



Members of the Chilterns Conservation Board for the Chilterns Area of Outstanding Natural Beauty are hereby summoned to the AGM of the Chilterns Conservation Board on

14 June 2022 at 10.00 am

**Edlesborough Memorial Hall, High Street, Edlesborough, Dunstable, LU6 2HX
and by remote video conferencing**

Online session open/coffee available from 9.30am

Agenda

1. Election of Chairman
2. Apologies
3. Election of Deputy Chairman
4. Declarations of Interest
5. Minutes of Previous AGM (21.04.2021) as approved 7 September 2021
6. Public Question Time
7. Elections and Appointments
8. Election/appointment of Members to Executive Committee
9. Election/appointment of Members to Planning Committee
10. Date of Next AGM



**MINUTES OF THE ANNUAL GENERAL MEETING OF THE CONSERVATION BOARD
FOR THE CHILTERN'S AREA OF OUTSTANDING NATURAL BEAUTY**

Held by remote video conferencing on Wednesday 21st April 2021 at 10.00am

MEMBERS PRESENT

Appointed by Local Authorities

Cllr Andrea Baughan
Cllr Paul Duckett
Cllr Lynn Lloyd
Cllr Charles Mathew
Cllr Hugh McCarthy
Cllr Phil McDowell
Cllr Richard Newcombe
Cllr Ian Reay
Cllr Nick Rose
Cllr Phillip Williams

Appointing Body

Buckinghamshire Council
Central Bedfordshire Council,
South Oxfordshire District Council
Oxfordshire County Council
Buckinghamshire Council
Dacorum Borough Council
Buckinghamshire Council
Hertfordshire County Council
Buckinghamshire Council
Three Rivers District Council

Appointed by the Secretary of State

Colin Courtney
Alison Doggett
Paul Mains
John Nicholls
John Shaw
Ian Waller
Elizabeth Wilson

Secretary of State
Secretary of State
Secretary of State
Secretary of State
Secretary of State
Secretary of State
Secretary of State

Elected by Parish Councils

Cllr John Griffin
Cllr Charles Hussey

Oxfordshire
Buckinghamshire

CCB Officers

Elaine King
Graham Hurst

Chief Executive Officer
Finance Officer

Other:

Deirdre Hansen
Dan Turner
Ray Payne

Clerk to the Board
Trustee Chiltern Society
Member of the public

The Chief Executive Officer opened the meeting and welcomed all present.

1. Apologies for absence

Apologies for absence were received and accepted from Cllr Steve Jarvis, North Hertfordshire District Council, Cllr Peter Martin, Buckinghamshire Council.

Absent without notice: Cllr Alison Balfour-Lynn, Hertfordshire Parish Councils.

2. Election of Chairman

There had been one nomination for the post.

The Board RESOLVED that PAUL MAINDS be elected Chairman of the Board for the ensuing year.

PAUL MAINDS took the CHAIR.

The Board congratulated him on his election, and he thanked the members for electing him.

3. Election of Deputy Chairman

There had been one nomination for the post.

The Board RESOLVED that John Nicholls be elected Deputy Chairman of the Board for the ensuing year.

He thanked the members for electing him.

The Chairman noted that this meeting is the outgoing Chairman's, Ian Reay, last Board meeting as he is standing down as a councillor. The Chairman thanked Ian for his long years of contributions to the Board, his wise counsel and his years as Chairman of the Board. He will be missed.

Ian replied that his 18 years with the Board had been his most enjoyable of his 30 years of public service. He has seen the CCB grow, and the profile being raised in particular under the recent CEO. He thanked the CEO and the staff for their hard work. The CEO and staff had adapted very well to the conditions brought about by the Covid pandemic and have been very successful managing the increased workload.

He commented that the CCB had been the most effective organisation he has been involved in.

The CEO thanked Ian Reay and Ray Payne for their support and assistance, first as a new Board member and then as the CEO. Both have been very generous with their knowledge and time, and it is due to their support that the bid for National Park status is still alive. She thanked them both from the staff and her personal perspective.

The late Cheryl Gillan MP's support to the CCB has been vital and invaluable. She will be missed, along with the late Cllr Bill Bendyshe-Brown who was also very supportive of the CCB.

Cllrs Charles Mathew, Hugh McCarthy and Nick Rose, who are all standing down from their councils were thanked for their work for the CCB.

The CEO is looking forward to working with the new Chairman and Deputy Chairman.

When meeting in the same room, leaving gifts would normally be presented to members at their last meeting, but now under Covid conditions Chilterns hampers will be sent to the departing members.

They thanked the Board and said how they all had enjoyed their time with the CCB.

The Chairman added his thanks to Ian and Ray, saying that it is a great opportunity to be taking over after all their hard work.

4. Declarations of Interest

No declarations of interest were made.

5. Minutes of the meeting 26th June 2019.

The Chairman explained the notation of the CEO under 'others present' in the minutes. She had left as member of the CCB at the time of the meeting but had not yet commenced her appointment as CEO of the CCB. The minutes of the meeting of 26th June 2019 were recorded as a true record.

6. Election of Members to the Executive Committee

Due to the imminent large changes to Board membership the Chairman suggested that the remaining existing members of the Executive Committee be reappointed and once the new members have joined the Board more members will be appointed or elected as appropriate.

The Board RESOLVED that the following members were appointed to the Executive Committee:

Secretary of State Representatives
Alison Doggett
Paul Mains
John Nicholls
John Shaw

Local Authority Representatives
Cllr Lynn Lloyd

Parish Council Representatives
Cllr John Griffin
Cllr Charles Hussey

7. Election of members to the Planning Committee

Due to the imminent large changes to Board membership the Chairman suggested that the remaining existing members of the Planning Committee be reappointed and

once the new members have joined the Board more members will be appointed or elected as appropriate

The Board RESOLVED that the following members were appointed to the Planning Committee:

Secretary of State Representatives

Colin Courtney

John Nicholls

Elizabeth Wilson

Local Authority Representatives

Cllr Lynn Lloyd

Cllr Richard Newcombe

Parish Council Representatives

Cllr Alison Balfour-Lynn

Cllr Charles Hussey (interim)

8. Code of Governance

Ray Payne, Acting Deputy Chairman, had presented a revised Code of Governance which can only be approved by the Board's AGM.

The revised third edition is a copy free of grammatical, formatting, style, clarity and ambiguity error. Some numerical errors have been found post publication of the agenda. These will be put right.

The Code of Governance distils the significant elements of legislation and is written in a way to use for the purpose of the Board.

Members asked for some clarification, which will be checked.

The Board APPROVED the third edition of the Code of Governance, subject to the final alterations.

9. Date of next meeting

The date of the next meeting was agreed as 22 June 2022

The Chairman.....

Date.....

- Item: 7** AGM Elections and Appointments
- Author:** Deidre Hansen, Clerk
- Purpose:** To set out the process by which the Board elects a Chairman and Deputy Chairman for the period 2022-23 and to seek and confirm membership of the two standing committees.

Background:

1. At the AGM the Chairman and Deputy Chairman are elected by the board members and the two standing committees are appointed. Where appropriate, elections for the posts of Chairman, Deputy Chairman and membership of the committees are held. Both Committees are vital to the CCB.
2. The standing committees are the Executive Committee and the Planning Committee.
3. Ideally both committees of nine members shall comprised:
Four Local Authority Board members, (LA)
Three Board members appointed by the Secretary of State (SoS) and
Two Parish Council (PC) Board members.
Each committee can co-opt up to four non-voting members.

The Chairman is always a member of the Executive Committee, and each committee elects their own Chairman and Deputy Chairman.

4. 2021-2022 committee membership is as follows:

Executive Committee:

Note:

SoS: members appointed by the Defra Secretary of State

LA: members appointed by the Local Authority

PC: members appointed by the Parish Council

Alison Doggett (retiring from the CCB June 2022)-SoS
John Griffin-PC
Charles Hussey-PC
Lynn Lloyd-LA
Paul Mains-SoS
Richard Newcombe-LA
John Nicholls-SoS
Hector Sants-PC
John Shaw (retiring from the Committee June 2022)-SoS

Planning Committee:

Colin Courtney-SoS
Charles Hussey-PC
Lynn Lloyd-LA
John Nicholls-SoS
Reena Ranger-LA
Robert Roche (retiring from the Board May 2022)-LA
Sue Rowland-PC
Adrian Watney-PC
Elizabeth Wilson-SoS

All members are thanked for their contributions during the year.

5. We hope that those 2021-22 members will wish to retain their membership of the committees for the coming year 2022-23. Membership is open to all Board members and any member wishing to join a committee please speak to the Chairman (Paul Mains) or Deputy Chairman (John Nicholls). There are some vacancies on both committees.
6. No nominations have been received for the post of Chairman and Deputy Chairman. Both Paul Mains and John Nicholls have indicated their willingness to fill those posts for another year.