



MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON Wednesday 25th May 2016 at the offices of the Board, The Lodge, 90 Station Road, Chinnor OX39 4HA commencing at 10.30AM AND CONCLUDING AT 12.32 PM

Present:

Cllr George Case	Board Member
Cllr David Collins	Board Member
Cllr. John Griffin	Board Member
Ray Payne	Board Member
Cllr. Ian Reay	Board Member, Chairman of the meeting
Helen Tuffs	Board Member
Cllr Alan Walters M.B.E.	Board Member
Sue Holden	CCB Chief Officer
Chris Smith	CCB Finance Officer

In attendance

Deirdre Hansen	Clerk to the Board
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15/16-40 Apologies for absence.

Apologies for absence were received from Cllr. David Nimmo-Smith

15/16- 41 Declarations of interest

No declarations of interest were made.

15/16- 42 Minutes of the previous meeting

The minutes of the meeting of 24th February 2016 were approved as a true record and signed by the Chairman

15/16- 43 Matters arising from the minutes 24th February 2016.

- A development officer for the Hillforts project has been recruited and is due to start in June.

15/16- 44 Public Question time

No members of the public were present.

15/16- 45 Finance report-provisional outturn 2015-16:

1. The Finance Officer reported that £2,000 contribution to Bucks Local Nature Partnership had not been included in the 2015-16 presented figures. This results in a reduction in the operating activity surplus to £1,807.
 2. He commented that the budget is continually under review
 3. The Committee was presented with the updated figures now showing a reduced surplus for the year of £2,428 to be added to reserves
 4. Most local authorities had paid their contributions. The Chief Officer will push for the outstanding ones to be paid.
 5. The meeting discussed local authority financial contributions to the CCB as well as the financial and associated challenges lying ahead.
 6. The formal accounts are being prepared and will be presented to the Board at its meeting in June.
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1. **The Committee NOTED the likely financial outcome and that the formal accounts will be presented to the Board in June.**

15/16- 46 Internal Audit Report 2015-16.

The Finance Officer had presented the report by Hertfordshire Shared Internal Audit Services. The overall assurance was substantial. The recommendations in the report were accepted:

1. Regular presentation of the risk register to the Board,
 2. To consider a review of the amounts of petty cash drawn
 3. The need to identify the date and meeting body on the face of each paper presented
 4. A review of the Board's standing orders.
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1. **The Committee NOTED and ACCEPTED the report from the internal auditors.**

15/16- 47. Review of the Risk Register

The Finance Officer had brought the latest Risk Register to the Committee to which the Chief Officer had made some amendments. All risks are adequately mitigated where possible, it was acknowledged that the risks to funding were higher and the rating adjusted accordingly. The Committee discussed and reviewed the risks to the Board and made suggestions for areas of risk to be considered for review.

1. **The Committee REVIEWED and APPROVED this version of the Risk Register and NOTED the comments made during the meeting, which are to be considered at the next Committee meeting.**
2. **The Committee AGREED that the Risk Register would be reviewed annually or more frequently by exception.**

15/16-48 Research and Evidence

The Chief Officer had set out the requirements for a starter budget of £5,000 to research evidence and gather information to support future management planning, projects development and funding. The Committee discussed the proposal.

- 1. The Committee APPROVED a budget of £5,000 for research.**

The Planning Officer joined the meeting.

15/16-49 Model AONB Planning Policy

The Planning Officer informed the Committee that following a request from Buckinghamshire County Council Planning Policy Officers, a first draft of a model AONB Planning Policy document, that could be incorporated in all the local authorities plans, had been circulated. It is intended to be refined following the upcoming Planning Forum.

The Committee discussed the draft and provided substantial feedback with the increasing pressures on housing and the CCB's duty under the CROW Act 2000 in mind.

- 1. The Committee NOTED the report and PROVIDED feedback on the first draft model policy.**

The Planning Officer left the meeting.

The Countryside Officer joined the meeting

15/16-50 HS2 update.

The Countryside Officer gave an update on the current HS2 activities. She reported that as yet there is no news on the request for an additional budget to cover costs associated with the Review Group. The potential implications for the planning resource at the CCB of the additional workload that will be created by HS2 planning applications needs to be covered.

It was noted that the CCB's 'Locus Standi' had not been challenged by the House of Lords.

The Countryside Officer was thanked for her report.

- 1. The Committee NOTED the update.**

15/16-51 HLF Central Chilterns Landscape Partnership update

The Countryside Officer gave a brief update on the bid which is now in the final stages of preparation for submission at the end of May. Already 21 development partners are signed up at this stage. There is a requirement to fundraise £15,000 by January 2017 towards the costs of the development stage should the stage 1 bid be approved. It will be possible to raise this money, but the Committee was asked to underwrite the £15,000 prior to submission of the bid.

The Countryside Officer was commended on putting together an impressive set of ideas and producing an excellent piece of work.

1. The Committee APPROVED the proposal that the Board underwrites up to £15,000 towards the costs of the development stage, should the stage 1 bid be approved.

2. The Committee NOTED the report.

15/16-52 Chilterns Celebration of Walking: Proposal for a 3-year programme of walking festivals and events.

The Chief Officer reported on the LEADER bid due to be submitted in May and outlined the short- term requirement to underwrite £10,000 of match funding which will be sought, but has not yet been secured. A number of indications of interest have been shown by potential sponsors.

1. The Committee APPROVED the proposal for the CCB to underwrite £10,000 match funding required for the Chilterns Celebration of Walking 3-year programme of festivals and events.

15/16-53 Any Other Business:

- 1. The Chief Officer informed the Committee that Central Bedfordshire Council has challenged its current funding arrangements with the CCB.
- 2. The Chief Officer notified the Committee of the suggested dates for the meetings 2017/18, which will be presented at the next Board meeting. The Committee should note that the Committee meeting, preceding the Board meeting that will sign off the accounts 2016/17, will not have seen the final financial figures.

Next meeting: Thursday 8th September 2016 at 10.30 am at the offices of the Board in Chinnor.

Future meeting dates: Thursday 8 December 2016, Wednesday 27th April 2017, Wednesday 13th September 2017 and Wednesday 24th January 2018.

The meeting closed at 12.32

The Chairman.....

Date.....