbury, Chalk Streams, Chalk Grassland Day, Natural Environment White Paper, Countryside Festival, Web-site, Local Talks, Parish councils, Sustainable Development Fund, The Chiltern Society, Annual Forum, Planning Conference, Planning Forum, North Wessex Downs AONB, Bishop of Oxford, Box Wood, Aston Rowant National Nature reserve, Chalk and Trees, Penn Woods near Hazlemere, South East Tourism project.

Members were invited to ask questions.

1. **The Committee NOTED the Chief Officer's reports.**

46. There was no other business.

47. Future meeting dates: Friday 2nd March 2012, Thursday 24th May 2012, Wednesday 19th September 2012 and Wednesday 12th December 2012 at 10.30am at the offices in Chinnor.

The meeting closed at 12.45pm.

The Chairman..... Dates.....

Item 6 Finance Report

Author: Chris Smith Finance Officer

Summary To the end of January 2012 the expenditure against the core budget was 3.2% below profile and income almost exactly on target. By the end of the year core expenditure is forecast to exceed the budget by £6,138 or 1%. Core income will exceed the budget by £29,414 (5%), largely due to higher than anticipated local authority contributions.

The net result, after meeting the cost of the South East Landscapes contribution and the unfunded part of the SDF, will be to add £9,963 to the Development Reserve rather than withdraw £18,865 from the Equalisation Reserve as budgeted originally.

Non-core projects will be wholly funded by grant and / or reserves.

Purpose of Report: To advise members of the Board's financial position to the end of January and likely position at the end of the financial year.

Background

1. The current financial position is satisfactory with no significant problems to report.
2. In view of the importance of income generation a detailed sheet of "other income" is attached for the Committee's information.
3. "Non-core projects" are those funded by Defra (SDF and Chalk Streams), and others funded by other external sources and from reserves. One significant development has occurred since the start of the year which is a large grant from the Environment Agency for Chalk Streams work. Although the grant has been received the expenditure is yet to be incurred.
4. The budget for core income includes the balancing figure required to match the aspirations in the four year plan. Progress is being made against this target as shown on the final attached sheet. As a result the staff incentive scheme will be activated and as provision has therefore been made to meet the cost of that. The Countryside Festival was budgeted to break even. In the event a net £4,614 was earned.

5. Although core expenditure is below the profile it is anticipated that this will change by the end of the year.

Recommendations:

1. **To note the current financial position.**

BUDGET 2011-12

MONTH 10: JANUARY 2012

Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Expenditure							
Department 100:							
Promotion and Awareness							
Core expenditure:							
Information Officer & E&A Officer	(88,315)	(73,596)	(73,496)	100	(88,195)	120	
Travel and subsistence	(1,700)	(1,417)	(1,036)	381	(1,700)	-	
Subscriptions magazines / newspapers	(400)	(333)	(438)	(104)	(525)	(125)	
Web site	(13,000)	(10,833)	(13,439)	(2,605)	(19,760)	(6,760)	Additional costs to be met from reserve
Printing & distribution costs	(2,400)	(2,000)	(814)	1,186	(1,860)	540	
Events and exhibitions	(1,500)	(1,250)	(805)	445	(1,300)	200	
Photography	-	-	-	-	-	-	
Miscellaneous	(400)	(333)	(51)	282	(200)	200	
Core projects:							
103 Countryside Festival	(4,510)	(4,510)	(5,184)	(674)	(5,185)	(675)	
105 Annual Report	(1,100)	(1,100)	(1,179)	(79)	(1,180)	(80)	
106 Annual Forum	(2,000)	(1,667)	(935)	732	(935)	1,065	
107 Chalk and Trees / What's On	(13,365)	(6,683)	(5,847)	836	(12,365)	1,000	
108 Environmental education	(2,500)	-	(1,015)	(1,015)	(1,500)	1,000	
109 Getting Close to Nature	(1,000)	(833)	(245)	588	(1,000)	-	
110 Enjoying Woodlands	(3,500)	(1,710)	-	1,710	(3,500)	-	
111 Environmental Tourism	(1,000)	(833)	(348)	485	(550)	450	
112 Chilterns Awards	(500)	(417)	-	417	-	500	
113 Historic Environment	(2,000)	(1,667)	(1,689)	(22)	(1,850)	150	
Sub total	(139,190)	(109,182)	(106,521)	2,661	(141,605)	(2,415)	

BUDGET 2011-12

MONTH 10: JANUARY 2012

Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Department 200:							
Countryside Management							
Core expenditure:							
Countryside & FLU Officer	(73,345)	(61,121)	(60,516)	605	(72,620)	725	
Travel and subsistence	(2,000)	(1,667)	(754)	913	(1,100)	900	
Publications	(250)	(208)	-	208	(100)	150	
Events / exhibitions	(300)	(250)	-	250	(200)	100	
Miscellaneous	(200)	(167)	(95)	72	(200)	-	
Core projects:							
203 Commons	(7,000)	(6,840)	(5,452)	1,388	(7,000)	-	Including £4,000 applied to Commons Project
204 Chalk grassland group	(3,000)	(2,500)	(354)	2,146	(3,000)	-	
205 Land management survey	-	-	-	-	-	-	
206 State of Environment Report	(2,000)	(1,667)	(346)	1,320	(1,600)	400	
207 Support for Trees & Woods Mgt	(3,500)	-	-	-	(3,500)	-	
208 Orchards Project	-	-	-	-	-	-	
209 Ancient Woodland Survey	(5,000)	-	-	-	(15,000)	(10,000)	Represents the total agreed CCB contribution
Sub total	(96,595)	(74,419)	(67,517)	6,902	(104,320)	(7,725)	

BUDGET 2011-12

MONTH 10: JANUARY 2012

Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Department 300:							
Planning and development							
300 Core expenditure:							
Planning Officer	(59,280)	(49,400)	(49,367)	33	(59,230)	50	
Travel & subsistence	(1,180)	(983)	(878)	105	(1,180)	-	
Miscellaneous	(150)	(125)	-	125	(150)	-	
Core projects:							
301 Planning Committee	(570)	(425)	(322)	103	(570)	-	
302 Planning conference	(1,200)	(1,200)	(1,082)	118	(1,200)	-	
303 Design guidance	-	-	(18)	(18)	(25)	(25)	
304 Building design awards	(1,500)	(1,500)	(1,498)	3	(1,500)	-	
305 Technical assistance	(1,500)	(1,250)	(967)	283	(1,500)	-	
309 Wood Fuel Group	(500)	(417)	-	417	(500)	-	
310 Planning Policies	(1,500)	(300)	-	300	-	1,500	
311 High Speed Two	(1,000)	(833)	(6,420)	(5,586)	(3,000)	(2,000)	£2,000 added by Exec Cttee for external experts - Balance Project Support
Sub total	(68,380)	(56,433)	(60,550)	(4,117)	(68,855)	(475)	

BUDGET 2011-12

MONTH 10: JANUARY 2012

Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Department 400:							
Recreation and Access							
Core expenditure:							
Access Officer	(25,635)	(21,363)	(21,343)	19	(25,495)	140	
Travel and subsistence	(500)	(417)	(322)	95	(500)	-	
Miscellaneous	(100)	(83)	(137)	(54)	(150)	(50)	
Core projects:							
401 Chiltern country leaflets	(3,100)	(1,100)	(395)	705	(2,580)	520	£520 moved to 405
402 Access conference	(1,000)	(100)	(144)	(44)	(1,000)	-	
404 Countryside Close to Home	-	-	-	-	-	-	
405 Cycling in the Chilterns	(3,000)	(2,700)	(2,492)	208	(4,320)	(1,320)	
Sub total	(33,335)	(25,763)	(24,833)	930	(34,045)	(710)	
Department 500:							
Corporate Services							
Core expenditure:							
Chief Officer / Admin Officer	(99,405)	(82,838)	(84,311)	(1,473)	(101,430)	(2,025)	
Travel and subsistence	(1,750)	(1,458)	(1,068)	391	(1,750)	-	
Staff training	(2,555)	(2,129)	(1,447)	682	(2,000)	555	
Incentive scheme distribution	-	-	-	-	(3,500)	(3,500)	
Premises	(27,570)	(25,098)	(25,108)	(9)	(26,803)	767	
Office costs	(14,115)	(11,849)	(9,209)	2,640	(14,905)	(790)	Including corporate clothing
Office furniture & equipment	(1,000)	(833)	(416)	417	(750)	250	
IT (incl OS licences)	(10,470)	(4,558)	(5,545)	(986)	(6,275)	4,195	
Meetings & events	(375)	(313)	(331)	(18)	(435)	(60)	
Finance	(19,810)	(14,722)	(13,024)	1,698	(18,450)	1,360	
Personnel	(1,580)	(790)	-	790	(1,580)	-	
Legal services	(6,000)	(5,000)	(3,613)	1,387	(4,500)	1,500	
Insurance	(8,200)	(8,200)	(8,549)	(349)	(8,550)	(350)	
Miscellaneous	(565)	(471)	-	471	(565)	-	
Sub total	(193,395)	(158,259)	(152,619)	5,640	(191,493)	1,902	

BUDGET 2011-12

MONTH 10: JANUARY 2012

Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Department 600							
Member Services							
Core expenditure:							
Members' allowances	(34,320)	(28,600)	(26,514)	2,086	(31,890)	2,430	Excludes SDF Panel allowances
Board member training	(1,750)	(1,458)	(1,200)	258	(1,500)	250	
Board meetings	(1,355)	(1,129)	(750)	379	(750)	605	
Miscellaneous	(50)	(42)	-	42	(50)	-	
Core projects:							
601 Executive Committee	(150)	(125)	(95)	30	(150)	-	
Sub total	(37,625)	(31,354)	(28,559)	2,795	(34,340)	3,285	
Central Budgets							
Inflation at 2% on non staff costs	-				-		Absorbed in cash limited budgets
Increase in VAT rate	-				-		Absorbed in cash limited budgets
502 Project support budget	(2,960)	-	-	-	(2,960)	-	
Sub total	(2,960)	-	-	-	(2,960)	-	
TOTAL CORE EXPENDITURE	(571,480)	(455,411)	(440,599)	14,811	(577,618)	(6,138)	
Other expenditure							
Contribution to SE Protected Landscapes Co-ordinator	(2,000)	(2,000)	(2,458)	(458)	(2,458)	(458)	
Merchandise purchases	-	-	-	-	-	-	
Project expenditure:							
- Friends of Red Kites	(1,000)	(833)	(453)	380	(1,000)	-	Part met from reserve
- Conserving the Chilterns Chalk Streams	(37,865)	(31,554)	(25,710)	5,844	(83,075)	(45,210)	Additional Environment Agency Project
- EU Timber Project	-	-	(4,500)	(4,500)	(4,500)	(4,500)	Met from reserve
- Sustainable Development Fund	(40,000)	(5,730)	(8,830)	(3,100)	(40,000)	-	Including SDF Panel allowances
- Ancient Woodland Survey	(18,000)	(10,007)	(28,418)	(18,411)	(41,660)	(23,660)	Part met from reserve and part from core budget 209
- Chilterns Commons Project	(78,835)	(48,766)	(23,232)	25,534	(53,970)	24,865	
GRAND TOTAL EXPENDITURE	(749,180)	(554,301)	(534,200)	20,101	(804,281)	(55,101)	

BUDGET 2011-12

MONTH 10: JANUARY 2012

Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Income							
Natural England: SDF	19,320	19,320	19,320	-	25,330	6,010	
Natural England: Chalk Streams	19,220	19,220	19,220	-	19,220	-	
Natural England: Core	465,305	465,305	465,305	-	459,295	(6,010)	Limited to 80% of core expenditure
Local Authorities	75,335	105,085	105,085	-	105,085	29,750	Greater than forecast grants
Merchandise sales	5,000	4,167	4,027	(140)	5,000	-	
Other earned income	29,655	30,948	30,697	(251)	35,329	5,674	
Red Kite donations	1,000	833	60	(773)	100	(900)	
Chalk Streams external income	18,645	15,538	58,857	43,320	63,855	45,210	Additional Environment Agency Project
Ancient Woodland Survey external income	18,000	-	14,401	14,401	14,400	(3,600)	
Chilterns Commons Project: HLF	53,130	21,520	20,362	(1,158)	26,975	(26,155)	
Chilterns Commons Project: other	25,705	20,120	25,406	5,286	26,995	1,290	£4,000 applied from core Commons budget
GRAND TOTAL INCOME	730,315	702,055	762,740	60,685	781,584	51,269	
NET INCOME / (EXPENDITURE)	(18,865)	147,754	228,540	80,785	(22,697)	(3,832)	
RESERVE MOVEMENTS:							
Restricted Reserves:							
- Red Kites Reserve	-	-	-	-	(900)	(900)	Donations not now being sought actively
Earmarked Reserves:							
- Budget Equalisation Reserve	(18,865)	-	-	-	-	18,865	
- Development Reserve	-	-	-	-	9,963	9,963	
- Woodland Research	-	-	-	-	(31,760)	(31,760)	for EU Timber Project match funding & Ancient Woodland Survey
TOTAL TRANSFERS TO / (FROM) RESERVES	(18,865)	-	-	-	(22,697)	(3,832)	

	Other Income		Budget	Budget	Actual	Variance	Projected
			for year	to date	to date		Outturn
			£	£	£	£	£
10							
100.4900	Promotion & Awareness	Earned income	-	-	260	260	260
103	Countryside Festival	Income	4,510	4,510	9,799	5,289	9,799
106.4900	Annual Forum	Income	500	417	400	(17)	500
107.4004	Chalk & Trees	Advertising income	4,345	3,621	4,152	531	4,150
107.4901	Chalk & Trees	Electronic subscriptions	-	-	385	385	400
109.4900	Getting Close to Nature		1,000	833	2,254	1,420	2,200
108.4900	Environmental Education		-	-	225	225	250
113.4900	Historic Environment		-	-	42	42	25
203.4900	Commons		300	250	618	368	625
204.4001	Chalk Grassland		200	167	264	97	265
206.4900	State of the Environment Report		-	-	270	270	270
300.4900	Planning	Earned income	-	-	670	670	670
302.4900	Planning Conference		1,200	1,000	1,215	215	1,200
304.4003	Building Design Awards		500	417	750	333	500
400.4400	Recreation & Access	Advertising income	-	-	490	490	490
401.4900	Access Publication		2,500	2,083	274	(1,809)	300
402.4900	Access Conference		1,000	833	-	(833)	1,000
405.4400	Chilterns Cycleway	Advertising income	-	-	200	200	200
500.4008	Corporate	Investment income	7,000	7,150	7,182	32	7,225
500.5900	Unidentified income		6,600	9,667	148	(9,519)	2,500
	Parish Councils	Funding from Parish Councils	-	-	1,100	1,100	2,500
			29,655	30,948	30,697	(251)	35,329
	Merchandise sales						
	Promotion & Awareness				1,527		
	Planning				85		
	Cycleway guidebooks				2,415		
			5,000	4,167	4,027	(140)	5,000

Item 7

Budget 2012-13

Author: Chris Smith Finance Officer
Steve Rodrick Chief Officer

Summary A draft of the 2012-13 budget has been prepared, based upon the assumptions in the Medium Term Financial Forecast as discussed at the last meeting of the Committee, now updated with latest information on funding and expenditure.

Purpose of Report: To present a draft of the 2012-13 budget for consideration, pending confirmation of grant income from local authorities.

Background

1. At its meeting on 7 December 2011 the Committee considered an update to the four year Medium Term Financial Plan, and the implications of that update for the budget for 2012-13.
2. The Committee decided that a detailed budget should be prepared that reflects the following changes.
 - (a) To award a staff cost of living increase of 1% from 1 April 2012. The same increase will apply to Members' allowances.
 - (b) To re-instate the discretionary salary increment based on performance.
 - (c) To increase mileage payments in line with adjusted HMRC rates.
 - (d) To increase the car allowance by inflation.
3. The Committee also decided not to proceed with the planned review of Members' allowances in 2012-13.
4. Other changes to the budget compared to 2011-12 include.
 - Website expenditure is reduced significantly
 - A Countryside Management small works budget has been created by moving funds from elsewhere
 - All HS2 expenditure will be met from the existing earmarked reserve

- An Access for All Improvements budget has been created by moving funds from elsewhere
 - Defra income reflects the reduction announced at the start of the four year grant settlement
 - Local authority income reflects the reduction assumed in the four year plan, although grant allocations are still to be confirmed. Town and Parish Council grants are included at £3,000.
 - The Sustainable Development Fund will be maintained at £40,000 by applying £22,100 of core income.
5. These changes will provide for a total draft budget for core expenditure of £558,265, a reduction of £13,215 over the current year.
 6. With the exception of the Sustainable Development Fund non-core activity will be funded by a combination of income and reserves.
 7. The net results will be to apply £2,255 from the Budget Equalisation Reserve, £5,000 from the Development Reserve (for the Land Management Survey) and £22,120 from earmarked reserves.

Recommendations:

1. **To consider the draft budget for 2012-13 and recommend a final version to the Board at its meeting on 29 March.**

BUDGET 2012-13

Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Expenditure							
Department 100:							
Promotion and Awareness							
Core expenditure:							
Information Officer & E&A Officer	(90,385)	-	-	-	(90,385)	-	
Travel and subsistence	(1,700)	-	-	-	(1,700)	-	
Subscriptions magazines / newspapers	(525)	-	-	-	(525)	-	
Web site	(1,750)	-	-	-	(1,750)	-	
Printing & distribution costs	(1,900)	-	-	-	(1,900)	-	
Events and exhibitions	(1,500)	-	-	-	(1,500)	-	
Miscellaneous	(200)	-	-	-	(200)	-	
Core projects:							
103 Countryside Festival	(5,185)	-	-	-	(5,185)	-	
105 Annual Report	(1,180)	-	-	-	(1,180)	-	
106 Annual Forum	(1,500)	-	-	-	(1,500)	-	
107 Chalk and Trees	(12,365)	-	-	-	(12,365)	-	
108 Environmental education	(1,000)	-	-	-	(1,000)	-	
109 Getting Close to Nature	(1,000)	-	-	-	(1,000)	-	
110 Enjoying Woodlands	(3,500)	-	-	-	(3,500)	-	
111 Environmental Tourism	(1,000)	-	-	-	(1,000)	-	
113 Historic Environment	(2,000)	-	-	-	(2,000)	-	
Sub total	(126,690)	-	-	-	(126,690)	-	

BUDGET 2012-13

Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Department 200:							
Countryside Management							
Core expenditure:							
Countryside & FLU Officer	(74,570)	-	-	-	(74,570)	-	
Travel and subsistence	(1,200)	-	-	-	(1,200)	-	
Publications	(100)	-	-	-	(100)	-	
Events / exhibitions	(300)	-	-	-	(300)	-	
Miscellaneous	(200)	-	-	-	(200)	-	
Core projects:							
203 Commons	(5,000)	-	-	-	(5,000)	-	Including £4,000 applied to Commons Project
204 Chalk grassland group	(1,000)	-	-	-	(1,000)	-	
205 Land management survey	(5,000)	-	-	-	(5,000)	-	From Development Reserve
206 State of Environment Report	(1,600)	-	-	-	(1,600)	-	
207 Support for Trees & Woods Mgt	(3,500)	-	-	-	(3,500)	-	
210 Small Works	(4,000)	-	-	-	(4,000)	-	New budget funded from reductions to 203 and 204
Sub total	(96,470)	-	-	-	(96,470)	-	

BUDGET 2012-13

Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Department 300:							
Planning and development							
300 Core expenditure:							
Planning Officer	(61,085)	-	-	-	(61,085)	-	
Travel & subsistence	(1,180)	-	-	-	(1,180)	-	
Miscellaneous	(150)	-	-	-	(150)	-	
Core projects:							
301 Planning Committee	(520)	-	-	-	(520)	-	
302 Planning conference	(1,200)	-	-	-	(1,200)	-	Expenditure matched by income
303 Design Guidance	(25)	-	-	-	(25)	-	
304 Building design awards	(1,500)	-	-	-	(1,500)	-	
305 Technical assistance / training	(1,700)	-	-	-	(1,700)	-	Includes £200 for parish and town council training
310 Planning Policies	(1,500)	-	-	-	(1,500)	-	
311 High Speed Two	(5,000)	-	-	-	(5,000)	-	All expenditure to be met from earmarked reserve
Sub total	(73,860)	-	-	-	(73,860)	-	

BUDGET 2012-13

Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Department 400:							
Recreation and Access							
Core expenditure:							
Access Officer	(26,555)	-	-	-	(26,555)	-	
Travel and subsistence	(500)	-	-	-	(500)	-	
Miscellaneous	(150)	-	-	-	(150)	-	
Core projects:							
401 Access public'ns incl. Country Walks	(2,000)	-	-	-	(2,000)	-	
402 Access conference	(1,000)	-	-	-	(1,000)	-	Expenditure matched by income
404 Access for all Improvements	(1,100)	-	-	-	(1,100)	-	New budget funded from 401
405 Cycling in the Chilterns	(3,000)	-	-	-	(3,000)	-	
Sub total	(34,305)	-	-	-	(34,305)	-	
Department 500:							
Corporate Services							
Core expenditure:							
Chief Officer / Admin Officer	(104,435)	-	-	-	(104,435)	-	
Travel and subsistence	(1,750)	-	-	-	(1,750)	-	
Staff training	(2,000)	-	-	-	(2,000)	-	
Premises	(26,805)	-	-	-	(26,805)	-	
Office costs	(12,705)	-	-	-	(12,705)	-	
Office furniture & equipment	(750)	-	-	-	(750)	-	
IT (incl OS licences)	(8,275)	-	-	-	(8,275)	-	GIS costs to be confirmed
Photography	(2,000)	-	-	-	(2,000)	-	
Meetings & events	(435)	-	-	-	(435)	-	
Finance	(16,865)	-	-	-	(16,865)	-	
Personnel	(1,580)	-	-	-	(1,580)	-	
Legal services	(3,000)	-	-	-	(3,000)	-	
Insurance	(8,550)	-	-	-	(8,550)	-	
Miscellaneous	(565)	-	-	-	(565)	-	
Sub total	(189,715)	-	-	-	(189,715)	-	

BUDGET 2012-13

Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Department 600							
Member Services							
Core expenditure:							
Members' allowances	(32,025)	-	-	-	(32,025)	-	Excludes SDF Panel allowances
Board member training	(1,500)	-	-	-	(1,500)	-	
Board meetings	(1,000)	-	-	-	(1,000)	-	
Review of allowances scheme	-	-	-	-	-	-	
Miscellaneous	(50)	-	-	-	(50)	-	
Core projects:							
601 Executive Committee	(150)	-	-	-	(150)	-	
Sub total	(34,725)	-	-	-	(34,725)	-	
Central Budgets							
Inflation on non staff costs	-				-		Absorbed in cash limited budgets
502 Project support budget	(2,500)	-	-	-	(2,500)	-	
Sub total	(2,500)	-	-	-	(2,500)	-	
TOTAL CORE EXPENDITURE	(558,265)	-	-	-	(558,265)	-	
Other expenditure							
Contribution to SE Protected Landscapes Co-ordinator	(3,000)	-	-	-	(3,000)	-	
Merchandise purchases	-	-	-	-	-	-	
Project expenditure:							
- Chilterns Chalk Streams (Core)	(37,095)	-	-	-	(37,095)	-	
- Chilterns Chalk Streams (Projects)	(67,300)	-	-	-	(67,300)	-	
- Sustainable Development Fund	(40,000)	-	-	-	(40,000)	-	Including SDF Panel allowances
- Ancient Woodland Survey	(15,620)	-	-	-	(15,620)	-	
- Chilterns Commons Project	(122,725)	-	-	-	(122,725)	-	
GRAND TOTAL EXPENDITURE	(844,005)	-	-	-	(844,005)	-	

BUDGET 2012-13

Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Income							
Defra: Core	439,490	-	-	-	439,490	-	To meet 80% of core expenditure
Local Authorities	96,630	-	-	-	96,630	-	
Town and Parish Councils	3,000	-	-	-	3,000	-	
Merchandise sales	4,000	-	-	-	4,000	-	
Other earned income	27,990	-	-	-	27,990	-	
Red Kite donations	-	-	-	-	-	-	Moved to general income
Sub total	571,110	-	-	-	571,110	-	
Defra: SDF	17,900	-	-	-	17,900	-	
Defra: Chalk Streams	17,800	-	-	-	17,800	-	
Chalk Streams external income	85,095	-	-	-	85,095	-	
Ancient Woodland Survey external income	-	-	-	-	-	-	
Chilterns Commons Project: HLF	106,500	-	-	-	106,500	-	
Chilterns Commons Project: other	16,225	-	-	-	16,225	-	
GRAND TOTAL INCOME	814,630	-	-	-	814,630	-	
NET INCOME / (EXPENDITURE)	(29,375)	-	-	-	(29,375)	-	
RESERVE MOVEMENTS:							
Restricted Reserves:							
- Chalk Streams Reserve	(1,500)	-	-	-	(1,500)	-	
Earmarked Reserves:							
- Budget Equalisation Reserve applied	(2,255)	-	-	-	(2,255)	-	To meet core deficit & SDF shortfall
- Development Reserve applied	(5,000)	-	-	-	(5,000)	-	For land Management Survey
- Development Reserve increased	-	-	-	-	-	-	
- Woodland Research applied	(15,620)	-	-	-	(15,620)	-	For Ancient Woodland Survey
- HS2 Reserve applied	(5,000)	-	-	-	(5,000)	-	
TOTAL TRANSFERS TO / (FROM) RESERVES	(29,375)	-	-	-	(29,375)	-	

Other Income			Budget for year £	Budget to date £	Actual to date £	Variance £	Projected Outturn £
0							
100.4900	Promotion & Awareness	Earned income	260	-	-	-	260
103	Countryside Festival	Income	7,185	-	-	-	7,185
106.4900	Annual Forum	Income	500	-	-	-	500
107.4004	Chalk & Trees/What's on	Advertising income	4,150	-	-	-	4,150
107.4901	Chalk & Trees	Electronic subscriptions	400	-	-	-	400
109.4900	Getting Close to Nature		2,200	-	-	-	2,200
108.4900	Environmental Education		250	-	-	-	250
113.4900	Historic Environment		25	-	-	-	25
203.4900	Commons		800	-	-	-	800
204.4001	Chalk Grassland		265	-	-	-	265
206.4900	State of the Environment Report		270	-	-	-	270
300.4900	Planning	Earned income	670	-	-	-	670
302.4900	Planning Conference		1,200	-	-	-	1,200
304.4003	Building Design Awards		500	-	-	-	500
400.4400	Recreation & Access	Advertising income	490	-	-	-	490
401.4900	Access Publications		300	-	-	-	300
402.4900	Access Conference		1,000	-	-	-	1,000
405.4400	Chilterns Cycleway	Advertising income	200	-	-	-	200
500.4008	Corporate	Interest received	7,225	-	-	-	7,225
500.5900	Unidentified income	Red Kite donations	100	-	-	-	100
			27,990	-	-	-	27,990
		Merchandise sales	4,000	-	-	-	4,000

Item 8 Medium Term Financial Plan 2012-2015

Author: Chris Smith Finance Officer
 Steve Rodrick Chief Officer

Summary The outline medium term plan for the period 2012-2015, as adopted at the last meeting, has been revised to reflect the latest predicted outturn for 2011-12 and the draft budget for 2012-13.

Purpose of Report: To seek Committee approval for the medium term financial plan for 2012-2015.

Background

1. The Board's operating budget for 2011-2012 was prepared in the context of a four year medium term financial plan covering the period 2011-2015. One year on that medium term plan has been revised to reflect experience of 2011-2012, the draft budget for 2012-13, and anticipated changes to the operating environment for the next three financial years.
2. The Parish and Town Councils have been approached for support and a number have already approved grants.
3. The Board also decided to re-structure its reserves to create a Budget Equalisation Reserve intended to help balance the budget over the next three years.
4. The forecast continues to be affected by the generally poor economic outlook which means that the interest earned on reserves is likely to remain low for the duration of the plan.
5. The Committee has approved a 1% pay award for 2012-13. The Plan reflects this and provides for the same award in 2013-14 and 2% in 2014-15.
6. A paper presented to the Committee in December 2011 forecast a funding deficit of £103,845 by 2014-15 unless no action was taken. Options were presented that largely removed that deficit.
7. The Plan has now been further updated to reflect both the latest forecast outturn for 2011-12 and the draft budget for 2012-13. In addition a further 1% cut in Defra grant has been assumed for 2013-14 and 2014-15.
8. The result of these calculations is a funding shortfall of £118,000 by 2014-15 if no further action is taken. This compares to a figure of £175,000 when the first four year plan was prepared.

9. The Plan is based on an assumed use of the ring fenced and earmarked reserves for the purposes they were intended for. The Development Reserve will be used to meet the cost of unforeseen project expenditure for which there will be no provision in the core budget.

Recommendations:

1. **To approve the Medium Term Financial Plan for 2012-2015 subject to changes above.**

Item	2011-12	2012-13	2013-14	2014-15	Notes
	£	£	£	£	
Expenditure:					
Core - staff employment costs	346,970	357,030	367,741	382,451	
Core - non staff costs	230,648	201,235	201,235	201,235	
Contribution to SE Landscapes Officer	2,458	3,000	3,000	3,000	
Chalk Streams Project	83,075	104,395	41,985	41,985	
SDF	40,000	40,000	40,000	40,000	
EU Timber Project	4,500				
Ancient Woodland Survey	41,660	15,620			
Commons Project	53,970	122,725	146,420	146,420	
Friends of Red Kites	1,000				
Merchandise purchases					
Total expenditure	804,281	844,005	800,381	815,091	If no further action is taken
Income:					
Defra Core	459,295	439,490			
Defra Chalk Streams	19,220	17,800			
Defra SDF	25,330	17,900			
Defra Total Grant	503,845	475,190	449,530	418,096	21.5% reduction excl. inflation
Local authorities	105,085	96,630	90,450	83,860	Addl 1% reduction from 13-14
Town and parish councils	2,500	3,000	3,000	3,000	
Chalk Streams external funding	63,855	85,095	15,103	13,466	35% reduction excl. inflation
Commons Project	53,970	122,725	146,420	146,420	
Ancient Woodland Survey	14,400	-			
Earned income, sales, donations	37,929	31,990	31,990	31,990	
Total income	781,584	814,630	736,493	696,832	If no further action is taken
Funding shortfall	22,697	29,375	63,888	118,259	If no further action is taken

Item	2011-12	2012-13	2013-14	2014-15	Notes
	£	£	£	£	
Options					
Increase Earned Income	-	-	5,000	10,000	compared to 11-12
Reduction to SDF	-	-	5,000	15,000	compared to 11-12
Reduction of core non staff expenditure	-	-	5,000	10,000	compared to 11-12
Reduction in Chalk Streams Project expenditure	-	-	5,000	6,000	compared to 11-12
Reduction in members' allowance payments	-	-	750	1,000	compared to 11-12
Sub total	-	-	20,750	42,000	
Use of Equalisation Reserve (- addition)	-	2,255	33,138	59,259	
Use of Earmarked / Restricted Reserves (- addition)	32,660	22,120	10,000	17,000	
Use of Development Reserve (- addition)	- 9,963	5,000			
Total	22,697	29,375	63,888	118,259	
Reserves					
Brought forward	522,393	499,696	470,321	427,183	
Earmarked reserves	- 32,660	- 22,120	- 10,000	- 17,000	
Equalisation reserve	-	- 2,255	- 33,138	- 59,259	deficits taken from this reserve
Development reserve	9,963	- 5,000	-	-	surpluses added to this reserve
Total	499,696	470,321	427,183	350,924	
Breakdown of Reserves	End of 11-12	End of 12-13	End of 13-14	End of 14-15	
General	135,000	135,000	135,000	135,000	
Budget Equalisation	150,000	147,745	114,607	55,348	
Development	123,429	118,429	118,429	118,429	
Earmarked	67,486	45,366	35,366	18,366	
Restricted	23,781	23,781	23,781	23,781	
Total	499,696	470,321	427,183	350,924	

Item 9

Use of Reserves for Projects

Author: Steve Rodrick Chief Officer

Summary: The Executive Committee needs to approve projects which require use of reserves (up to £30,000 is available in 2012-2013) as there are insufficient funds available in the core budget. It is proposed to allocate: £5,000 to the Land Use Survey; £3,000 to an IT replacement fund; £5,000 to support the Research Strategy; and £4,000 to the Box Woodland Project.

Purpose of Report: To seek approval of the Committee to allocate the funds as proposed, and for their inclusion in the budget for 2012-2013.

Background

1. The Board has decided that it should use up to £30,000 of its Development Reserve to support work for which there are insufficient funds available in the core budget. The project proposals, for which use of those reserves is requested, need to be approved by the Committee before the allocation of reserves can be included in the annual budget.
2. This committee is being asked to consider the following allocations

Land Use Survey	£5,000
IT Replacement Fund	£3,000
Research Programme	£5,000
Box Woodland Project	£3,000 (1)
Total	£17,000

(1) £3,000 would also need to be committed for 2013-14. It is possible that some of this sum could be met from the core budget.

Land Use Survey

3. This project will develop the Land Use Survey, last undertaken in full in 2009, analyse the trend data for the period 2006-2010 and identify the main reasons for those changes which have the most significant impact. Due to budget constraints it was decided that a full survey should not be undertaken annually but every three years. In 2011 only a partial survey was undertaken.
4. The Land Use Survey identifies the land uses in 105 specially selected one kilometre squares. This has been undertaken for a number of years helping to identify trends and main drivers of change.

5. A new survey should be undertaken this year not only to establish the regular three yearly cycle but also because it will provide up to date information for the review of the AONB management plan in 2013
6. One use of the data in early 2013 will be to seek public reaction to the changes and identify whether current AONB policies are proving effective or need to be changed either in response to their effectiveness or changed public perceptions.
7. Over 80% of the cost is to employ surveyors to do the field work. The balance is used for publishing the findings.

IT Replacement Fund

8. The Board's main capital assets are IT equipment, typically written off over a 3 or 4 year period. The main server is only a year old but many of the PCs are between 4-6 years old and would normally have been replaced. It is common practice to include a provision for depreciation or replacement in the core budget. However, due to the need to cut the core budget, this provision has been dropped as, despite their age, most PCs continue to be reliable with sufficient capacity for every day use. It is, therefore, not necessary to systematically replace them due to age. However, it is likely that some PCs and associated equipment will fail during the year and it is, therefore, proposed to make a provision within the development reserve for such an eventuality rather than the core budget.
9. The proposed sum of £3,000 is sufficient, for example, to cover the cost of replacing 3 PCs and either one colour or two black and white laser printers. The funds will not be used if the equipment is still functioning satisfactorily.

Research Programme

10. At its last Board meeting, the Board decided that it should foster closer working relationship with local research and educational bodies, of which there are many. This would be a mutual beneficial relationship with the Board securing expert assistance and, in turn helping students and research institutes with provision of small grants, data, ideas for research and practical assistance in arranging that research.
9. It is envisaged that the relationship would operate at a number levels from helping undergraduate studies to PhD, theses and upwards.
10. A sub group is being formed to help prepare a strategy for consideration by the Board later this year. The work of that group would be helped knowing that the Board has been able to allocate a fund for this programme. As such the approval of the Executive Committee is being sought at this formative stage to allocate an initial sum of £5,000

from the Development Reserve to help implement the research programme, most of which will be used this year to offer small grants to students.

11. Whilst most of the research programme can be planned well in advance there also has to be capacity to offer small grants on an annual basis to help, for example, undergraduate studies, when the Board will often be reacting to proposals rather than making them.
12. In every case the award of a research grant would have one basic outcome: that the Board has use of the research study which must be of direct relevance to the objectives identified in the AONB Management Plan.

Box Woodland Project

13. The full application to the Heritage Lottery Fund will be submitted shortly with the aim of securing approval by May and beginning the project in mid summer for a two year period. The main outputs of the project will be recruitment of volunteers to identify and record the condition of surviving fragment of box woodland. There would be a programme of promoting awareness of this rare habitat amongst woodland owners and the public supported by a training programme of how to manage it both a wildlife habitat and productive source of timber. An integral part of the program will be promotion of the qualities and use of box timber.
14. The anticipated scale of the project is approximately £40,000, with the HLF providing a grant of up to £30,000. The Board's share of the match funding would be up to £6,000 (£3,000 in each of 2012-13 and 2013-14).

Use of the Core Budget

15. Although there is no provision within the core budget to support any of these proposals, if sufficient funds were to become available during the year consideration would be given to using the core budget in preference to the Development Reserve.

Recommendation

1. **To approve the proposed allocations to projects from the Development Reserve in 2012- 2013**

Annex

A. Meeting the standards	
Expected Standard	Evidence of Achievement
Scope of Internal Audit	The annual Audit Brief takes into account risk management processes and wider internal control, as well as dealing with the adequacy and effectiveness of systems.
Independence	Reports are made in the auditor's own name to management and the Board. The auditor does not have any other responsibilities within the Board.
Competence	Hertfordshire County Council is a large and well resourced local authority. The Shared Internal Audit Service comprises staff whose responsibilities cover financial arrangements, governance, risk management and performance management. There is no evidence that internal audit work is not carried out ethically, with integrity and objectivity.
Relationships	Responsible officers (Chief Officer, Finance Officer, Administration Officer) are consulted on the audit plan and on the scope of each audit – a note is maintained of the outcomes. Responsibilities are defined in the Risk Register in relation to internal control, risk management, and fraud and corruption.
Audit planning and reporting	The detailed audit plan provides an extensive overview of the risks facing the Board, including resource management, business continuity, treasury management and financial systems.
B. Characteristics of Effectiveness	
Characteristics of "Effectiveness"	Evidence of Achievement
Internal audit work is planned	A detailed, risk based, audit plan is produced and agreed each year.

Understanding the whole organisation, its needs and objectives	A dedicated Audit Manager has built up a comprehensive knowledge of the characteristics of the AONB.
Be seen as a catalyst for change	The Audit Manager is a key member of the team, and is seen as someone who can bring examples of best practice to the Board.
Add value and assist the organisation in achieving its objectives	Recommendations presented at the conclusion of each annual audit are reported to the Board and assist the organisation in maintaining its high standards of financial governance.
Be forward looking	The auditor is very aware of the financial challenges facing the Board, and seeks to discover potential improvements in the effective, efficient and economic use of resources.
Be challenging	Internal audit adopts a risk based approach and encourages the development of the risk register and business continuity plan.
Ensure the right resources are available	The resources of the Shared Internal Audit Service at Hertfordshire County Council are available to the Board. A dedicated Audit Manager is appointed who understands the body and the legal and corporate framework in which it operates.

Item 11 Review of Risk Register

Author: Chris Smith Finance Officer
 Steve Rodrick Chief Officer

Summary The Risk Register first adopted by the Committee on 27th February 2008 has been reviewed.

Purpose of Report: To approve the half-yearly review of the Risk Register in accordance with the Committee's policy.

Background

1. The Board's objectives, and the environment in which we operate, are constantly evolving and, as a result, the risks we face are continually changing.
2. Effective risk management requires a reporting and review structure to ensure that risks are identified and assessed and that appropriate controls and responses are in place.
3. Risk management comprises two separate activities:
 - Risk identification and evaluation
 - Management of the risk
4. The first step is to identify the risks facing the Board. Each risk is then evaluated by assessing both its likelihood and its impact on a scale of 1 to 4. The two scores are then multiplied to give an overall risk score. (For example a likelihood score of 3, with a severity of impact if it occurred of 4 would give an overall score of 12).
5. The next step is to manage each risk by identifying a suitable response. There are four possible responses;
 - (a) transfer it (e.g. insurance)
 - (b) tolerate it (accept the risk)
 - (c) remove it (discontinue the activity that gives rise to the risk)
 - (d) treat it (take action to control it)
6. The Risk Register is a live document that will be reviewed and amended on a regular basis. The Executive Committee will review the latest version every six months.
7. The latest appears on the following pages. Highest scores are classified as red risks, with lower scores classified as amber or green as appropriate.

Review of Risks

8. The Chief Officer and Finance Officer have reviewed the register and conclude that in the majority of cases the control measures in place are adequate to control the risks facing the Board.

Recommendations:

1. **To confirm this version of the Risk Register as controlling risks currently faced by the Board.**
2. **To note that the Register will be reviewed again in six months.**

	4 Very High	3 High	2 Medium	1 Low
4 DISASTER Significant service failure / total loss of public confidence / fatality / major financial crisis.	RED	RED	RED	AMBER
3 MAJOR Significant service disruption / serious public criticism / serious injury / large financial cost.	RED	RED	AMBER	GREEN
2 NOTICEABLE Some service delivery disruption / reduced public confidence / minor injury / unplanned financial cost.	RED	AMBER	AMBER	GREEN
1 MINIMAL Minor service delivery disruption / adverse public comment / no injury / low financial cost	AMBER	GREEN	GREEN	GREEN

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
1. REPUTATION: Any action or inaction that could damage the profile and status of the Board										
1a	Reputation	Poor results from Audit Commission inspection leading to lack of credibility / loss of public confidence.	3	3	9	Robust Executive Committee, with regular reports from Section 151 Officer. Regular discussions at staff meetings. Internal audit.	Steve Rodrick Chris Smith	1	3	3
1b	Reputation	Loss of reputation due to member scandal / impropriety.	2	2	4	PR response	Chairman Steve Rodrick Claire Forrest	1	2	2
1c	Reputation	Public conflict between Board and Defra leading to loss of reputation.	1	3	3	Regular liaison at Chairman and Chief Officer level.	Chairman Steve Rodrick	1	3	3
1d	Reputation	Failure to ensure environmental sustainability of the Board's operations, in particular failure to reduce carbon emissions.	2	2	4	Carbon emissions target set. Action programme in place. Regular monitoring Solar panels installed.	Steve Rodrick Colin White	1	2	2

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
2. PERFORMANCE: Failure to establish appropriate frameworks to deliver the required standards										
2a	Performance	Lack of focus on strategy.	3	3	9	Regular discussions at Board and Executive Committee. Business Plan. Production of 5 year Management Plan.	Executive Committee Chairman Steve Rodrick	1	3	3
2b	Performance	Ineffective working relationship with Defra and/or partners (local authorities, National trust, etc.)	2	3	6	Regular liaison at Chairman and Chief Executive level.	Chairman Steve Rodrick	1	3	3
2c	Performance	Poor report from Audit Commission.	2	2	4	Implementation of Audit Commission recommendations.	Chris Smith Steve Rodrick	1	2	2
2d	Performance	Inadequate staff capacity - turnover, lack of training, inability to recruit.	2	3	6	Training programmes. Support from Service Level Agreements (Clerk and Legal Services).	Steve Rodrick Sally Charman	1	2	2

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
2e	Performance	Ineffective staff – disproportionate amount of time spent on management rather than project or technical tasks. Reduction in morale due to funding cuts.	3	3	9	Staff appraisals. Staff meetings. Staff feedback. Training programmes. Support negotiated from local authorities / commercial providers in the event of loss of key personnel. Proposal for incentive scheme / additional leave in lieu of salary increases.	Steve Rodrick Sally Charman	1	3	3
2f	Performance	Major failure of IT Systems	2	4	8	Contract with IT maintenance engineer. Programme of replacement to keep hardware & software up to date. Effective back up system.	Steve Rodrick Donna Hunter	1	4	4
2g	Performance	Failure or dangerous malfunction of electrical equipment.	2	2	4	Annual check for all electrical equipment.	Claire Forrest Donna Hunter	1	2	2

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
2h	Performance	Failure to ensure business continuity in the event of significant incident.	2	4	8	Business Continuity Plan.	Steve Rodrick	1	4	4
3. FINANCIAL: Weaknesses of planning, control and monitoring										
3a	Financial	Lack of resources due to Defra and local authority grant allocations. Reductions in reserves.	4	4	16	Detailed scrutiny of planned spending. Seek longer term funding agreements with Defra and local authorities. Budget Realignment Plan 2011. Effective management of reserves, including maintenance of minimum operational reserve.	Executive Committee Steve Rodrick Chris Smith	2	4	8
3b	Financial	Poor planning, control and monitoring	3	3	9	Preparation of medium term financial plan. Detailed scrutiny of proposed annual budget to match costs	Executive Committee Steve Rodrick Chris Smith	1	3	3

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
						<p>with resources.</p> <p>Provide adequate resources for the repair and renewal of assets.</p> <p>Review budget monitoring reports on a regular basis.</p> <p>Ensure that a reserves policy is established and reviewed annually.</p> <p>Budget Realignment Plan 2011.</p>				
3c	Financial	Failure to pay salaries and allowances to staff and members.	2	3	9	<p>Sage payroll operated in-house.</p> <p>Both Finance Officer and Administration Officer conversant with procedures.</p>	Chris Smith Donna Hunter	1	3	3
3d	Financial	Failure to manage cash flow effectively.	3	3	9	Production of Treasury Management Policy.	Chris Smith Steve Rodrick	1	3	3

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
					6	Production of cash flow forecasts Expenditure controls.				3
4. STATUTORY: Failure to meet legal requirements of any sort										
4a	Statutory	Failure to comply with legal obligations, leading to action resulting in loss of reputation.	2	3	6	Appointment of Section 151 Officer. Health and safety Policy. Appointment of Monitoring Officer.	Steve Rodrick Chris Smith Monitoring Officer	1	3	3
5. GOVERNANCE: Failure to operate as an effective and efficient body										
5a	Governance	Failure to comply with corporate governance requirements (eg legal obligations, diversity agenda, health and safety requirements).	2	2	4	Standing Orders Regulations Codes of Conduct Training & advice Appointment of Monitoring Officer.	Steve Rodrick Anne Davies Sally Charman	1	2	2
5b	Governance	Lack of control over appointment and competence of	2	1	2	DEFRA selection process Guidance to Parish	DEFRA	1	1	1

No	Area	Description	Assessment – NO controls in place			Control Measures	Responsibility	Assessment – WITH controls in place		
			Likelihood	Impact	Score			Likelihood	Impact	Score
		externally appointed Board members.				Councils				
5c	Governance	Failure to provide adequate level of HR support to staff.	2	3	6	Appointment of HR consultant.	Steve Rodrick Sally Charman	1	3	3
5d	Governance	Failure to combat financial mismanagement, fraud, theft.	2	4	8	Appointment of internal audit service. Appointment of Section 151 Officer	Executive Committee Steve Rodrick Chris Smith	1	3	3
	Governance	Failure to ensure public and staff safety at external events.	3	4	12	Risk assessment undertaken for all events. Public liability insurance in place.	Steve Rodrick Cathy Rose et al	1	4	4

Item 12 Treasury Management

Author: Chris Smith Finance Officer

Summary: A Treasury Management Strategy will be adopted and reviewed on an annual basis.

Purpose of Report: To present a draft Treasury Management Strategy for the Conservation Board for the approval of members.

Background :

1. In 2001 the Chartered Institute of Public Finance and Accountancy (CIPFA) published “Treasury management in the Public Services: Code of Practice”.
2. Public services have been taken to include those organisations which are, in terms of government expenditure classification, the public sector, together with certain other organisations which are materially reliant on government funding or subsidy, and/or have significant social, democratic or political influences on their activities.
3. In the case of local authorities the Code has a particular significance, since adoption of its recommendations satisfies the requirement for “proper practice” under the provisions of the Local Government and Housing Act 1989.
4. Whilst the same legal requirement does not apply to the Board the adoption of the good practice contained in the Code is recommended as an appropriate step for the Board.
5. Treasury Management activity is defined in the document as:

“The management of the organisation’s cash flows, its banking, money market and capital market transactions; the effective control of risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.
6. The Code recommends that the organisation should receive two reports each year on its Treasury Management activity – an annual strategy and plan in advance of the year, and an annual report after its close. The remainder of this paper comprises the first of those reports and covers policy and strategy for 2012-13.
7. The Board adopted a Treasury Management Strategy for the first time, in February 2008.

Treasury Management Policy

8. This is detailed in the attached Appendix 'A'.

Treasury Management Strategy

9. The overall objective is to balance risk against return. The avoidance of risk takes precedence over maximising returns. The strategy covers:

Managing the Day to Day Cash Position of the Board

The objective is to generate more funds to assist the Board's budget.

Borrowing

The Board has not, to date, found it necessary to borrow money as its cash flow has always been positive. In the event that this should change in the future an appropriate addition will be recommended to the strategy.

Lending (Investing)

n.b investments are referred to as loans.

At any one time the Board currently has available up to £600,000 to invest. This is a combination of reserves supplemented by positive cash flow i.e. grant income coming in before expenditure is incurred. Whilst the objective is to maximise returns, security of the investment is the overriding consideration in selecting the organisations with which the funds are invested.

Only those types of organisations approved by the Government are used and within this only those with the highest credit rating according to the Credit Rating Agency list are recommended. The credit ratings are monitored on a quarterly basis. If a rating did fall below the required level no further loans would be made and current investments would be withdrawn as soon as possible.

Current strategy is low risk and simple. All available funds are invested on the money market with HSBC (the Board's bankers) and other UK clearing banks.

All high street banks have separate departments where they "buy and sell" money – the "money market". This way of investing "spare" cash is only open to the larger investors and a minimum of £50,000 is needed. The money can be placed with the bank for different periods from 1 week to 1 year depending on the market situation and on the need for cash. The significant reduction in interest rates since the

autumn of 2008 has resulted in the need to extend our investing beyond HSBC. Bank of Scotland (HBOS) was approved for investment in December 2008.

Once the money is placed for an agreed period, the money cannot be accessed.

There are no significant risks associated with this category of investment.

Recommendations

- 1. To adopt the Treasury Management Strategy outlined in the report and the Treasury Management Policy Statement detailed in Appendix 'A'.**
- 2. To receive a report on the performance of the Treasury Management after the end of each financial year and to review its Treasury Management strategy before the start of each year.**

APPENDIX 'A'

CHILTERN'S CONSERVATION BOARD

Treasury Management Policy Statement

Scope

1. This statement covers the following activities which comprise the Treasury Management functions:-
 - short term lending;
 - capital financing other than borrowing, e.g. leasing;
 - overall cash resource management.

Treasury Management Policy and Objectives

2. This organisation defines its treasury management activities as:
"The management of the organisation's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."
3. This organisation regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation.
4. This organisation acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving best value in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management."
5. All activities will be in accordance with the Board's Parliamentary Establishment Order.(Part II and Part IV)

Roles in Relation to Treasury Management

6. The Board (authority has been delegated to the Executive Committee) will agree the overall Treasury Management policy and the annual strategy. The Finance Officer will implement the strategy in accordance with the policy. If any short term variances are necessary they will be undertaken by the Finance Officer in liaison with the Chief

Officer, and reported to the next meeting of the Executive Committee. If necessary an extraordinary meeting would be called.

7. Other than for short term operational needs the Board requires the Secretary of State's permission to borrow funds.(Parliamentary Establishment Order Part IV Section 28). The approval of the full Board is needed to borrow funds.

Approved Sources and Methods of Borrowing/Financing

8. These are:-

- all banking institutions on the Bank of England's official list using loan instruments and other credit arrangements.

Approved Organisations for Lending

9. These are:-

<u>Institution</u>	<u>Maximum Loan</u> £	<u>Maximum Period</u> <u>of Loan</u>
Clearing Banks	500,000	364 days
Foreign Banks	nil	n/a
Other Banks	nil	n/a
Building Societies:		
Assets over £30bn	250,000	6 months
Assets over £20bn	100,000	6 months
Assets over £10bn	nil	n/a
Assets over £4bn	nil	n/a

Institutions within each category will only be used if their credit rating is satisfactory. The use of Building Societies will be dependent on the size of the asset base as well as the credit rating.

The above limits will not apply where they have been breached merely by the addition of accrued interest to a sum which when invested was within the limit.

Policy on Delegation

10. The Board's Financial Regulations delegate to the Finance Officer responsibility for implementation of all Treasury Management. The policies in this statement will be observed. However, if in exceptional circumstances, an urgent variation to the policy is required, it will be

approved by the Finance Officer and reported retrospectively to the Committee.

11. It is the Chief Officer's role to ensure all financial management observes the Board's financial regulations.

Reporting Arrangements

12. A review of the Treasury Management policy will be undertaken annually and a proposed strategy reported to the Committee for approval at the commencement of each financial year.
13. In addition there will be an annual report to the Committee covering transactions in the previous financial year.

Policy on External Managers

13. The current policy is not to employ external managers but to utilise the service of an external advisor if required.

Approved by the Chilterns Conservation Board Executive Committee

Item 13

Report on HS2

Author Steve Rodrick Chief Officer

Summary Following the Secretary of State's announcement on 10th January that the government intended to proceed to the next stage the Board has concentrated on analysing the impact of the proposed route alignment and indirectly supporting the case for a judicial review.

Purpose of Report To inform the Committee of the Board's ongoing involvement with opposing HS2

Next Steps (as per the Board meeting held on 19th January 2012)

Impact of Design Changes

1. **Following the announcement the Board needs to undertake a detailed analysis of the effects of the proposed changes to design and alignment.**

A detailed analysis has been undertaken of the proposed changes in alignment and design. The changed alignment near Amersham and longer, bored, tunnel to the north of Old Amersham are broadly welcomed (but with some reservations). The shallower cuttings north of South Heath represent a significant worsening of the design. One outcome will be a significant reduction in the production of spoil, but the shallower cuttings mean the line will be visible on the skyline and could only be screened by creating bunds from excavated spoil. This is poor design and unacceptable.

A programme of proposed design improvements and other environmental mitigation and enhancements which the Board would wish to see if Parliament were to give the go ahead, are currently being prepared.

A letter was sent to the Secretary of State regretting her decision but inviting her, amongst other changes, to reconsider a tunnel for the full length of the line through the Chilterns.

Legal Challenges

2. **The Board needs to take note of legal advice on options for opposing the railway. It is not proposed that the Board puts its name to any legal challenge or provides funding towards legal fees. If appropriate the Board could provide indirect support for**

any legal challenge which it believes would result in reducing or avoiding damage to the AONB.

Legal challenges have been submitted by the 51M group of local authorities and HS2 Action Alliance. The Board supports the challenge by the HS2AA, but is not party to the action nor providing any funding.

The basis of the HS2AA challenge is that the Government has not complied with relevant EU legislation intended to protect the environment.

The process initially involves submission of a pre-action letter explaining why there is a belief the Government has acted unlawfully. The government is invited to withdraw its proposals and has 14 days to do so. In the (certain) event they do not, the legality of the decision is challenged – the Judicial Review.

Separately a complaint has been made to the EU that the Government has breached EU legislation and regulation intended to protect the environment. If the EU believes this claim has any foundation it will invite the UK Government to respond. If it is not satisfied with the response it may take action itself including referral to the European Court of Justice. The process usually takes several years, but the Government's published timetable may accelerate any action the EU may take.

Environmental Impact Assessment

3. **HS2 Ltd has now confirmed it will commission an Environmental Impact Assessment. This is a piece of work that the Board must take a direct and continuous involvement in to ensure all potential impacts are included.**

HS2 Ltd has commissioned an EIA and has written to landowners seeking access to their land to undertake survey work. An inducement of £1,000 is being provided as landowners are not legally obliged to provide access. This agreement has been brokered by the CLA and NFU. HS2 Ltd has approached a number of organisations which hold potentially useful data including the local authorities, wildlife trusts and record centres. Thus far, it seems, most are not co-operating unless and until HS2 Ltd agree to recompense them for any costs including staff time. The Board has not been approached so far but does hold the up to date revision to the ancient woodland records which have not yet been published.

Environmental, Planning and Community Fora

4. **HS2 Ltd has indicated that during 2012 it intends to create a community, planning and environmental fora. The Board must seek involvement in each. This is likely to require both staff and**

Board members being nominated to take part to ensure good coverage and attendance.

This matter was discussed with Sir Brian Briscoe, chairman of HS2 Ltd in November who verbally agreed the Board would be invited to join all three fora. Nothing has been heard since, so letter has been sent to Alison Munroe, Chief Executive of HS2 Ltd, formally seeking an invitation.

A meeting has already taken place with planning authorities Warwickshire. In Buckinghamshire the local authorities are proposing a delay until May.

Revised Business Plan

- 5. In line with the Transport Select Committee Report the Board must continue to press for the business plan for HS2 to be revised to incorporate a monetised value on the environmental impacts, based on the National Ecosystem Appraisals approach adopted by Government in June 2012.**

The chairman has written to the Secretary of State highlighting the shortcomings of the revised business plan and inviting her to revise it further by including a cost of the environmental impact and the negative impact on the economy of the area affected by the line. N.b the business case includes a figure for the Wider Economic Impact (WEI) but not a balancing figure for negative impacts. Nor does it include, for example, the lost revenue to airlines if passengers switch from plane to train.

The Secretary of State was also invited to confirm that her department would be implementing the National Ecosystem Assessment approach advocated by DEFRA only last year.

Liaison with Local Groups, Local Authorities and MPs

- 6. It is crucial that the Board continues to work closely with environmental bodies, local action groups and local authorities. The Board has also built good relationships with local MPs which will be even more vital in the run up to the presentation of a Hybrid Bill to Parliament in late 2013.**

Meetings have been held with Cheryl Gillan (Chesham and Amersham) and David Lidington (Aylesbury). A meeting is scheduled with Dominic Grieve (Beaconsfield). The Board is continuing to convene a regular meeting of local authorities and local action groups in the Chilterns. It is usually attended by Cllr Martin Tett (Leader of Bucks CC) and Cllr Nick Rose (Leader of Chiltern DC).

Recommendations

- 1. To maintain an active campaigning role to stop HS2.**
- 2. In the event that Parliament gives to go ahead for HS2 to have made sure that the design minimises the impact on the communities , economy and environment of the Chilterns**
- 3. That if approached by HS2 Ltd for information, to only release it if all costs are covered in full by HS2 Ltd.**

Item 14 Review of the Chilterns AONB Management plan

Author: Steve Rodrick Chief officer

Summary: The Board has a duty to publish and review the management plan for the AONB on a five year cycle. The current plan runs from 2008- 2013 and a reviewed plan needs to be published by early 2014. The process can take up to 2 years and, based on the current plan, costs approx. £20,000

Purpose of Report: To inform the Committee that the process of reviewing the current plan must begin in 2013 but the cost implications are not yet known.

Background

1. In 2004 the statutory duty to prepare a Management Plan for the Chilterns AONB was transferred from the local authorities to the Board. The first plan published by the Board was in 2008 which covers the five year period to 2013. It is a statutory duty to review the plan every five years. The next plan should be published in early 2014.
2. Because the management plan is a statutory plan it is covered by the EU Strategic Environmental Assessment regulations, which are thorough and, can be a, time consuming process. It is understood that the full process has to be complied with for a review as well as the initial plan. For the current plan the full SEA cost £15,000, however, it is believed that much of that assessment is still relevant and up to date so significant time and costs savings could be made.
3. The last plan was undertaken in accordance with guidance issued by the Countryside Agency. The result was a time consuming and relatively expensive process. Representations were made to DEFRA that the process should be made more cost effective and less time consuming. There was sympathy for this approach but no revised guidance has been issued, so the Board needs to comply with the current legislation and guidance. However, revised guidance can be anticipated within the next 12 months.
4. At this stage the Committee is being informed that the process will begin shortly using the same methodology as previously. There will be a cost implication but it is not possible at this stage to be precise because, as mentioned, much of the previous work could be used and there may be no need to employ an external consultant as with the 2008-2013 plan.

5. During the process there will be public consultation on both the Strategic Environmental Assessment and the draft plan itself. With electronic media the costs of this process can be significantly reduced and once again it is not possible to be precise on the actual cost. For this reason no specific allocation has yet been made in the budget.
6. The programme for undertaking the review is in preparation. It is likely any costs to be incurred in 2012-2013 can be accommodated within the core budget, but there may be a need for a use of the Development Reserve. The approval of the Executive Committee will be sought if, and when, that stage is reached.
7. As with the current plan, as far as possible, the Board will use existing technical groups to help undertake the review limiting the need to convene special groups just for the purpose of working on the plan. However, it is likely that at each meeting of the full Board from June 2012 onwards there will be an item on the agenda, giving all Board members a regular opportunity to make an input.

Recommendations

1. **To note the process of reviewing the 2008-2013 Management plan for the AONB will begin in April 2012 with an anticipated publication date in spring 2014.**
2. **A detailed and costed programme will be presented to the Executive Committee in May and full Board in June.**

Item 15 Chief Officer's Report

High Speed 2

1. See paper prepared for Item 13 of the Executive Committee

Ancient Woodland Inventory

2. The national inventory was published in 1990 but has subsequently been found to under-record ancient woodland by approximately 20%. Ancient woodland is woodland which has existed continuously since 1600. It is irreplaceable and essential it is identified and protected.
3. The Chilterns re-survey is being supported by the Board together with Natural England, Forestry Commission, Bucks CC, Herts CC, Dacorum BC, Chiltern DC and Wycombe DC. The survey work has been taking place during the summer and autumn.
4. The project will be extended into spring and early summer of 2012 to allow additional survey work to take place – this has to take place once woodland plants have started to appear from March onwards.
5. The provisional date for launching the final report is 28th June with a seminar in Sept/October.

Commons

6. In June the Heritage Lottery Fund approved a grant of £403,000 for the Chilterns Commons Project. Rachel Sanderson has been appointed as the Project Officer and began working in July. The project will be supporting directly, management of commons and helping local communities become more involved.
7. A number of very well attended seminars have been held in recent weeks, all fully booked and well received. They have covered subjects such as “Commons and the Law, and “Researching the History of Commons. Several more seminars and training events are planned for this spring.

Chalk Streams

8. There has been considerable media coverage of the drought now covering much of central and southern England including all of the Chilterns. Most of the streams have dried up along part or all of their length. This reflects the low recharge during the winter following a dry year. The water table has dropped to such an extent it is very unlikely the streams will flow again this year unless there is exceptionally heavy and prolonged rainfall during the next 10 weeks.

9. The Board's comments on the proposed Water White Paper included misgivings about the strength of proposals to restrict the use of water.
10. The Project Officer, Allen Beechey, is making good progress with habitat improvements to meadows at Little Missenden (Misbourne) and Sarratt (Chess). Securing a grazier for this site is providing to be a problem.
11. The Board has been invited by the Environment Agency to take on responsibility for promoting public involvement in the process of preparing a catchment management plan for that part of the Colne catchment which lies in the Chilterns. The fee would be sufficient to cover the cost of 25 days of the Chalk Stream Officer's time.
12. The Board is in discussion with the Environment Agency on a proposal to provide advice to farmers to reduce diffuse pollution of the aquifer and rivers by enhancing the management of their land.

Web Site

13. The new web site has been launched and has received many plaudits already. The site is now carrying adverts. As the site can be managed by staff the annual cost should fall from over £7,000 to less than £3,000. Following the disruption caused by launching the new web site, when traffic inevitably fell, the number of visitors is once again approaching the pre-launch levels.

Parish Councils

14. Following the decision by the Board earlier this summer, all parish and town councils have been approached and asked to provide financial support of between £25- £500. At the time of writing 18 councils have confirmed support (totalling £2,150) for this year and a number have indicated they might be able to provide support next financial year. The target is to secure support of £3,000 in 2012-13, £5,000 in 2013-14 and £7,000 in 2014-2015.
15. As over 90 councils did not reply at all to the initial letter so a follow up has been sent requesting that consideration be given to supporting the Board in 2012-13.

Sustainable Development Fund

16. So far this year grants totalling £37,000 have been made to 27 successful applicants (out of a total of 36 applications). Subject the Board's approval at its meeting on March 29th, there should be up to £40,000 available in the SDF for 2012-2013.

Box Wood

17. The Board is developing a proposal to enhance our understanding and stewardship of Box woodland for submission to the Heritage Lottery Fund. The aim is to submit the bid in March and, if successful will secure approx £40,000 for a project which would run from next May for two years.

Aston Rowant National Nature Reserve

18. The Board has always worked closely with Natural England on its outreach programme from Aston Rowant NNR. Recently this has also involved Sue and Murray Graham who farm the neighbouring Field Farm at Lewknor. They have used a significant grant from Natural England and a contribution from the Sustainable Development Fund to develop an educational base to attract schools and offer tractor trailer rides around the farm and up to the nature reserve. From next April the Board will take over from Natural England the primary role of promoting the outreach programme.

Penn Wood near Hazlemere

19. The Board has completed an audit of access to Penn Wood for The Woodland Trust. In the late 1990s the Board was instrumental in saving the wood from being converted to a golf course. The Woodland Trust acquired the wood shortly afterwards with a substantial grant from the Heritage Lottery Fund and funds provided by local people, much of it raised via a campaign led by The Chiltern Society.

Luton Airport

20. As mentioned at the last Board meeting it is the intention of Luton airport (owned by Luton BC but leased to an operating company) to double its capacity from 9 million passengers per annum to 18 million. They would plan to do so by significantly expanding passenger handling facilities and building extended taxi ways but would still operate only using a single runway. The three main areas of interest for the Board would be: visibility from the AONB; impact of overflying aircraft; and growth in surface access by road.

Traditional Farm Buildings survey

21. A project is being developed to identify all the traditional farm buildings -there are 1,100 registered farm holdings and many more farm buildings no longer used for farming. A bid will be made to the Heritage Lottery Fund for a grant of approx £70,000 to cover the cost of employing a part time officer who would co-ordinate a team of

volunteer surveyors and to create an archive. One reason for undertaking this survey is that many buildings of interest are not listed or protected and are being lost or unsympathetically converted.

22. The project will also help owners undertake maintenance and development in a sympathetic way. It was also provide planning authorities with a useful data base and the public with a better understanding of the fundamental role that farming has played in settling the Chilterns, giving rise to the settlement pattern we have today.
23. The Historic Environment Group is leading this work with the assistance of English Heritage.

Farmer's Forum

24. The annual forum is being held at Field Farm near Lewknor on 22nd Feb. Over 30 local farmers and advisors are booked to attend. Local farmers will be giving an update on the main sectors of arable, dairy, livestock and sheep.

Access Conference

25. The annual access conference, sponsored by Foxes of Amersham, is being held on 9th March in Bellingdon Village Hall near Chesham. At the time of writing over 50 delegates have booked. The topics cover access on common land, review of National Trails, and promotion of sustainable tourism.

Woodland Conference

26. This conference, organised jointly with The Chiltern Woodland Project, is bring held on 16th March at The Clare Foundation, Saunderton near Princes Risborough. Speakers include Dr.Gabriel Hemery, Chief Executive of The Sylva Foundation who will speak on the future of forestry and Greg Vickers, Head Forester of the Engelfield Estate near Reading on the impact of the proposed changes to forestry regulations.