



Executive Committee
10.30 a.m 10th September 2015

Chilterns Conservation Board
The Lodge, Station Road, Chinnor OX3 94HA

Agenda

1. Apologies
2. Declaration of Interest
3. Minutes
4. Matters Arising
5. Public Question Time
6. Finance Report
7. Treasury Management
8. Report on HR
9. Hillforts HLF bid
10. HS2
11. A.O.B.
12. Dates of future meetings

Item 6 Finance Report

Author: Kath Daly Acting Chief Officer
 Chris Smith Finance Officer

Summary As a result of staffing changes implemented this year the employment budget needs to be updated, the net effect of which is to increase the call on reserves by the end of the financial year. Other than the implications of these staffing changes, other financial performance is generally in line with expectation, as described below.

Purpose of Report: To advise members of the Board's financial position to the end of August and the projected position by the end of the year.

Background

1. The Board accepted when setting the budget for 2015-16 that in year adjustments were very likely, given the internal management review and the outcome of the general election and subsequent grant settlement.
2. Whilst there have been no in year changes to the grant settlement as yet, there have been significant developments in employment costs.
3. In order to reflect the decisions of the management review team, and the incremental awards made at the start of the financial year, the following changes have been made to the employment budget:
 - (a) Discretionary increments awarded to five employees, including the two who returned to their substantive posts on 1 September, have been included.
 - (b) Provision has been made for the Countryside Officer to return to her post full time from 1st September.
 - (c) Provision has been made for the Planning Officer, appointed to work 22.5 hours per week, to work an additional 2.5 hours per week until the end of the year.
 - (d) Additional awards made by the management review group to the Acting Chief Officer have been reflected.
 - (e) Provision has been made for the recently appointed Chief Officer to work 2 days per week from 1 September and full time from 1 October.

4. The net effect of these changes is as follows:
 - (a) The original budget for employment costs and related consultancy support was £347,000.
 - (b) The revised budget, reflecting the changes outlined above, is £372,000, an increase of £25,000 or 7 per cent.
 - (c) The full year impact of these changes for 2016-17, excluding any salary awards but assuming the same level of consultancy support for the Planning function, would be £392,000.
 - (d) To put these figures into context the equivalent budget for 2014-15 was £402,000.
5. Elsewhere, several other changes are proposed this year:
 - (a) Web site expenditure has been increased by £230
 - (b) £500 has been added for garden maintenance at The Lodge and a further £500 for furniture
 - (c) Income from the Environment Agency is doubled to £10,000
 - (d) The budget for HS2 activity is increased by £5,000 to £20,000.
6. It is proposed that the planning consultancy budget (£12,000) will be fully spent in the current FY to continue to buy in planning advice from Mike Stubbs on a consultancy basis (1 day per week to end March)
7. It is also proposed that the Countryside consultancy budget (£8,600) will also be fully spent in the current FY. This budget would not be required in 2016 – 2017. This budget is needed to fund work by Karen Davies and Allen Beechey on the development and implementation of a number of funding proposals and schemes including the Farm Advice Project, Facilitation Fund proposals and input to a potential LIFE bid, as well as work relating to Local Nature Partnerships.
8. The overall impact, therefore, will be to increase the call on reserves this year from a budgeted £16,867 to £43,359.
9. The attached document records performance against each of the four categories of activity: operating activity, the work programme (funded primarily from earned income and reserves), major project activity (funded by external bodies such as the Heritage Lottery Fund) and special projects funded by the Development Reserve.

10. Operating expenditure represents the core activity of the Board, comprising mainly employment and Board costs. Other than the staffing changes described above, expenditure is generally in line with expectation.
11. The Work Programme is also generally in line with the profile at this point in the year. The budget of £12,000 for special projects is yet to be spent. Eighteen enquiries have been received, eight of which are quite specific, two offers have been made and two more are in the pipeline.
12. Of the Major Projects, two are now complete (Commons and Box) and final costs and grants will be reported in future reports. The Chalk Streams Project continues, with Historic Farmsteads and Hillforts planned.
13. Income from Defra, local authorities, and external funders is generally in line with expectation. There is no confirmation as yet that Defra funding will be reduced in year.
14. A detailed sheet of “other income” earned by the Board is also attached. This shows that actual income is below profile at this stage, although advertising income from Chalk and Trees is still to be received.
15. Finally, a net £10,000 of income is budgeted from Events. To date £3,879 has been achieved, with the Countryside Festival to be held in September.
16. It is anticipated at this stage that by the end of the financial year reserves will have reduced by £43,359 to £514,356.

Recommendation:

1. **To approve the update to the budget for 2015-16 and note the current financial position.**

BUDGET CONTROL 2015-16							
MONTH 5: AUGUST 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
OPERATING COSTS							
<i>Expenditure</i>							
Department 100:							
Promotion and Awareness							
<i>Operating expenditure:</i>							
Information Officer & E&A Officer	(94,689)	(39,454)	(40,237)	(783)	(96,567)	(1,878)	
Travel and subsistence	(1,500)	(625)	(269)	356	(1,500)	-	
Web site	(300)	(125)	(240)	(115)	(530)	(230)	
Printing & distribution costs	(1,800)	(750)	-	750	(1,800)	-	
Events and exhibitions	(100)	(42)	(27)	15	(100)	-	
Miscellaneous	(100)	(42)	(12)	30	(100)	-	
Marketing & Communications Review	(1,500)	(625)	-	625	(1,500)	-	
105 Annual Report	(750)	(21)	-	21	(750)	-	
106 Annual Forum	(800)	(150)	(300)	(150)	(800)	-	
Sub total	(101,539)	(41,833)	(41,085)	748	(103,647)	(2,108)	

BUDGET CONTROL 2015-16							
MONTH 5: AUGUST 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Department 200:							
Countryside Management							
Operating expenditure:							
Countryside & FLU Officer	(74,692)	(31,122)	(31,115)	7	(106,104)	(31,412)	
Travel and subsistence	(900)	(375)	(709)	(334)	(900)	-	
Consultancy support	(8,600)	(3,583)	(3,744)	(161)	(8,600)	-	
Subscriptions: organisations	(90)	(38)	(50)	(13)	(90)	-	
Miscellaneous	(85)	(35)	-	35	(85)	-	
206 State of Environment Report	(500)	(500)	(500)	-	(500)	-	
207 Con'bn to Chiltern Woodlands Projects	(7,000)	(3,750)	(7,500)	(3,750)	(7,000)	-	
Sub total	(91,867)	(39,403)	(43,619)	(4,216)	(123,279)	(31,412)	

BUDGET CONTROL 2015-16							
MONTH 5: AUGUST 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Department 300:							
Planning and development							
<i>Operating expenditure:</i>							
Planning Officer	(39,747)	(16,561)	(8,971)	7,590	(29,124)	10,623	
Travel & subsistence	(1,180)	(492)	-	492	(1,180)	-	
Consultancy support	(12,000)	(5,000)	(3,140)	1,860	(12,000)	-	
Miscellaneous	(150)	(63)	-	63	(150)	-	
301 Planning Committee	(520)	-	-	-	(520)	-	
Sub total	(53,597)	(22,115)	(12,111)	10,004	(42,974)	10,623	

BUDGET CONTROL 2015-16							
MONTH 5: AUGUST 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Department 400:							
Recreation and Access							
Operating expenditure:							
Access Officer	(27,786)	(11,578)	(11,802)	(224)	(28,324)	(538)	
Travel and subsistence	(500)	(208)	(939)	(730)	(500)	-	
Miscellaneous	(150)	(63)	-	63	(150)	-	
Sub total	(28,436)	(11,848)	(12,741)	(892)	(28,974)	(538)	
Department 500:							
Corporate Services							
Operating expenditure:							
Chief Officer / Admin Officer	(87,950)	(36,646)	(36,637)	9	(91,737)	(3,787)	
Travel and subsistence	(1,750)	(729)	(111)	618	(1,750)	-	
Staff training	(3,000)	(1,250)	(197)	1,053	(3,000)	-	
Premises	(28,485)	(13,520)	(13,761)	(242)	(28,985)	(500)	
Office costs	(9,040)	(3,550)	(4,040)	(490)	(9,540)	(500)	
IT (incl telephone & voicemail support)	(15,125)	(7,667)	(7,130)	537	(15,125)	-	moved from "Work Programme" + addtl budget
Subscriptions to organisations	(100)	(42)	-	42	(100)	-	
Meetings & events	(435)	(181)	(105)	76	(435)	-	
Finance	(23,705)	(8,585)	(6,536)	2,049	(23,705)	-	to support new staffing structure
Consultancy	(4,000)	(1,667)	(74)	1,593	(4,000)	-	to support review process
Personnel	(5,090)	(2,271)	(2,035)	236	(5,090)	-	includes health care plan and child care administration
Legal and Clerk services	(2,375)	(990)	-	990	(2,375)	-	
Insurance	(5,650)	(500)	(500)	-	(5,650)	-	additional cover
Miscellaneous	(250)	(104)	-	104	(250)	-	
Sub total	(186,955)	(77,701)	(71,128)	6,573	(191,742)	(4,787)	

BUDGET CONTROL 2015-16							
MONTH 5: AUGUST 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Department 600							
Member Services							
<i>Operating expenditure:</i>							
Members' allowances	(30,475)	(12,698)	(11,714)	984	(30,475)	-	
Board member training	(1,500)	(625)	-	625	(1,500)	-	
Board meetings	(1,350)	(563)	(111)	452	(1,350)	-	
Miscellaneous	(50)	(21)	-	21	(50)	-	
601 Executive Committee	(150)	(63)	(30)	33	(150)	-	
603 Board Members' Fellowship	(1,000)	(479)	-	479	(1,000)	-	
Sub total	(34,525)	(14,448)	(11,854)	2,594	(34,525)	-	
Global increment provision	(1,500)				-	1,500	
TOTAL OPERATING COSTS	(498,419)	(207,348)	(192,538)	14,810	(525,141)	(26,722)	
National AONB	(2,500)	(2,500)	(2,500)	-	(2,500)		

BUDGET CONTROL 2015-16							
MONTH 5: AUGUST 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Core Income							
Defra: Operating costs	378,164	206,434	206,434	-	399,886	21,722	76% of operating costs
Local Authorities	103,905	103,905	107,799	3,894	103,905	-	
Environment Agency	5,000	2,083	-	(2,083)	10,000	5,000	
Water Companies	6,600	6,600	6,600	-	6,600	-	
Town and Parish Councils	2,000	833	200	(633)	2,000	-	
Investment income	5,250	1,500	1,466	(34)	5,250	-	
TOTAL OPERATING INCOME	500,919	321,356	322,499	1,143	527,641	26,722	
NET OPERATING INCOME / (EXP.)	-	111,507	127,461	15,953	-	-	
FUNDED BY:-							
Development Reserve:							
- Core surplus	-				-	-	
Budget Equalisation Reserve:							
- Core deficit	-				-	-	
Chalk Streams Reserve:							
- Contribution	-				-	-	
TOTAL TRANSFERS TO / (FROM) RESERVES	-	-	-	-	-	-	

BUDGET CONTROL 2015-16							
MONTH 5: AUGUST 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
WORK PROGRAMME							
<i>Expenditure</i>							
Work Programme Department 100:							
Promotion and Awareness							
107 Chalk and Trees 1st edition	(5,975)	(450)	(440)	10	(5,975)	-	
108 Chalk and Trees 2nd edition	(5,975)	-	(1)	(1)	(5,975)	-	
111 Environmental Tourism	(500)	(208)	-	208	(500)	-	
113 Chilternsaetna (newsletter)	(1,100)	(458)	-	458	(1,100)	-	
115 50th Anniversary	(3,000)	(175)	(175)	-	(3,000)	-	
Sub total	(16,550)	(1,292)	(616)	676	(16,550)	-	
Work Programme Department 200:							
Countryside Management							
203 Commons Network	(4,000)	-	-	-	(4,000)	-	
211 Local Nature Partnerships	(2,000)	-	-	-	(2,000)	-	
212 Farm Advice Project	-	-	(2,202)	(2,202)	-	-	Funded by income received in advance and brought forward
214 Commons Project Contribution	(4,000)	(4,000)	(4,000)	-	(4,000)	-	
215 Historic Environment (Hillforts)	(7,500)	(2,000)	(3,021)	(1,021)	(7,500)	-	To prepare bid + up to 5k stage 2 bid over 2 years
218 Box Project Contribution	(6,000)	-	-	-	(6,000)	-	+ 6k addtl partner funding
220 Traditional Farmsteads Project	(3,000)	-	-	-	(3,000)	-	
Sub total	(26,500)	(6,000)	(9,223)	(3,223)	(26,500)	-	
Work Programme Department 300:							
Planning and development							
311 High Speed Two	(15,000)	(6,250)	(5,033)	1,217	(20,000)	(5,000)	
Sub total	(15,000)	(6,250)	(5,033)	1,217	(20,000)	(5,000)	
Work Programme Department 400:							
Recreation and Access							
401 Access public'ns incl. Country Walks	(1,000)	(417)	(11)	406	(1,000)	-	
404 National Trail Projects	(3,500)	(2,500)	(2,525)	(25)	(3,500)	-	Agreed Board meeting 16 Oct 14 + marketing budget
405 Access improvements	(1,000)	-	(962)	(962)	(1,000)	-	incl. Access for All
Sub total	(5,500)	(2,917)	(3,498)	(581)	(5,500)	-	
Work Programme Department 500:							
Corporate Services							
503 Bursaries	(2,000)	-	-	-	(2,000)	-	
Sub total	(2,000)	-	-	-	(2,000)	-	
Work Programme Department 600							
Member Services							

BUDGET CONTROL 2015-16							
MONTH 5: AUGUST 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Sub total	-	-	-	-	-	-	
Special Projects expenditure	(12,000)	(500)	(500)	-	(12,000)	-	To be allocated as year progresses
TOTAL WORK PROGRAMME EXP.	(77,550)	(16,958)	(18,869)	(1,911)	(82,550)	(5,000)	

BUDGET CONTROL 2015-16							
MONTH 5: AUGUST 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
Work Programme Income							
Defra balance	34,704				12,982	(21,722)	
Events net income	10,000	4,167	3,879	(288)	10,000	-	To be allocated as year progresses
Merchandise sales	4,000	1,667	1,073	(594)	4,000		
Other income	9,335	3,890	1,292	(2,598)	9,565	230	
TOTAL WORK PROGRAMME INCOME	58,039	9,723	6,243	(3,480)	36,547	(21,492)	
NET INCOME / (EXPENDITURE)	(19,511)	(7,235)	(12,626)	(5,391)	(46,003)	(26,492)	
FUNDED BY:-							
Development Reserve:							
Contributions	(19,511)				(46,003)	(26,492)	
TOTAL TRANSFERS TO / (FROM) RESERVES	(19,511)	-	-	-	(46,003)	(26,492)	

BUDGET CONTROL 2015-16							
MONTH 5: AUGUST 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
MAJOR PROJECTS							
<i>Expenditure</i>							
Major Projects Department 200:							
Countryside Management							
251 Chilterns Chalk Streams (Projects)	(45,195)	(3,457)	(767)	2,690	(38,855)	6,340	
255 Chilterns Commons Project	(29,336)	(29,336)	(25,402)	3,934	(29,336)	-	
258 Box Woods Project	(30,000)	(30,000)	(10,628)	19,372	(30,000)	-	
261 River Fly Hub	-	-	(1,355)	(1,355)	(2,770)	(2,770)	
262 Colne Catchment	-	-	-	-	(3,570)	(3,570)	
263 Historic Farmsteads Survey	-	-	(900)	(900)	-	-	Subject to successful bid, then £3k p.a.
264 Hillforts	-	-	-	-	-	-	Subject to successful bid 58k
Sub total	(104,531)	(62,793)	(39,052)	23,740	(104,531)	-	

BUDGET CONTROL 2015-16							
MONTH 5: AUGUST 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
TOTAL MAJOR PROJECT EXPENDITURE	(104,531)	(62,793)	(39,052)	23,740	(104,531)	-	
Major Project Income							
251 Chalk Streams external income (projects)	47,839	1,233	540	(693)	39,731	(8,108)	
255 Chilterns Commons Project: HLF	25,336	25,336	14,384	(10,952)	25,336	-	
255 Chilterns Commons Project: other	4,000	4,000	4,000	-	4,000	-	
258 Box Woods Project: HLF	21,500	21,500	-	(21,500)	21,500	-	
258 Box Woods Project: Other	8,500	8,500	-	(8,500)	8,500	-	
261 River Fly Hub	-	-	1,895	1,895	3,083	3,083	
262 Colne Catchment	-	-	-	-	5,025	5,025	
263 Historic Farmsteads Survey	-	-	-	-	-	-	
264 Hillforts	-	-	-	-	-	-	
TOTAL MAJOR PROJECT INCOME	107,175	60,569	20,819	(39,750)	107,175	-	

BUDGET CONTROL 2015-16							
MONTH 5: AUGUST 2015							
Description	Annual Budget	Profiled Budget to date	Actual to date	Variance	Projected Outturn	Year End Variance	Notes
	£	£	£	£	£		
NET INCOME / (EXPENDITURE)	2,644	(2,223)	(18,233)	(16,010)	2,644	-	
FUNDED BY:-							
Development Reserve:	2,644				2,644	-	surplus on Chalk Streams consultancy
	-				-	-	
	-				-	-	
Budget Equalisation Reserve:							
Chalk Streams Reserve	-				-	-	
	-				-	-	
Income received in advance:	-				-	-	
	-				-	-	
TOTAL TRANSFERS TO / (FROM) RESERVES	2,644	-	-	-	2,644	-	
RESERVES MOVEMENTS							
General	-				-		
Budget Equalisation	-				-		
Development	(16,867)				(43,359)		
Chalk Stream earmarked reserve	-				-		
	-				-		
TOTAL RESERVES MOVEMENTS	(16,867)				(43,359)		
RESERVES AT YEAR START / END	01-Apr-15				31-Mar-16		
General	100,000				100,000		
Budget Equalisation	137,772				137,772		
Development	288,516				245,157		
Chalk Streams	25,568				25,568		
Red Kites	5,859				5,859		
TOTAL RESERVES	557,715				514,356		

Events Department 500:							
Corporate Services							
Sub total	-	-	-	-	-	-	
Events Department 600							
Member Services							
Sub total	-	-	-	-	-	-	
TOTAL EVENTS NET INCOME	10,000	4,167	(2,624)	6,503	3,879	10,000	

		Other Income	Budget for year	Budget to date	Actual to date	Variance	Projected Outturn
			£	£	£	£	£
5							
	Earned Income						
100.4900	Promotion & Awareness	Earned income	600	250	500	250	600
106.4900	Annual Forum	Income	300	125	528	403	530
107.4004	Chalk & Trees edition 1	Advertising income	2,395	998	-	(998)	2,395
107.4901	Chalk & Trees edition 1	Electronic subscriptions	200	83	127	44	200
108.4004	Chalk & Trees edition 2	Advertising income	2,300	958	-	(958)	2,300
203.4900	Commons Network		-	-	142	142	-
204.4001	Chalk Grassland		810	338	-	(338)	810
206.4900	State of the Environment Report		270	113	-	(113)	270
300.4900	Planning	Earned income	670	279	-	(279)	670
400.4400	Recreation & Access	Advertising income	490	204	-	(204)	490
401.4900	Access Publications		300	125	49	(76)	300
405.4400	Chilterns Cycleway	Advertising income	200	83	-	(83)	200
500.4900	Unidentified income	incl. Red Kite donations	1,000	417	377	(40)	1,000
500.4901	Solar panels income		400	167	69	(98)	400
	Sub Total		9,335	3,890	1,292	(2,598)	9,565
	Merchandise sales						
	Promotion & Awareness	incl. People & Places book		800	608		
	Planning			67	82		
	Cycleway guidebooks			800	383		
	Sub Total		4,000	1,667	1,073	(594)	4,000
	Total		13,335	5,557	2,365	- 3,192	13,565

Item 7 **Review of Treasury Management for 2014-15**

Author: Chris Smith Finance Officer

Summary: The review of the Treasury Management strategy for 2014-15 shows that income was £425 above forecast (£5,425 rather than £5,000, an increase of 8.5%).

Purpose of Report: To advise members of the review of the Treasury Management Strategy for 2014-15.

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 has been adopted 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 second of those reports and covers performance in 2014-15.
7. The Board re-adopted its Treasury Management Strategy in February 2015.

Treasury Management Activity 2013-14

8. Funds that are temporarily surplus are invested. The average rate achieved during the year was 0.77%, compared to 0.93% in the previous year.
9. Funds were invested through HSBC on the money market, with Bank of Scotland, Nationwide International, and in a HSBC Deposit Account.
10. The original budgeted income for 2014-15 was £5,000. The actual income generated was £5,425.
11. In line with the Treasury Management policy no sums have been invested for more than 364 days.

Conclusion

12. The returns are entirely dependent upon the interest rates offered by the high street clearing banks on short term deposits. This is primarily determined by the Bank of England base rate.

Recommendations

1. **To note the Treasury Management performance for 2014-15.**

Item 9

Report on Chilterns Hillforts HLF bid Beacons of the Past: The Chilterns Iron Age Hillfort Project

Author: Kath Daly Countryside Officer
Cathy Rose Activities and Learning Officer

Summary: A first round HLF application has been developed for a project to promote better understanding, management and public enjoyment of Chilterns hillforts and their surrounding landscape.

The application will be submitted in early October for a Development Grant of c. £47,000 to fund the development of detailed proposals for a 4 year project.

Purpose of the Report: To seek confirmation of the Board's support for the proposals including a contribution from the Board of £5,000 towards the development phase and a further £25,000 over five financial years to support the delivery of the project should the proposal be successful.

Background

1. There are 22 known Iron Age hillforts in and around the Chilterns AONB. The project would focus on the hillforts, their landscape context and associated features within the wider landscape.
2. Through the project the heritage associated with Chilterns hillforts and their setting would be better managed, recorded, interpreted and explained.
3. The project would provide opportunities for people to visit the hillforts and enjoy them; get involved with researching, discovering and improving the hillforts; learn about the Chilterns in the Iron Age.
4. A draft first round application has been drawn up with support and technical advice from partners including the National Trust and local authority archaeologists. The draft will be finalised during September, and submitted to HLF by the 8th October deadline. The Board will be the applicant and will have the following roles:
 1. Overall project management
 2. Grant applicant to HLF
 3. Employer of the Development Officer
 4. Provider of office space
 5. Manager of all funds

6. Responsible for securing match funding
7. Co-ordinator of the Steering Group

Financial implications

5. The total cost of the Development Phase is approximately £65,000, of which c £13,200 has been agreed as match funding (c £9,000 in kind technical advice from local archaeologists; £4,200 cash match funding from partners). It is proposed that the Board commits up to £5,000 cash match funding to this phase.
6. The grant request to HLF would be for the balance of £46,800. The main costs for the development phase would be employment of a full time officer for 12 months and consultancy costs.
7. The final application is expected to be for a four year project costing around £700,000. It is proposed that the Board provides up to £25,000 in cash match funding over this period, with c £35,000 - £50,000 from partners and the balance (£620,000 - £640,000) requested from HLF.

Personnel implications

8. If the development phase bid is successful, the Board will recruit a Development Officer who is expected to be in post by January 2016, and who would be line-managed by the Countryside Officer.
9. The Development Officer, with specialist technical support where required will:
 - Consult with new and existing audiences
 - Create an audience engagement plan
 - Create site action plans
 - Secure all landowner permissions
 - Finalise tender documents for LiDAR survey and analysis
 - Create the activity plan
 - Develop project outcomes and strategy
 - Secure all match funding
 - Prepare the detailed budget
 - Complete and submit the application

A steering group has been established and will provide advice to the Development Officer in drawing up the detailed proposals. Members are drawn from a cross-section of local organisations and funding partners including the Board, Chiltern Society, Chiltern Woodlands Project, National Trust, local authorities, local archaeology groups.

10. In addition to the contribution of match funding, the Board will need to provide office accommodation for the Development Officer.

Legal implications

12. As the Board does not own the land on which practical work will take place, to meet Heritage Lottery Fund requirements, a Letter Licence will need to be signed by each landowner and submitted with the application for funding. The Letter Licence states the terms and conditions under which practical work will be undertaken by the Commons Project. The Board will fund agreed works and be responsible for them during implementation. The landowner will then be responsible for maintaining the work for ten years from the date of completion. In the event that works are not maintained and the Heritage Lottery Fund recovers grant funding from the Board, the Letter Licence states that the landowner will repay the amount to the Board.
13. The level of risk associated with practical works is low as the capital expenditure on each site will be relatively small (typically less than £10,000) and the project will be working with the Board's partners to achieve planned works.

Recommendations

1. **The committee approves submission of the phase 1 bid to HLF for the project as outlined.**
2. **The Boards provides funds of up to £5,000 for the development phase and, if successful, up to a further £25,000 over the 4 years of the project.**
3. **Subject to a successful phase 1 bid, the Board recruits and employs the project development officer.**

Item 10**Update on HS2****Author**

Kath Daly
Neil Jackson

Countryside Officer
Landscape and Conservation
Officer

Purpose:

To update members on recent developments regarding HS2 and the Select Committee hearings.

Background:

1. The four statutory partners (CCB, Bucks CC, CDC, AVDC) gave evidence to the HS2 Select Committee in support of the case for a long tunnel through the Chilterns AONB on 14th and 15th July.

2. Witnesses were as follows:

Ray Payne	Introduction
Bruce Blaine	Engineering and Environmental aspects of a long tunnel
Paul McCartney	Socio-economic costs of HS2 proposal
Bettina Kirkham	Landscape case for a long tunnel
Catherine Murray	Avoiding harm to the heritage of the AONB
Kath Daly	Summing up – importance of the case for the AONB

Note - Tim Mould QC (DfT) declined to cross-examine Bettina and Catherine's evidence, and in his summing up on 21st July made statements which seem in clear contradiction of their evidence.

3. Other main petitioners for the case for a long tunnel through the Chilterns were heard on 14th and 20th July as follows :

- Chiltern Society (John Gladwin, Dr Haydon Bailey)
- National Trust (statement only)
- Chilterns Countryside Group (Sue Yeomans)
- Chiltern Ridges HS2 Action Group / Conserve the Chilterns and Countryside (Martin Kingston QC/ Barnaby Osborne, Rodney Craig, Richard Hindle, Simon Morris)

4. On 21st July evidence was heard from Residents Environmental Protection Association (REPA) on what the group referred to as 'a local fall back solution' – a 4.1 km extension to the existing bored tunnel northwards from Mantle's wood. The group was represented by Hilary Wharf and Malcolm Griffiths.

5. Towards the end of the session on 21st July (evidence from REPA for a short tunnel) Tim Mould QC (DfT) chose to present a short closing submission on ‘the Chilterns issues.’
6. In this statement Mr Mould chose to make points which related to the evidence presented by the Board and others on the case for a long tunnel. He chose to do so on a day which was not part of any case for a long tunnel, and at a time when the Board and other petitioners had no opportunity to cross-examine or rebut his comments. Specifically, at 404 Mr Mould states

‘The plea to save the Chilterns largely misses the true point. They fail to grapple with the actual effects on the landscape and the nature of the landscaping in the surface section.’

Yet Bettina Kirkham in her evidence gave detailed analysis of the impacts on the landscape and special qualities of the AONB. Mr Mould chose not to cross-examine or indeed refer to Bettina Kirkham’s detailed evidence when it was given on 14th July, but instead chose to make this point in summing up a week later.

7. Following the close of evidence on 21st at 16.01, the chairman indicated that they may have a statement to make shortly. At 17.01 the following statement was made by the Chairman:

‘We heard argument and submissions this week and last week in relation to options for further Chilterns tunnelling. Our views are as follows.’

First—on the long tunnel options, we have kept in mind the potential non-quantifiable effects of the project on the Chilterns area of outstanding natural beauty. On the evidence heard we are strongly of the view that the case for a long tunnel is not made out. Without prejudging the arguments we may hear from future petitioners we believe it is unlikely that an overwhelming case will be made out for the long tunnel options as we move forward into further hearings.

Secondly, we believe that the case has been made for an extension of the bored tunnel to the northern end of the South Heath green tunnel. This would not cause an overall delay to the scheme. We want reassurance on how far that option will result in a deepened cutting laterally to the west of the portal, and we want HS2 to evaluate the effects of a deepened cutting on the local area. Provided that review is satisfactory, we will direct the promoter to work up that proposal as an additional provision.

Thirdly, on Wendover, we are minded to recommend a southward extension

of the currently proposed green tunnel, unless hs2 report back with a very convincing scheme of further mitigation, on which we expect a report back in September.'

8. The proposed extension of the bored tunnel to South Heath is 2.6km (including the length of the existing South Heath Green Tunnel) – this is described as Option 6 in a report by HS2 on the REPA tunnel proposal.
9. HS2 Ltd have indicated that they do not support the southward extension of the green tunnel at Wendover but will press instead for improved noise mitigation.

Letter to SC chairman

10. Together with the local authorities, the Board has written to the chairman Robert Syms to ask for a more detailed statement setting out the basis for the conclusions reached. A response has now been received (see copy attached appendix 1).

Deferment of further SC appearances

11. The committee's statement has implications for the Board in terms of process i.e. what HS2 will publish and supplementary ES consultation. The Board is provisionally scheduled to appear on 29th October on non-tunnel mitigation. Further Additional Provisions and Environmental Statement are now expected in relation to the changes announced (if agreed). Following publication of these, the Board and the local authorities may well want to submit a further petition. The letter to Robert Syms therefore also requests that any further committee appearances be deferred until after submission of further petitions. The response appears to indicate that the request from the signatories to the letter for further appearances at Select Committee to be deferred has not been agreed.

Joint approaches with local groups

12. A meeting was held on 5th August with those groups who have presented evidence to the Select Committee in favour of a Chilterns long tunnel, with a view to presenting a clear united reaction to the committee's interim statement and considering what further pressure can be applied. A number of joint actions were agreed.

13. Support to other petitioners

Together with the Local Authorities, support and advice is being provided to those who are to appear at the SC in September asking for, amongst other requests, a long tunnel through the Chilterns. It is important to get the message to those who are still to appear at the SC that they have a right to be heard, and not to be put off by the interim announcement.

14. Non-tunnel mitigation

Non-tunnel mitigation 'asks' are now being worked up in more detail with partners– see table attached (Appendix 2). It is proposed that the Board continues to work closely with the local authorities and Natural England on this.

A meeting was held with HS2 Ltd on 11th August to discuss this and other matters.

15. Resources

The Board has budgeted for up to £15,000 expenditure on HS2 related work in the current year. To date approximately £12,000 has been either spent or committed. As part of the finance report (Item 6), it is proposed that the budget allocation for HS2 related work is increased by a further £5,000 for the remainder of the FY to allow the Board to contribute to further legal fees and expert advice on additional non-tunnel mitigation.

Recommendations

- 1. That the committee notes the content of the report.**
- 2. That the committee confirms its support for an increase in the HS2 budget by up to £5,000 in the current financial year.**



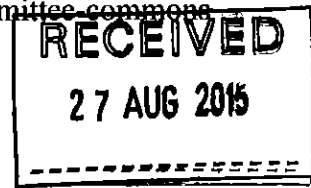
High Speed Rail (London-West Midlands) Bill

Select Committee

House of Commons, London, SW1A 0AA

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Mr Martin Tett
Leader, Buckinghamshire County Council
County Hall,
Walton Street
Aylesbury,
Buckinghamshire
HP20 1UA

26 August 2015

Dear Mr Tett

Thank you for your letter of 28 July. I apologise for the delay in replying, although you will appreciate that a lot has been going on with Committee operations over the summer period.

The Committee's announcement of 21 July was an interim announcement intended to allow petitioners programmed for September to appear with an awareness of the Committee's preliminary view regarding the long tunnel i.e. that the Committee had not been persuaded by the arguments made out in July, such that petitioners appearing in September would still need to make that case if they wished.

A final report outlining the reasons for whatever ultimate decision the Committee reaches will be published in due course. I do not feel it is appropriate to enter into an analysis of reasons for the interim decision in advance of that.

So far as the additional provision on C6 is concerned, we have deferred a number of petitioners for whom detailed information on C6 is critical, together with a number of others who have said they may not press their petitions for a long tunnel, depending on C6.

I recognise that the County Council is disappointed with the interim decision although it is regrettable that the achievements for Buckinghamshire petitioners that arise from C6 are not acknowledged, including the saving of ancient woodland, improved noise impacts, the removal of Hyde End and Hyde Heath from serious impact, and significant traffic benefits at South Heath.

Yours sincerely

Mr Robert Syms MP
Chair

*Scanned & emailed
to: Martin Tett
Jackie Gault
Sarah Gibson
Dad Sweetland*

Appendix 2 (Item 10)

ENHANCED MITIGATION REQUESTS WITHIN THE CHILTERN AONB

Following the Select Committee statement (21st July 2015), the statutory bodies that have petitioned for a Chilterns Long Tunnel (Chiltern District Council, Aylesbury Vale District Council, Buckinghamshire County Council and the Chilterns Conservation Board) have identified a list of mitigation requests (MR) that take into account the Select Committee recommendations. The statutory bodies remain convinced that a fully bored tunnel throughout the extent of the Chilterns AONB remains the only option that will provide reasonable mitigation against the effects of the High Speed route but offers the following as a basis for further and on-going discussion with HS2 Ltd.

The aim of future dialogue will be to secure commitments for the nominated undertakers to design and construct the route through the AONB incorporating design measures arising from the MR and to standards agreed by all the statutory bodies. Such commitments would be written into a revision of *'The Mitigation and Integration of HS2 within the Chilterns AONB'*.

All requests should be read within the context of *'A Landscape-led approach to HS2 in Buckinghamshire and the Colne Valley – LUC 2015'* previously discussed with HS2 Ltd. Any discussions should not prejudice petitioners yet to appear before the Select Committee who still wish to request a fully bored tunnel and who will still receive full support for their requests from the statutory bodies.

At the time of writing (August 2015), the requests are in a simplified, draft form. The statutory bodies intend to use these to work up more detailed mitigation proposals. Further requests may be added in response to future Additional Provisions and further Select Committee statements.

Ask	Benefit
1. Fully investigate, and pursue if possible, a deeper tunnel beneath R. Misbourne (near Chalfont St Giles and Shardeloes)	Enhanced protection for aquifer and R Misbourne
2. Detail active monitoring proposals for sensitive areas of both Misbourne and Chess catchments	Enhanced protection for both interlinked catchments sharing same aquifer
3. Confirm prescribed mitigation/alleviation proposals and agree threshold levels at which these proposals would be automatically and immediately enforced to protect integrity of river bed and continuity of flow.	Enhanced protection of R Misbourne
4. Revised construction route to Chalfont St Giles Vent Shaft sensitively designed within the landscape.	Protect Bottom House Farm Lane; avoid crossing R Misbourne in particularly fragile 'perched' section of river bed; reduce congestion on A413.
5. Redesign mitigation and planting adjacent to Chalfont St Giles vent shaft.	Complement existing Landscape Character, retaining dry valley.
6. Design all vent shaft and other buildings to result in locally distinct, high quality modern structures which blend into and are sympathetic to the local landscape character, employing materials appropriate within the Chilterns and taking reference from the	Reduce landscape and visual impact.

Chilterns Buildings Design Guide.	
7. Ch. 47+200 to 47+800, from bored tunnel, continue in 'cut and cover' green tunnel for 600m (minimum).	Protect Jenkins Wood (ancient woodland + historic settlement, setting of nearby listed building); Reduce impact on archaeological notification area; further noise mitigation for South Heath; reduce disruption to existing PROWs and achieve more attractive footpath connections.
8. Pursue sensitively routed options for temporary construction access route direct to A413 (e.g. in fold in landscape currently occupied by FP GMI/12?).	Protect Frith Hill, South Heath and Potter Row communities from construction traffic impacts. Potential for reducing impacts (visual, traffic) on Great Missenden.
9. Re-align FP GMI/2 (south) further away from route corridor.	Current alignment would be in close proximity to new location of porous tunnel portal (based on request above to extend bored tunnel within a green tunnel); Create more attractive experience for users.
10. Create design guidelines for each reinstated and re-aligned PROW and carriageway so they are sympathetically designed in keeping with existing rural landscape.	Avoid urban design that would clash with AONB and local landscape character. (ref: <i>Environmental Guidelines for the Management of Highways in the Chilterns – 2009</i>)
11. Retained cuttings (from first excavation not post excavation) at all crossing points.	Reduce land fragmentation and reduce costs of green bridges.
12. Full ecological Green bridges at key locations (minimum 2 between Wendover Dean viaduct and South Heath Tunnel Portal).	Reduce fragmentation of the AONB landscape and enhance ecological connectivity; reduce landscape, visual and public enjoyment impacts.
13. All overbridges designed with appropriate 'green bridge' elements on a case by case basis to complement local landscape character and meet recreational, ecological and heritage requirements.	Reduce landscape and visual impact; provide safe crossing for walkers, horse riders, wildlife, private vehicles, farm machinery.
14. Retained cuttings at other key environmental and cultural locations e.g. Jenkin's Wood, Grim's Ditch, Jones's Hill Wood, Bowood and Leather (sunken) Lanes.	Protect and reduce impact on existing landscape, ecological and cultural features.
15. Maintain lower vertical alignment past Leather Lane (ch. 48+900), steepen sides (retained, partially retained or maximum slope allowed by chalk geology).	Allow Leather Lane overbridge at grade and maintain 'sunken' character of remaining sections of Lane; reduce visual, landscape and noise impacts of route which would remain in true cutting; steeper sides will reduce favourable hunting habitat for Barn Owls and bats and, therefore, reduce mortality.
16. Both Wendover Dean and Small Dean Viaducts to be subject to international design competition to secure and implement elegant design that both complements the AONB landscape and minimises noise impacts.	Reduce visual, landscape and noise impacts of current utilitarian proposals for communities both sides of the Misbourne Valley. Lead to designs that, as far as possible, enhance the landscape experience.

17. Agree on-going noise monitoring proposals for sensitive receptors (e.g. listed buildings, bat roosts) and threshold levels at which prescribed mitigation/alleviation proposals would be automatically and immediately enforced.	Enhanced protection from noise impacts for sensitive receptors.
18. Mitigation planting to be in keeping with existing landscape and historic landscape character (both within and outside current Bill limits).	Strong historic field patterns remain within the Misbourne Valley. Planting should enhance and not hide field boundary patterns.
19. All structures to be designed and located in keeping with AONB landscape qualities and to the highest architectural standards (to include buildings, access roads, balancing ponds, catenary, fencing, noise barriers etc.).	Reduce landscape and visual impacts. Create an exemplar of modern design in keeping with the outstanding natural beauty of the AONB.
20. Incorporate wildlife culverts or tunnels into design of embankments between Wendover Dean and Small Dean Viaducts, e.g. at Rocky Lane underbridge or culvert.	Enhance ecological connectivity across route.
21. Review in detail all landscape earthworks to achieve careful landscape design/effective noise mitigation and consider whether this can be achieved within current Bill limits.	Seek sympathetic design to landscape character, local properties, noise mitigation, visual and ecological connectivity.
22. When returning land to agriculture, landscape structure and landform should reflect the local landscape character. The deposit of soils for this purpose should not harm existing irreplaceable landscape features.	Conserve and enhance the historic landscape pattern of the AONB
23. In the AONB, large balancing ponds are out of character and should therefore be avoided. Alternative SUDs techniques should be favoured over balancing ponds, such as wetland areas, a series of smaller ponds, ditches and swales. The whole catchment must be considered when determining the most appropriate approach. Ecological, landscape and community impacts should also all be considered'	Sustainable drainage designed to complement specific landscape setting within Misbourne Valley (e.g. valley sides, valley bottom) and provide opportunities to enhance ecological connectivity.
24. Convert Wendover 'cut and cover' green tunnel and extension (as proposed by Select Committee) to bored tunnel on a lower vertical alignment – potentially extending south of A413 and Chiltern Line removing the requirement for the South Dean viaduct.	Reduce disruption to Wendover and Bacombe Lane communities, Reduce disruption to local people and visitors using footpath network including Ridgeway national trail, reduce risks to aquifer and potential impacts on Wendover Arm of Grand Union Canal.
25. Consider options for extending 'cut and cover' green tunnel both north and south of current extent with careful consideration of landform and landscape character.	Reduce noise and other environmental impacts for residents of Wendover, visitors to Bacombe Hill and users of the Ridgeway.
26. Review and take forward options for improvements to 'wirescape' within	Reduce landscape and visual impact. (Current proposals risk increasing landscape and

Misbourne Valley, e.g. undergrounding of cables, improved pylon design.	visual impacts with a number of replacement pylons being higher than those currently present – this should be avoided).
27. Develop the Landscape Design Approach and Mitigation and Integration of HS2 within The Chilterns AONB documents in full consultation with stakeholders	To ensure a consistent and fully integrated approach to the remaining design issues facing the route through the Chilterns.
<p>Agreement has yet to be reached on calculations of impacts/loss (e.g. Biodiversity Offsetting values, agricultural production etc.). It is likely that it may prove difficult to provide full mitigation for landscape, ecological, cultural, public enjoyment and land use impacts directly adjacent to the corridor without conflict between two or more of these factors. We therefore propose that discussions are entered to agree on suitable proposals that offer enhancement to existing landscape, ecology, cultural heritage (setting and appreciation), public enjoyment etc.</p> <p>We ask for adoption of a suitable ‘conservation covenant’, ‘land bank’ or biodiversity offsetting type model which would allow the promoter to ‘purchase’ enhancement outside the existing construction corridor. This would be part of the mitigation strategy, not additional measures funded by the Business and Local Economy Fund.</p> <p>The Chilterns Conservation Board, within its existing role of working with partners to protect and enhance the AONB and increase public appreciation and enjoyment of the area, would be ideally placed to help identify, promote and coordinate implementation of such proposals within the AONB.</p> <p>Examples of proposals that might provide landscape, ecology and public enjoyment improvements within the Misbourne Valley, whilst providing replacement income to landowners might include:</p> <ul style="list-style-type: none"> - River Misbourne enhancement projects; - Chalk grassland reversion projects either side of Bacombe Hill (Lawton – bigger and linked habitat principles); - Enhancement of existing chalk grassland on Bacombe and Coombe Hill (Lawton – better); - Ridgeway National Trail enhancement either side of Wendover; - Improvements to the Misbourne Valley ‘wirescape’. The valley could present an opportunity for a pilot project to replace all high voltage pylons with the new approved ‘T’ pylon design which aims to reduce visual and landscape impacts. <p>The above is not meant to be a comprehensive list, just a few ideas to progress thinking.</p> <p>We ask, in view of the national significance of the Chilterns AONB, that a ‘CAONB Panel’ is formed to promote a coordinated approach to the area and which we consider would be both efficient and effective as a means for future dialogue.</p>	