



MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON Wednesday 9th December 2015 at the offices of the Board , The Lodge, 90 Station Road, Chinnor OX39 4HA commencing at 11.30AM AND CONCLUDING AT 13.00 PM

Present:

Cllr George Case	Board Member
Cllr David Collins	Board Member
Cllr. John Griffin	Board Member
Cllr. David Nimmo-Smith	Board Member
Cllr. Ian Reay	Board Member, Chairman of the meeting
Helen Tuffs	Board Member
Cllr Alan Walters	

Kath Daly	CCB Countryside Officer
Sue Holden	CCB Chief Officer
Chris Smith	CCB Finance Officer

In attendance	
Deirdre Hansen	Clerk to the Board

15/16-13 Apologies for absence.

Apologies for absence were received from Dr Heather Barrett-Mold, Secretary of State appointment and Ray Payne, Secretary of State appointment.

15/16- 14 Declarations of interest

No declarations of interest were made.

15/16- 15 Minutes of the previous meeting

The minutes of the meeting of 10th September 2015 were approved as a true record and signed by the Chairman

15/16- 16 Matters arising from the minutes 10th September 2015.

Re 15/16.9 The Board is expecting to hear in January 2016 if the Hillforts HLF bid is successful

15/16- 17 Public Question time

No members of the public were present.

15/16-18- Finance Report- this item was moved down the agenda.

15/16- 19 Fidelity Guarantee Insurance

The Finance Officer had presented a brief report. There had been no changes in any situations and it recommended continuing with the current policy.

- 1. The Committee AGREED to leave the amount of fidelity cover unchanged on the grounds that the funds are under the direct control of the Finance Officer, who is not a bank signatory, and no individual investment exceeds £250,000**

15/16- 20. Box Woodland Project

A report on the project had been presented to the Committee, prepared by the Conservation and Countryside Officer. The project had met all its objectives and was delivered under budget. Therefore a repayment is to be made to HLF.

- 1. The Committee NOTED the financial results and APPROVED a repayment of £14,315 to the Heritage Lottery Fund.**

15/16-21- Finance report

The Finance Officer advised the Committee of the Board's financial position to the end of October and the projected position by the end of the year.

1. The Committee noted the new format of presenting the financial results and preferred this presentation. The Finance Officer advised the Committee that further summaries were possible.
2. The current financial position is generally in line with expectations, with no significant problems.
3. Income from parish and town councils is still expected later in the year. Letters requesting financial contributions are due to be sent out imminently. The meeting briefly discussed contributions from parish and town councils.
4. Various costs and possible cost reductions were discussed.
5. Reserves are expected to be reduced by the end of the financial year.

- 1. The Committee NOTED the current financial position.**

15/16-22- Business Planning and Budgeting was moved down the agenda.

15/16-23- HS2 update

The Countryside Officer had provided a detailed report on the recent developments regarding HS2 and the Select Committee (SC) hearings and gave further updates

1. The Board and Local Authority partners are working on terms of reference for the AONB Review panel.
2. An independent Chair will be requested for the AONB Review Panel, members were asked for suggestions.
3. The request will be made that all costs of this panel are covered by HS2 Ltd.
4. HS2 Ltd has agreed to change the group of applicants that can apply to the Community Environment Fund. This now means the Board is eligible to apply.
5. Additional Provisions (AP) 5 have now been published.
6. The House of Lords Select Committee is expected to sit after Easter.

The Committee discussed and considered the report as well as the Board priorities and work load.

- 1. The Committee NOTED the current priorities and work in relation to HS2.**

15/16- 24- Update on Electrification

The Planning Officer had given the Committee a report on the agreed actions that had taken place following the Board meeting 8th October.

The Planning Officer also brought to the Committee's attention:

1. Network Rail has now agreed to hold a public consultation in the New Year and that the Board must ensure that Network Rail consult on good and much better options.
2. A reply is ready to be sent to the Secretary of State for Transport following his reply to the Board's correspondence that did not answer the questions raised. A meeting with the Secretary of State will again be requested.
3. The Countryside Officer is participating in the mitigation projects that may be undertaken by Network Rail to address residual harm as well as any retrofitting that may take place.

The Committee commended the Planning Officer's work on the Electrification.

- 1. The Committee NOTED the update.**

15/16-25- Review of Communications and Engagement Activity

The Information and Interpretation Officer gave a report on the recent 50th Anniversary Commemorative activities that had taken place and are still due to take place.

1. Three joint activities with the Chiltern Society had taken place:
 - a. The launch of the anniversary beer.

- b. The event on 25th November 2015 at the Elgiva theatre, Chesham, was filled to capacity. The Elgiva theatre had published the event in their programme, which had helped reach out to a different audience. Media coverage had been limited though.
 - c. A festive Christmas Fayre had been held 5th December. This had been a trial event. Feedback from the exhibitors had been positive.
2. Furthermore a joint tree planting event will be held 16th December to mark the 50th Anniversary of the Chiltern Hills being designated as an Area of Outstanding Natural Beauty.
 3. The 50th Anniversary has led to new formats being used and new audiences have been reached.
 4. The Anniversary activities have been held in addition to the usual events.

The ongoing events were also mentioned.

The Information and Interpretation Officer noted that she had a good relationship with the Bucks Free Press, which now have a dedicated “country “ page to which she regularly contributes. It was noted that the Board received more press notice when it was reacting to events.

The Information and Interpretation Officer was thanked for her report.

1. The Committee noted the report from the Information and Interpretation Officer.

The meeting went back to the earlier agenda point:

15/16-26- Business Planning and Budgeting.

The Chief Officer informed the Committee of progress being made on the budget 2016/17 and the looming January 2016 deadline for the submission of the grant application to Defra.

The Chief Officer also shared her first impressions after 2 months in the job and her initial thoughts on the direction of travel.

The Committee discussed and advised on the general direction of the approach being taken for business planning and budgeting. A report will be prepared for the Board meeting in January.

1. The Committee AGREED that the Chief Officer and the Finance Officer should proceed to submission of the grant application to Defra.

15/16-27-Other business.

There was no other business.

15/16-28. Next meeting: Wednesday 24th February 2016 at 10.00 am at the offices of the Board in Chinnor.

Future meeting dates: Wednesday 25 May 2016, Thursday 8 September 2016 and Thursday 8 December 2016

The meeting closed at 13.00

The Chairman.....

Date.....