



MINUTES OF THE MEETING OF THE CHILTERN CONSERVATION BOARD HELD ON THURSDAY 24th MARCH 2016 AT COLESHILL VILLAGE HALL, BARRACK HILL, AMERSHAM HP7 0LN COMMENCING AT 10.00 AM AND CONCLUDING AT 11.50 PM

MEMBERS PRESENT

Member	Appointing Body
Appointed by Local Authorities	
Cllr David Barnard	North Herts District Council,
Cllr. David Collins	Dacorum Borough Council
Cllr Heather Kenison	Three Rivers District Council
Cllr. Lynn Lloyd	South Oxfordshire District Council,
Cllr Hugh McCarthy	Wycombe District Council
Cllr David Nimmo-Smith	Oxfordshire County Council
Cllr Ian Reay	Hertfordshire County Council- Chairman
Cllr Andrew Southam	Aylesbury Vale District Council
Cllr Alan Walters M.B.E.	South Buckinghamshire District Council

Appointed by the Secretary of State	
Dr Heather Barrett-Mold	Secretary of State
Alison Doggett	Secretary of State
Ray Payne	Secretary of State
Helen Tuffs	Secretary of State- Vice-Chair
Ian Waller	Secretary of State

Elected by Parish Councils	
Cllr Susan Biggs	Oxfordshire
Cllr John Griffin	Oxfordshire
Cllr Tony Penn	Buckinghamshire
Cllr Michael Stonnell	Bedfordshire Parish Councils

Officers	
Deirdre Hansen	Clerk to the Board
Sue Holden	CCB Chief Officer
Chris Smith	CCB Finance Officer
Donna Webb	CCB Administration Officer

One Member of the public was present: John Nicholls.

15/16.45. Item 1 Apologies for absence

Apologies were received from Cllr Jacqueline Burnett Luton Borough Council, Cllr Simon Deacon Hertfordshire Parish Councils, Gill Gowing Secretary of State, Cllr Ken Janes Central Bedfordshire Council, Cllr Nick Rose Chiltern District Council and Elizabeth Wilson Secretary of State

15/16.46. Item 2 Welcome and Introduction of new Members.

The Chairman informed the Board that two new Members had been appointed by the Secretary of State. Their appointments will commence 1st April 2016. One of the new Members, John Nicholls was present and the Chairman asked him to introduce himself. The other appointee is Colin Courtney.

15/16.47. Item 3 Declarations of Interest

No declarations of interest were made.

15/16.48. Item 4. Minutes of the previous meeting

The minutes of the meeting held 28th January 2016 were approved as a true record and signed by the Chairman after the following amendments were made:

- 15/16.40 item 9 2nd paragraph: itself was replaced by themselves.
- 15/16.42 item 11 “Even if retro fit will not occur in this instance” was removed.
- 15/16.44 the 30th November date for the Executive Committee was incorrect and removed.

15/16.49. Item 5. Matters Arising

The Chief Officer reported that

1. It had been decided not to award a Design Award this year due to the low number of applications and their design merit.

10.10 Cllr Heather Kenison arrived

2. 15/16.42 item 11. Electrification Great Western Main line. Network Rail is looking at commissioning redesign work for the electrification. It was requested to discuss the matter again at a later date.

15/16.50 Item 6. Public Question time

No public present.

15/16.51. Item 7. Review Paper Highlights:

Reports from the Executive Committee, the Planning Committee and Communications and Engagement.

The Chief Officer also reported that

1. The initial Leader bid, another Chilterns Landscape project had been successful. It had scored 23/24.
2. The AONB family has been asked to complete a self-assessment of Services in the AONB.

10.12 Cllr Andrew Southam joined the meeting

3. A partners meeting had been held with the Chiltern Society, it was agreed to exchange business plans, which will broaden the scope for collaboration. A helpful step for the future.
4. The Chairman asked Members if the new way of reporting the Board Review was satisfactory? In general, there was agreement with the new way of reporting. Members discussed various methods of communication and provided the Chief Officer with ideas for future consideration. The Chairman concluded that the Board Review is a useful tool to feedback to Local Authorities.

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

15/16.52. Item 8. Budget 2016-17

The Finance Officer reminded Members that the detailed budget is a work in progress.

2016-17 will be the first year of the latest 4-year Defra funding programme. The other main sources of income come from Local Authorities, it is unlikely that their contributions will be known before April. So far this year 13 Parish and Town Councils of 117, have made financial contributions.

The Finance Officer had presented the draft budget and guided the Members through his report. The size of the anticipated deficit for 2015-16 has already been reduced. Even though overall costs have been reduced for 2016-17, a deficit of £60,279 is currently anticipated, which is to be funded from Reserves. Further reductions of the deficit will be sought during the year.

The creation of the Business Development and Fundraising post was considered a key appointment to ensure a constant pipeline of projects and to increase funding. The meeting discussed and approved the budget and debated the creation of the new post.

1.The Board CONSIDERED and ADOPTED the budget for 2016-17 subject to final Local Authority contributions and in-year initiatives to reduce the deficit.

15/16.53. Item 9. Appointment of External Auditors

The Finance Officer had reported that following the creation of Smaller Authorities' Audit Appointments Ltd there was an opportunity for the Board to appoint its own external auditors from April 2017. The administrative burden of doing so outweighed any perceived benefit. By not opting out of the automatic arrangements in place, no action needs to be taken.

1. The Board AGREED not to opt out of the automatic arrangements established for the appointment of an external auditor from 2017.

15/16.54 item 10. HS2 update

The Chief Officer reported that the House of Lords Select Committee is the next stage.

Ray Payne gave a further report on the latest activities. The Review Panel meeting scheduled for March had been cancelled by HS2 Ltd.

The meeting discussed the situation, the cost in staff and volunteer time and the financial cost. It was agreed that the landscape is of importance, with unique features, worth safeguarding. It was discussed to downscale the resources spent on HS2.

The Chief Officer would be willing to appear before the House of Lords Select Committee as either a witness or agent for the Board.

Ray Payne was thanked for his ongoing help with the Board's work on HS2.

- 1. The Board NOTED the update on HS2.**
- 2. The Board AGREED to downscale the resources for HS2.**
- 3. The Board AGREED that the Chief Officer would appear before the House of Lords Select Committee if required.**

15/16.55 item 11 Board allowances

The Chief Officer thanked all the Members for their contributions to the review of Board allowances.

As well as a reduction in the basic allowance, a reduction in the number of Board meetings from 4 to 3 per annum and the introduction of a policy of claiming only 1 special responsibility allowance were discussed. Additional ways of keeping Members informed were also suggested.

It was noted that Parish Councillors do not receive an allowance as Parish Councillors and that Members use many opportunities to promote the Board. The Chief Officer acknowledged incorrect statements made and apologised.

- 1. The Board AGREED to reduce the basic allowance to be claimed by Board Members to £300.**
- 2. The Board AGREED to reduce the number of Board meetings to 3 per year.**
- 3. The Board AGREED to introduce a policy of Board Members claiming one additional special responsibility allowance (the largest applicable)**

15/16.56 Item 12 Any other Business

The Chairman informed Members that this was Heather Barrett-Mold’s last Board meeting. She had been a busy and active Member of the Board and its Executive Committee. She had brought extensive and relevant experience to her 9 years on the Board. The Chairman thanked her for all her contributions and presented her with a framed photograph.

Heather thanked the Board and said it had been a rewarding and enjoyable time.

The meeting closed 11.50

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