



**MINUTES OF THE MEETING OF THE CHILTERN'S CONSERVATION BOARD HELD ON
WEDNESDAY 17th October 2018 at Naphill Village Hall, Main Road, Naphill HP14 4SX
commencing at 10.00 am**

MEMBERS PRESENT

Appointed by Local Authorities

Cllr David Collins
Cllr Paul Duckett
Cllr. Lynn Lloyd
Cllr. Charles Mathew
Cllr. Richard Newcombe
Cllr Ian Reay

Appointing Body

Dacorum Borough Council
Central Beds Council
South Oxfordshire District Council
Oxfordshire County Council
Aylesbury Vale District Council
Hertfordshire County Council

Appointed by the Secretary of State

Colin Courtney
Alison Doggett
Elaine King
John Nicholls
Ray Payne
Helen Tuffs
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
Secretary of State

Elected by Parish Councils

Cllr Alison Balfour-Lynn
Cllr Susan Biggs
Cllr John Griffin
Cllr Charles Hussey

Hertfordshire
Oxfordshire
Oxfordshire
Buckinghamshire

CCB Officers

Kath Daly
Sue Holden
Graham Hurst
Wendy Morrison
Lucy Murfett
Ed Peveler
Claire Readey
Annette Venters
Donna Webb

Countryside Officer
Chief Officer
Finance Officer
Chilterns Hillforts Project Manager
Planning Officer
Hillforts Landscape Heritage Officer
Fundraising and Development Manager
People & Society Officer
Administration Officer

Other:

Deirdre Hansen
Les Mosco
1 member of the public present.

Clerk to the Board
Trustee Chiltern Society

The Chairman welcomed Elaine King to her first Board meeting and congratulated her on her Secretary of State appointment to the Board. She was asked to introduce herself to the Board members.

18/19.13 Apologies for absence

Apologies for absence were received and accepted from Cllr Bill Bendyshe Brown, Buckinghamshire County Council, Cllr Heather Kenison, Three Rivers District Council, Cllr Hugh McCarthy, Wycombe District Council and Cllr Nick Rose, Chiltern District Council.

Absent without apologies:

Cllr David Barnard, North Hertfordshire District Council and Cllr Luisa Sullivan, South Buckinghamshire District Council and Cllr Clive Thomas, Buckinghamshire Parish Councils.

18/19.14 Declarations of Interest

No declarations of interest were declared.

The Chairman informed the Board that Sir John Johnson, the CCB's first Chairman, had died. He had been the instigator of the CCB and had served the CCB as Chairman for 9 years until 2010.

18/19.15 Minutes of the Annual General Meeting and the Board Meeting 20th of June 2018.

The minutes of the AGM and the Board Meeting of 20th June 2018 were signed by the Chairman as a true record after the following amendments were made in both sets of minutes:

1. The date of the meeting had been 20th June not 21st.
2. Cllrs Charles Mathew and Richard Newcombe had been omitted from the members present list.

And in the Board Meeting minutes the date of the next Executive Committee meeting was amended from 22nd January to 23rd of January.

18/19.16 Matters Arising.

1. The Chief Officer reported that the Food and Drinks Festival 2nd LEADER bid had been unsuccessful.
2. She also mentioned that the Chalk, Cherries and Chairs project was submitted in August with a secure funding plan.

18/19.17 Public Question Time.

No public questions.

18/19.18 Board Review October 2018.

- a. The Chief Officer introduced Wendy Morrison and Ed Peveler to the Board both had joined the Board 6 months ago.
- b. Reports from the Executive Committee, the Planning Committee, Landscape and Conservation, People and Society and Development and Communications had been received. There was opportunity to ask questions.
- c. The Chalk Streams Project Officer was congratulated in securing £50,000 from Thames Water to fund a Chalk Streams and Water Efficiency Awareness programme.
- d. The Planning Officer was commended on her representations at the Wycombe District Council Local Plan Examinations in September.

1. The Board NOTED the review October 2018.

18/19.19 Board Members for Chiltern Woodlands Project and Chilterns Chalk Streams project.

It was explained that the CCB can place Board members on the Chilterns Woodlands Project Board and the Chilterns Chalk Stream Project Steering Group.

The Chief Officer invited members to volunteer to sit on these committees. Elaine King, Ray Payne and John Nicholls volunteered to represent the CCB on these committees. It will be arranged outside the meeting, who will sit on which committee.

- 1. The Board NOTED the volunteers to represent the CCB on the Chiltern Woodlands Project and Chilterns Chalk Streams project.**

18/19.20 Chalkscapes- North Chilterns Community Landscape initiative.

The Countryside Officer updated the Board on the Heritage Lottery Fund (HLF) stage 1 bid for a proposal to develop a major community and landscape initiative in the North of the Chilterns.

The proposals for the £2.4m North Chilterns Community and Landscape Initiative were developed and submitted by a partnership led by the CCB. The initiative focusses on the chalk landscapes, wildlife and heritage around Luton and Dunstable. The combined growth in the area has created a great need and there are opportunities to engage local communities more in the AONB.

The outcome of the stage 1 bid will be known in December, if successful HLF will provide a grant to support detailed project development.

- 1. The Board NOTED the progress towards development of a major community and conservation initiative in the North Chilterns.**

18/19.21 Review of National Parks and AONBs

The Chief Officer reported on her meeting with Julian Glover, Chair of the Review, and other AONB Lead Officers and the National Association and on the meeting she and Cheryl Gillan MP had had with Julian Glover before the call for evidence.

The Chief Officer presented general points and CCB specific points to be included in the call for evidence for the Review of AONB's and National Parks.

The meeting discussed these extensively and offered advice. The points had already been discussed at the last Executive Committee meeting.

- 1. The Board DISCUSSED and GAVE advice on the CCB's response to the Review of AONB's and National Parks.**

18/19.22 AONB Management Plan 2019-2024

The Chief Officer presented an update on the results of the informal consultation on the first draft of the Chilterns AONB Management Plan 2019-2024.

The second draft for formal consultation is due to be sent to partners, stakeholders and the public by the end of October, with the final document to be completed by the end of the year.

The Chief Officer thanked the team who had worked hard on the production of this Plan.

Members congratulated the team on their work, discussed the second draft and offered additional amendments. Members noted the importance of Local Authority engagement and Local Authority members were encouraged to involve their Local Authorities. The Chief Officer asked members to send her any further edits immediately after the meeting.

It is intended that the third and final draft will be presented at the next Board meeting in February 2019 for agreement and publication in April 2019.

The Chairman thanked members for their debate and discussion.

- 1. The Board NOTED the results of the informal consultation phase and PROPOSED additional amendments to draft two.**

18/19.23 External Annual Audit Report.

The Finance Officer had reported on the completion of the external audit 2017-18 and the points raised by the new external auditors.

1. The auditor has certified that the review of the annual return had been completed and the responsibilities under the Local Audit and Accountability Act 2014 have been discharged.
2. The auditor had noted some, mainly technical, inaccuracies in the Annual Governance and Accounting Return (AGAR).
 - a. A £600 error, already noted at the June board meeting
 - b. The CCB has consistently prepared its accounts on an “accrual” basis which the AGAR does not permit.
 - c. Actual bank balances do not agree with the bank balances shown on the AGAR due to accrued bank interest as noted in b above.

It was noted that the accrual basis used ensures that the accounts are a suitable management tool for the CCB, but that Local Government accounting rules are not ideal for CCB purposes.

It was agreed that in future two sets of accounts will be prepared at year end, the AGAR and a set of accounts prepared on an “accruals” basis.

Actions agreed:

1. The 2018-19 AGAR comparative figures will be amended to reflect the auditor’s comments.
2. The notice of conclusion of the audit and the auditor’s report will be published on the CCB website as required by law.

1. The Board APPROVED and ACCEPTED the auditor’s report.

2. The Board APPROVED and AGREED the actions noted.

18/19.24 Any other Business.

1. The Fundraising and Development Manager gave a brief presentation on Corporate Support Opportunities and asked members to share any business contacts who could be approached.
2. It was highlighted how the Ridgeway National Trail’s initiatives connect well with the CCB’s initiatives.
3. The Chief Officer gave notice that she had informed the Chairman of her intention to step down in August 2019.

The Chairman remarked that Sue as Chief Officer has demonstrated vigour and has significantly altered the prospects of the Board since her appointment. We now have a much broader range of projects and substantially greater external sources of income than when she joined, enabling us to leverage the DEFRA and LA funding.

The Chairman commented that the previous recruitment Committee of the Chairman, Vice Chair and Ray Payne will move the process of recruiting a new Chief Officer forward.

18/19.25 Meeting Dates 2018-19

The Board NOTED the following meeting dates

Full Board:

20th February 2019

26th June 2019 (and AGM)

16th October 2019

Executive Committee:

22nd January 2019

22nd May 2019
18th September 2019

Planning Committee:
21st November 2018

The Chilterns Hillforts Project Manager and the Hillforts Landscape Heritage Officer gave a presentation on the Beacons of the Past Hillforts Project.

The project is on track and on schedule.

Lunch would be followed by a visit to West Wycombe Hillfort

The Chairman.....date.....