



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

**14 June 2022 at 10.30 am
(Following on from the AGM)**

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

Agenda

1. Apologies
2. Declarations of Interest
3. Notice of Urgent Business
4. Minutes of Previous Meeting (1 March 2022)
5. Matters Arising
6. Chairman's update
7. Public Question Time
8. Chief Executive's update
9. Finance and Budget
10. Income Generation
11. Governance Review
12. Landscape Review
13. EDI Group
14. Meeting Dates 2022-23
15. Any Urgent Business

The meeting will be followed by a light lunch and site visit to Ivinghoe Aston Farm (postcode LU6 2HX). The CCB's Farming in Protected Landscapes programme is supporting the restoration and expansion of an orchard on the farm. More information [here](#).

Future Meetings:

<u>Full Board</u>	6 September 2022 6 December 2022
<u>Executive Committee</u>	19 July 2022 1 November 2022
<u>Planning Committee</u>	12 July 2022 11 October 2022



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

**Held at Frieth Village Hall, Henley-on-Thames, Oxfordshire RG9 6PR on Tuesday
1st March 2022 at 10.00am.**

MEMBERS PRESENT

Appointed by Local Authorities

Cllr David Bartholomew
Cllr Lynn Lloyd
Cllr Richard Newcombe

Appointing Body

Oxfordshire County Council
South Oxfordshire District Council
Buckinghamshire Council

Appointed by the Secretary of State

Colin Courtney
Alison Doggett
Geeta Ludhra
Paul Mainds
John Nicholls
John Shaw
Elizabeth Wilson

Secretary of State
Secretary of State
Secretary of State
Secretary of State- Chair
Secretary of State- Deputy-Chair
Secretary of State
Secretary of State

Elected by Parish Councils

Cllr John Griffin
Cllr John Harfield
Cllr Charles Hussey
Cllr Sue Rowland
Cllr Sir Hector Sants
Cllr Adrian Watney

Oxfordshire
Bedfordshire
Buckinghamshire
Oxfordshire
Buckinghamshire
Hertfordshire

CCB Officers

Lynne Cordice
Graham Hurst
Elaine King

Senior Administration Officer
Finance Officer (S151 Officer)
Chief Executive Officer

Other

Deirdre Hansen
John Watkins

Clerk to the Board
Chief Executive, National Association of
Areas of Outstanding Natural Beauty
(NAAONB)

The Chairman welcomed all to the meeting in particular John Watkins, Chief Executive NAAONB.

All attendees introduced themselves.

21/22.33 Apologies for absence

Apologies for absence were received and accepted from Cllr Andrea Baughan, Buckinghamshire Council, *Cllr Robert Carington, Buckinghamshire Council, Cllr Paul Duckett, Central Bedfordshire Council, *Cllr Carl Jackson, Buckinghamshire Council, *Cllr Steve Jarvis, North Hertfordshire District Council, *Cllr Peter Martin, Buckinghamshire Council, *Cllr Reena Ranger, Hertfordshire County Council, *Cllr Robert Roche, Luton Borough Council, *Ian Waller, Secretary of State appointee, Cllr Phil Williams, Three Rivers District Council.
*(Those members * listened in on the meeting incl Claire Readey, CCB Development and Funding Manager, Simon Kearey, Chairman Chiltern Society and Bob Empson, consultant, in part).*

Absent: Cllr Phil McDowell, Dacorum Borough Council.

21/22.34 Declarations of Interest

No declaration of interest in any agenda item was made.

21/22.35 Notice of Urgent Business

The Chair was notified of any items.

21/22.36 Minutes of the Board Meeting 7th September 2021 and the notes of the briefing 7th December 2021.

The minutes of the Board meeting 7th September 2021 were approved and signed by the Chairman following the amendments made 7th December 2021.

The briefing notes 7th December 2021 were approved and signed by the Chairman after the following amendments were made:

- 1) 21/22.25-16 "item" was added after "an important"
- 2) 21/22.26- item 3 "Defra has been impressed with the diversity of candidates who have applied" was deleted.

21/22.37 Matters Arising

The appointment of Cllr Richard Newcombe and Cllr Sir Hector Sants to the Executive Committee was confirmed.

21/22.38 Chair's Update

The Chair reported on his activities since his last update December 2021 and highlighted the following:

1. Defra has confirmed the Secretary of State appointment to replace Alison Doggett.
2. The Government responded to the Landscapes Review in January 2022. The CCB will respond by the April deadline. The CEO will expand on this item later.
3. Natural England AONB Boundary Extension. The Chair had joined a briefing by NE for CCB staff and board members on 28/02/22 looking at the detail of how the boundary extension process works.

4. Internally the Deputy Chair is dealing with the Governance Review which he will report on later in the meeting.
5. He attended an EDI meeting chaired by Board member Geeta Ludhra last week.
6. He attended the lighting ceremony for the Para Olympic flame at Stoke Mandeville on 28/02/22.
7. He had spent time with the Funding and Development Manager looking at income generation.
8. Updating and reviewing Policies and Procedures are high on the priority list. These are being updated by the staff and he is liaising with the CEO and Senior Administration Officer. Regular reviews of policies and procedures is to be a standard agenda item in the future to ensure clear visibility for Board members.
9. The next Board meeting will be held 14th June. It is planned to be held in the north of the Chilterns to include lunch and a tour of CCB activity in the area.
10. Technology for hybrid meetings: The Senior Administration Officer was commended and thanked for setting up the 'Owl'. The Chair was pleased to see it working.
11. The Senior Administration Officer is also exploring on electronic shared space.
12. The Chair is connected with Museum of English Rural Life (MERL). John Shaw has been working with them on projects to include those who are disengaged with the countryside. There are obvious synergies with the CCB's work and is an avenue to explore.
13. A 25-year vision. Over the next six months a process is being developed how to work up a 25-year vision with our partners and stakeholders.
14. He met with Gareth Clay, the Farming in Protected Landscapes Officer.
15. Income generation will be on the next Board meeting agenda.
16. We will also hold our AGM on 14/06/22. The AGM includes the election of Chair and Deputy Chair as well as Committee membership. Any members wishing to sit on any of the standing committees please let the Chair know. The Chair and Deputy Chair are willing to fulfil these roles for another year, but succession planning needs to be considered.

21/22.39 Public Question Time.

No public present.

21/22.40 Chief Executives Update

The Chief Executive Officer had provided a comprehensive overview of the team's activities and achievement since the last Board briefing in December. Highlighting the following items:

1. Natural England work: Boundary extension and exploring improved management and governance arrangements, this is linked to the Landscapes ('Glover') Review. The CCB is working in partnership with the other 33 AONBs in England. The Glover Review was published in 2019, the Government's response published in January 2022 with responses to that due by 9th April 2022. With the Planner, and with contributions from other members of the team, she has been working on a CCB response. They have also been working with the NAAONBs on their response. A lot of time and energy is going into this work. Once the framework for the response has been put together, she will share it with the Board via email. The main points we will be making is ensuring proposal 24 is implemented – enhanced Purposes, Powers and Resources for AONBs.

The Deputy Chair has been proactive and has contributed with his work on Governance.

2. The whole team continues to work hard, and she expressed a huge thanks to them all.
3. She expressed thanks to Lynne Cordice, Senior Administration Officer, and her team for the work they do behind the scenes
4. The Comms team have been working extremely hard with media, blogs and joint messaging with partners.
5. The new website worked on by the Comms team is expected to be launched in the coming months. The whole CCB team have been contributing to the new website. The Board asked to have a preview of the new website before it goes live. Assurance that EDI and social inclusion are covered on the website were sought. The Development and Funding Manager will pursue this.
6. Defra has recognised that AONBs are chronically underfunded.
7. She had attended a number of external events and meetings with partners including a Chalk Streams conference arranged by the Chiltern Society.

The Members used the opportunity to ask questions and discuss the CEO's update.

10.35 Cllr John Harfield joined the meeting

1. The Board NOTED the report.

21/22.41 Update on delivery of the Management Plan policies GP1 and GP2

The Planner had provided a paper updating the Board on the delivery of the Management Plan policies GP1 (enhanced status) and GP2 (boundary extension) both which will be met by commitments in Natural England's (NE) new Designations Programme announced in June 2021.

Natural England has ruled out re-designation of any AONB as a National Park. However, the work the CCB is doing with NE on their Designations Programme could lead to a more suitable 21st century outcome for the CCB with enhanced status and more fit for purpose management and governance arrangements, designed and co-owned with our partners and stakeholders.

The key conclusions in the paper are:

1. The most appropriate fit-for-purpose solution almost certainly lies in enhanced management and governance arrangements, co-created with, and co-owned by our partners and stakeholders.
2. Our work as part of Natural England's Designations Programme could lead to outcomes that are more effective than National Park Status.
3. It is still appropriate to refer to National Park status by way of comparison.
4. If our current endeavours are not successful, we can fall back on National Park status as a second-best option.

The Members discussed the update and questioned the communication process with Local Authorities. The process being followed is a NE process, the CEO will feed back to NE the communication worries from Local Authority members.

The CEO emphasised that the Designation Programme is NE's work, the CCB is assisting NE, but the process is driven by NE, who follow an established process.

- 1. The Board AGREED to continue to advocate for enhanced status, additional resources, strengthened powers and more coherent management of protected landscapes.**
- 2. The Board AGREED to continue to work constructively with Natural England, Defra, and our stakeholders to achieve the outcomes (1-4) in the paper.**

11.15 Bob Empson, Management Consultant joined the meeting.

It was agreed to move agenda item 14 EDI Group up the agenda.

21/22.42 EDI Group report

Geeta Ludhra, Secretary of State appointed Board member, thanked the Chair and the CEO for their progressive and open-minded views on Equality, Diversity, and Inclusion (EDI).

She expressed the view that her appointment has been influenced by her educational work on EDI.

She is driving the CCB's working group on EDI. The group has met and started evaluating what the CCB does well in EDI and how it can do better. They will look at how the information is held, where the EDI policy is held, the HR lens for staff and for Board members, EDI visibility and how EDI is addressed.

The working group has looked at Defra's EDI policy and has realised it is not a dynamic policy, but is a starting point for the CCB, and our policy must be consistent with Defra's. The CCB's visibility of its EDI policy is not clear. She asked for EDI to be a regular Board meeting agenda item. A clear and cohesive policy will be developed.

She has looked at other organisations and how they deal with EDI.

The next question is what is the CCB doing to strengthen its position with disengaged and underrepresented communities? Some great work is being done, but it is not all connected. What is the Board's perspective on EDI? What are the high priority areas? What kind of projects are we delivering? And what is our collective consciousness?

Members took the opportunity to ask questions.

The Chair stated that we are starting with a strong ambition, which will be followed by a clear strategy and delivery. We will not be able to do it all at once.

1. The Board NOTED the update.

21/22.43 Business Plan Update

Bob Empson, Management Consultant, introduced the Business Plan.

The Business Plan sets out the CCB's own organisational key priorities and activities for 2022/23 in supporting the key elements of the Management Plan.

The process to develop the Business Plan had started three months ago. Our internal and external environments were examined, a staff survey was carried out, CCB Board members and staff took part in workshops and discussion took place with the Executive Committee.

The draft Business Plan has been written by the CEO and the senior team through the process above.

The CEO had provided an extensive report on achieving the required outcomes of the Business Plan giving history, achievements, and an overview of the CCB. As well as detailing the analysis that had taken place.

There are three key strategic priorities:

1. Organising for the future
2. Deliver existing commitments
3. Leadership and influence

Strategic priority 1. Organising for the future comprises:

- a. People
- b. Policies and Strategies
- c. Governance
- d. Financial resilience

This work has already started and is being actively pursued by the CEO, senior team, and Board members.

Strategic priority 2. Deliver existing commitments:

Many externally funded key programmes are committed with clearly defined programmes, objectives and timetables leaving the CCB little flexibility.

The uncertain external environment and our ambitions mean that we need the flexibility to anticipate, respond to and build on opportunities that may arise that allow the CCB to maximise its impact and deliver transformational change.

Strategic priority 3. Leadership and influence:

Defra monitors our performance with their KPI's. We now intend to develop internal KPIs as tools by which the Board and Defra can monitor the CCB's performance. They will not catch all the work the CCB performs but will form a step change to give greater visibility and accountability for our work. We will improve how we work, be more specific, report to the Board and create more opportunities.

The Implementation Plan flows from the Business Plan and details the actions to be taken over the next year (April 22- March 23) and refers to the CCB's longer term plans. The Implementation Plan is in development and is due to be presented to the Executive Committee at its May meeting.

The Implementation Plan and the setting of priorities will connect to the 2022/23 budget ensuring the CCB has the financial resources and capacity required to deliver the work.

1. The Board APPROVED the Business Plan 2022/23.

21/22.44 Finance and Budget

The Finance Officer had provided a comprehensive finance report on activities up to the end of December 2021.

1. Core income received (including a legacy from a former volunteer) was £516,785.
2. It was decided by the Chair, Deputy Chair, CEO and Finance Officer that the £64,504 legacy received from David John Younghusband will be used to fund several small projects which have a lasting outcome.
3. Fee income is higher than budgeted due to being able to recover administration costs from the Farming in Protected Landscapes programme and the Green Recovery Challenge Fund project.
4. Core expenditure for the period was £421,736 in line with expectations.
5. Project income received for the period was £1,028,334 in line with expectations.
6. Project expenditure was £600,143. There are shortfalls relating to expenditure not yet claimed back and surpluses relating to expenditure yet to be incurred but grants received in advance.

Budget 2022/23

The draft budget has been discussed at the Executive Committee in February for recommendation to the Board. This ambitious budget has been approached in such a way that staff can facilitate what the Board wants it to achieve with a small deficit of under £1,000 to be met from reserves.

The Board was reminded that £55,000 has been set aside in reserves to underwrite any shortfall in match funding for existing projects.

The CEO commended the Finance Officer on the prudent ways of managing the finances while also enabling funds to be made available to support and expand the work of the staff team. Within the limits of the budgets, we are doing well.

1. The Board NOTED the financial position at 31 December 2021.

2. The Board APPROVED budget 2022/23.

21/22.45 Income Generation

The Development and Funding Manager had provided a comprehensive report giving the Board an overview of the CCB's income generation activities and plans, giving an update since the December briefing.

The Green Recovery Challenge project is an excellent model for how we can work collectively. Two part time members of staff are now in post employed by the Chiltern Society, but line managed by the CCB. This is an ambitious programme with short timelines, stretching the team, but they are managing well.

The Development and Funding Manager is working on a CCB Income Generation Strategy. An outline Income Generating Strategy will be available summer 2022. We are looking for financial stability for the future, while also being ambitious. We must deliver impactful and financially sustainable projects, ensuring they contribute as much as possible to core income and link clearly to the Business Plan.

The CEO thanked her for her report. The CEO reported that Defra had provided some unexpected additional funding: approx. £37,000 which must be spent this financial year. It is being used for a number of items including nature recovery work, supporting some of the People & Society Officer's existing projects e.g., the Chilterns Cycleway, purchasing IT equipment, new laptops with associated software, and six full tickets for

the annual NAAONB conference, to enable more of the team to benefit from this three-day event in September.

Members made suggestions and discussed various funding opportunities, which will be taken up outside this meeting.

The Funding and Development Manager thanked all for their comments and will explore the options.

1. The Board NOTED the report and PROVIDED feedback.

21/22.46 Governance Review

The Deputy Chairman as Chairman of the Governance Review Task and Finish Group and the Planning Committee presented a detailed report on the recommendations for the future of the Planning Committee, Planning Status and Local Plan role and the work programme for the Task & Finish group.

1. The Planning Committee

The Planning Committee had considered the T&F Group recommendations for an on-line live system for all planning consultations instead of the current retrospective endorsement of staff decisions. Decision making will continue to be delegated to staff, with Board members able to contribute their comments on a live system, such as SharePoint, already in use.

The system will need to be set up internally, some training will need to be given and ongoing support will be required. All views would be formally recorded.

2. CCB's Statutory Planning role

The Planning Committee has considered the Board's request to look at the two Glover report recommendations for the CCB to seek Statutory Consultee status and whether there should be a single Local Plan for the whole of the Chilterns AONB. Both would require primary or secondary legislation.

- a. The Planning Committee considered the recommendation for Statutory Consultee Status and concluded that the CCB should seek Statutory Consultee status with elevation of the Management Plan's status – a statutory obligation for the Management Plan to be taken account of.
- b. A Chilterns Local Plan. Although there would be advantages to such a plan, the CCB has neither a democratic mandate, which Local Authorities do have, nor has it the resources for such a plan. A preferred option is Specific Consultation Body status, which would require Local Authorities to include the CCB in a 'Statements of Common Ground', to be developed by the CCB and partners, which would underpin their respective Local Plans.

3. CCB Governance Review- next Steps

The direction of travel has been agreed. Short term internal changes have been agreed with a view to be implemented.

The pace of implementing longer-term changes needs to recognise the external environment, in particular Defra's and NE's review of the overall purposes of Protected Landscapes.

Therefore, the implementation of a wide Stakeholder Advisory Group should wait until we have the outcome of the Glover Review and NE work.
The Board reaffirmed the intention that the above is their preferred operating model, but that it will hold off on implementation.

12.43 Geeta Ludhra left the meeting.

- 1. The Board AGREED the set up of an on-line system for planning consultations as set out in the paper and to bring it into operation as soon as possible.**
- 2. The Board AGREED that the scheme of delegation to the CCB's planning staff be formalised and recommended to the Planning Committee's next meeting.**
- 3. The Board AGREED to advocate not only Statutory Consultee status, but a statutory recognition of the Management Plan as described in the paper.**
- 4. The Board AGREED that a single Chilterns Local Plan should not be pursued, but that the CCB should discuss with its constituent Local Authorities for the CCB to become a Specific Consultation Body, to achieve a Statement of Common Ground for Local Plan purposes, and if agreement is reached this should be put to Defra as a jointly preferred outcome.**
- 5. The Board ENDORSED the work programme for the Governance Task and Finish Group as presented.**

21/22.47 Review of the Risk Register.

The Risk Register had been reviewed and updated by the Executive Committee and was recommended for Board approval.

Key risks to be considered in the upcoming year:

- The ongoing impacts of Covid-19
- Cashflow management given increased project requirements and uncertainty over Defra and Local Authority funding.
- The impacts of Government policy and legislative decisions.

- 1. The Board APPROVED the Risk Register.**

21/22.48 Urgent business

- a. The Chair invited John Watkins, Chief Executive National Association for Areas of Outstanding Natural Beauty (NAAONB), to speak. He put in simple terms that the NAAONB is the trade body for AONBs. They operate to amplify the impacts and outcomes of the 34 AONBs in England and the total of 46 in the UK. They boost the ambitions and opportunities of the AONBs, support officers and operate collectively. The NAAONB appreciates input from AONB lead officers. AONBs are a valuable vehicle for Defra to deliver their ambitions.

The Chair thanked him and affirmed the CCB is keen to be a leading AONB and agreed that a shared voice is always louder.

- b. Alison Doggett informed the Board that she is going to republish the book, The Chilterns, she wrote some time ago with Leslie Hepple, who has since died. Alison and her husband have obtained all the rights to the book and will be revising all the illustrations. The Chair thanked her and wished her well.

The Chairman thanked all for attending and thanked the staff for all their work.

Future meetings

<u>Full Board</u>	14 June 2022 plus AGM 6 September 2022 6 December 2022
<u>Executive Committee</u>	3 May 2022 2 August 2022 1 November 2022
<u>Planning Committee</u>	13 April 2022 12 July 2022 11 October 2022

The Chairman.....

Date.....

Item 8 **Chief Executive's update (June 2022)**

Author: **Elaine King, CEO**

Purpose of Report: **To update Board members on some of the staff team's work since it last met on 1 March 2022**

Background:

The CCB's staff team continues to deliver a huge amount of work across a broad range of areas. This update describes some of the work carried out since the last Board meeting on 1 March, broadly set out to follow the three strategic priorities in the CCB's 2022/23 Business Plan.

Recommendations:

To note the report and provide feedback.

2. Delivering existing commitments and priorities

- **Increasing staff capacity:** Fran Crowther, the CCB's new Project Support Officer, joined us at the end of March and is providing additional capacity to support core and project work. Fran is currently working 1.5 days a week supporting Chalk, Cherries and Chairs, and one day a week each supporting the Chilterns Chalk Streams Project, the Green Recovery Challenge Fund project 'Chalk Streams and Wetland Meadows' and Mend the Gap.

Connecting people to landscape, nature, heritage and local producers

- The CCB has been developing and promoting more inclusive walks and activities, and connecting with more diverse community groups, including those focussing on disabilities, cultural diversity, mental health, autism, social justice, dementia and others.
- We have researched and are building an extensive list of contacts (currently over 140). Reaching out to some of these groups has proven very fruitful with several interested in leading or testing walks and events and providing further information, videos and blogs.
- We are showcasing some of these groups through [blogs](#) on our website and through the Walking Festival.
- The CCB has been encouraging and facilitating new inclusive events, eg [Nature Sense Session](#) and an Outdoor Cooking event for South Asia heritage month with Dadima's Walks and Natural England.
- Our Board member, Dr Geeta Ludhra, continues to advocate for and support diverse audiences enjoying the Chilterns through blogs, including on the CCB's [website](#) and [one](#) for the Museum of Rural Life at Reading University, and her Dadima's walks, which has included being a Natural England countryside ambassador. Geeta has also been invited to speak at the National Association for AONBs' annual conference in September.
- Engaging more and diverse audiences is a key priority for the CCB and more activities and initiatives are planned in the coming months.
- The spring **Chilterns Walking Festival** took place 21 May to 5 June, with a programme of 65 walks and events. We have involved several new groups and walk leaders in the Festival as part of a wider effort to make it more inclusive and broaden the profile of participants, including more health & wellbeing, movement, singing, creative and mindfulness walks.
- The programme also included new **experiential tours** (eg town tour, lacemaking and afternoon tea) involving new tour guides and local businesses. [See programme](#). The Festival has been very successful and a full report will be provided in due course.
- Signage audit for the Buckinghamshire section of the **Chilterns Cycleway** is complete which means we can now progress with our application to the Buckinghamshire Community Board for replacement signage production and installation. The audit for the rest of the Cycleway and link routes is in progress.

Supporting the local economy and sustainable tourism

- The **Open for Business** project (funded by HS2) has been helping businesses to develop and market new bookable Chilterns countryside experiences through 1:1 business support, a new dedicated page web page [see here](#) featuring 33 countryside experiences, and through social media promotion.
- New **experience-based visitor Itineraries** are being developed which will be promoted on the site, supported by new videos. [SEE HERE](#) for further information on our Experiential Tourism work and support for businesses.

- **Deer management and venison production** - the importance of controlling burgeoning deer numbers within the Chilterns is well recognised with increasing damage to crops, forestry, wildflower ground flora and road safety issues. The CCB is exploring support (FiPL and other funding) for deer management through a range of measures from deer impact assessment training to expanding quality venison production.
- **Developing a Climate Mitigation Plan** - the NAAONB is supporting a number of AONB working groups - Harriet is a member of the Agriculture group and Neil a member of the Nature Based Solutions working group which has gathered resources for a 'tool kit' and case studies of different approaches and AONB analysis of carbon by habitats.
- **Mitigating the harmful impacts of HS2:**
- The tunnel boring machines (TBMs) were restarted in March after a three month delay, 'for maintenance', and have now broken through the base of the Chalfont St Peter vent shaft and passed at a shallow depth beneath the River Misbourne at Chalfont St Giles. We understand that they have stopped again for further maintenance before continuing to the next vent shaft at Bottom House Farm Lane. Along with others, we remain concerned about unforeseen impacts, both in the short and long term, on the aquifer and flow of the Misbourne.
- We continue to offer comment, challenge and advice on emerging Schedule 17 (HS2 planning applications) designs. These include:
 - the Bowood Lane overbridge – is a two lane highway bridge required for a barely passable single lane rural road and are there opportunities for 'greening' to offer a measure of connectivity for wildlife associated with the nearby devastated Jones' Hill ancient woodland?
 - the Leather Lane road diversion and overbridge – where local campaigners have highlighted the importance of mature oaks lining the existing holloway for bats including the rare Barbastelle
 - the revised Amersham Vent Shaft head house – with designs moving from the 'expressive' artistic statement of the now infamous 'crown of thorns' to more 'recessive' features, in part due to the CCB's vociferous objections to the original design.
- Neil was able to inspect the above ground works between Great Missenden and Wendover during a very wet site visit arranged by Natural England on 16 March.
- Align continue to provide regular updates on progress with their works (tunnelling and associated structures).
- **Associated Projects** (HS2) - Nick and Harriet continue to identify projects suitable for funding allocated from the HS2 Additional Project (AP) fund to 'Landscape and Wildlife Connectivity'. Other AP projects include improvements to the towpath of the Wendover Arm of the Grand Union Canal and enhancements to the Ridgeway either side of Wendover. The Chilterns Review Group is reserving remaining AP funds to allocate to projects once the full extent of HS2 construction is realised.
- **Developing farmer clusters** – the CCB continues to support the development of existing and new farm clusters, for example the Christmas Common Farm cluster is currently supporting its 22 members with Farm Carbon assessments, hedgerow management and pond creation projects.

Farming in Protected Landscapes (funded by Defra)

- We approved four projects in March-May this year for projects delivering: Public Rights of Way improvements and benches at a viewpoint; botanical and soil surveys with a view to a habitat enhancement application in FiPL year 2; construction of a traditional lambing fold (and accompanying interpretation); mob grazing infrastructure to allow a farm to switch to a more sustainable/lower input grazing regime.

- Three applications have been prepared ready for consideration by the independent panel on 15 June: farm habitat enhancement (fencing for sheep grazing, orchard, hedge laying, new hedge planting); investigation and restoration of Bledlow Cross chalk hill carving; and hedge laying in association with the National Hedge Laying Society national championships.
- A dip in the number of enquiries about the FiPL scheme in Jan-Mar seems to have been resolved. Action taken was as follows:
 - a) contacted landowners and farmers to remind them about the programme and the help we could provide.
 - b) boosted the website with two case studies and a list of approved projects (<https://www.chilternsaonb.org/projects/farming-in-protected-landscapes.html>).
 - c) Contacted a range of organisations to reach additional farmers and land managers such as LEAF, CLA, FarmEd.
- Inflation is a concern for some projects in that the rates available for fencing and hedge work are dictated by DEFRA by virtue of the fact that we have to follow rates in existing agri-environment schemes such as Countryside Stewardship. Those rates are currently unchanged and vastly out of step with the cost of materials such as fence posts. We have raised this with DEFRA's FiPL team. New rates will be published at some point.

Chilterns Chalk Streams Project

Chess Smarter Water Catchment pilot (funded by Thames Water)

- The year 2 action plan and budget for the Thames Water-funded SWC pilot was confirmed in March. From year 2, the CCB will be hosting three new posts: a **Chess Valley Farming Officer, Citizen Science Coordinator and Nature Recovery Officer** and will be managing a £50,000 catchment fund, which is available to stakeholders to support work which deliver improvements to the condition of the catchment.
- In addition to the new posts that will be created in 2022, the 12-month secondment of **Prof. Kate Heppell's** secondment to the CCSP has been extended by another 12 months, taking the arrangement to September 2023 and enabling the CCSP to continue to lead delivery of milestones within the water quality theme of the R. Chess Smarter Water Catchment plan as well as lead the development and delivery of a citizen science strategy for the Chilterns chalk streams. As is the case currently, the cost of the secondment will be met by Thames Water (72%), the CCSP (18%) and QMUL (10%).
- Steph Horn, **Programme Coordinator** for the Chess SWC project, started in post on 7 March. Steph's role is to coordinate the delivery of the River Chess catchment plan, working with partners to ensure prompt and effectively delivery of milestones and encouraging greater awareness of the initiative.
- As part of her work to develop a citizen science monitoring network for the R. Chess, Kate has organised three **workshops for volunteers** to provide training in the use of the MudSpotter app (an app which enables users to map sources of pollution into rivers), MoRPh surveying (a technique to assess the physical condition of rivers) and SmartRivers (a methodology to identify pollution stressors and their impact in aquatic invertebrate communities). More than 40 volunteers have been recruited and trained in one or more of these techniques so far this year.
- **A State of the Chess [report](#)** was published in March. The report establishes the baseline condition of the river and its catchment and will be used as the basis for reporting on progress with the catchment plan over the life of the pilot programme.

- The Chess SWC has funded riverside fencing at two locations at Latimer Park and Bois Mill, protecting approximately 1km of river from overgrazing. The work will be completed in June.
- More information on progress with the Chess SWC pilot is available [here](#).

Chalk Streams & Wetland Meadows Project (funded by Defra's Green Recovery Challenge Fund)

- **Latimer Park water vole habitat enhancement scheme** - A Flood risk activity permit for the scheme has been obtained from the Environment Agency and permission for tree management work has also been received. Three Chiltern Society volunteer work parties were conducted in March to carry out coppice work alongside the river. A work party programme is currently being put together for the delivery of river work over the summer. The project remains on track for delivery by the end of September.
- **Restoration of the Wye Back Stream:** A detailed project plan has been written and landowner permissions are being sought. A flood risk permit application has been written and will be submitted shortly. The work will be carried out in August and September by Chiltern Society and Chiltern Rangers volunteers.
- **Chess Valley Walk Restoration:** progress with this flagship project continues to be made, with a new logo, signage, content for all 10 interpretation boards along the route and footpath improvements underway. A Chess Valley visitor guide and a visitor itinerary is in development, with launch events planned for September, including discussions with Chiltern Railways about a potential launch event at Marylebone station, giving the Chess Valley Walk and destination promotion huge exposure. Progress has included the development of a walk logo and.

CCSP Education work

- The **'Trout in the Classroom'** project has been delivered in 10 schools (covering three rivers). New programmes have been developed and delivered with Chiltern Rangers on the River Wye, and with the Ver Valley Society on River Ver (the first time we've delivered education work on this river). We are on track to deliver all education targets included in the Chalk Streams and Wetland Meadows project by July.

25th Anniversary - Chilterns Chalk Streams Project

- To celebrate the 25th Anniversary the team are planning a **guided walks programme** throughout the summer and autumn and a **conference / celebration event** in October. Articles on the anniversary will be included in 'Outstanding Chilterns' magazine and the Chiltern Society's members magazine. We have also launched a quarterly e-newsletter - [sign up here](#).

Chalk Cherries and Chairs project (funded by the NLHF)

- The [project](#) continues to explore how it can make up lost ground following the covid pandemic, with projects recovering pace and/or being adapted to deliver with in planned timescales.
- An interim evaluation report at the end of March recognised the achievements of the project while also highlighting areas needing attention. The recommendations in the report are currently being address by the CCB and the project steering group.
- Achievements include the extensive habitat creations and restorations, the growth in participation including wildlife surveys, the launch of an award-winning trainee programme, the evolution and growth of festivals and the international traction of specialist volunteer work on traditional crafts and skills.

- Mike Stubbs, our Planning Advisor, has also made significant progress on delivering the online **Neighbourhood Planning Toolkit**, including mapping out how the toolkit will work, writing the text, and producing audio-visual content (such as interviews with experienced neighbourhood planners in the Chilterns).
- More information on activities in this period, including a very successful **Chilterns Landscapes art exhibition**, can be found in our [Spring](#) Newsletter, in addition to upcoming activities and events in our [Summer](#) Newsletter.

Beacons of the Past (funded by the NLHF)

- This project continues to meet and exceed milestones and is currently legacy planning as it heads towards completion of the project in October this year.
 - In this reporting period, activities have included:
 - Seven public talks to over 380 people; a community excavation in Burnham Beeches – 45 volunteers had a wonderful experience
 - Burnham Beeches Open day – 260 visitors for a day of living history and site tours
 - Augmented reality app for Seven Ways Plain hillfort nearing completion
 - Cholesbury Camp Hillfort tree felling work and magnetometry survey completed – site to be taken off At Risk register next month
 - Management Plan commissioned for Seven Ways Plain
 - Management Plan for Desborough Castle out to Tender
- The Project Manager is also adding huge value to the CCB's work through providing **advice and support** to colleagues both within and outside the organisation. For example, advice has been given in this period on five Forestry Commission felling applications and an archaeological FIPL application has been drafted to restore and carry our public engagement work at Bledlow Cross (subject to panel funding approval on 15 June)
- As part of as legacy planning for the project and also making arrangements to deliver the AONB Management and Business Plan Heritage objectives, a proposal for CHAP (**Chilterns Heritage and Archaeology Partnership**) has been developed and is being discussed with a number of key partners
- Another element of legacy planning has been to apply to the NLHF for funding for the '**Not Bourne Yesterday**' project. The Development Phase application was submitted on 26 May, with a decision expected by the end of September.

Chalkscapes project (funded by the NLHF)

- Unfortunately, since the last reporting period, the Chalkscapes Development Manager (Inga Garriock) has resigned and leaves the CCB in mid-June. The Development & Funding Manager is managing the project in the interim, which includes supporting the Development Officer, meeting with key partners and assessing work completed to date, with a view to recruiting either one or a number of consultants to complete the Development Stage of work and produce a successful Delivery bid.
- The Development and Funding Manager and the CEO met the NLHF mentor in May to discuss next steps, which might include requesting an extension to the Development Stage, submitting the bid in February 2023 rather than November 2022. We will keep the Board informed.

Mend the Gap (funded by Network Rail)

- The project's Programme Manager resigned from her role with the CCB and left at the end of May. The Development and Funding Manager, with additional support from Fran Crowther and others on the team, is providing interim support, particularly to ensure plans for mitigation tree planting are completed this year. We will be recruiting to fill the vacancy.

Communications Report

Summary: In this period, the comms team have focussed on producing the Annual Review and Outstanding Chilterns Magazine, completing the new website and publishing a variety of news articles and social media campaigns. This is in addition to working in partnership with our project teams to increase awareness of the great work they are doing.

Communications campaigns

Some of the campaigns we've worked on this quarter include:

- **“[Please do not feed the red kites](#)” campaign**, which saw a huge reaction on social media and local and national press interest. Nick Marriner was interviewed for BBC Radio Oxford and there were news articles on [BBC Oxford](#), [Oxford Mail](#) and in the [Daily Telegraph](#). We received many comments and enquiries as part of this campaign and are now looking to secure funding for the creation of a leaflet and guidance about not feeding the red kites.
- **Water saving week campaign** – we supported Steph Horn (Smarter Water Catchment Project) with a series of water saving tips to share on social media – including cost savings and how to reduce your “water footprint”. We also plan to share this on our website and in our next newsletter. At the same time, our CEO was invited to join Affinity Water’s CEO and other partners in a [giant bath](#) at the Rickmansworth Festival, as part of the company’s Save Our Streams campaign.
- **Jubilee blog** – to support the Jubilee we published an interesting and fun piece highlighting royal connections to many market towns and places within the Chilterns that people can visit.
- **Walking festival** – we supported Annette with the launch of the walking festival, sending press releases and securing articles in many local magazines. We also ran a series of social media posts and news articles on the website and in the newsletter.
- **Experiential tourism** – we have been supporting Annette with the Open for Business campaign scheduling a series of experiential based social media posts throughout April and May. The posts focus on
- **Volunteer blog series** – on 1st June we launched a new monthly blog series interviewing different volunteers from around the Chilterns, which will help promote partner and project volunteer opportunities and show the benefits volunteering can bring. The first instalment is about Jacob, a 25 year old young man who has autism and dyspraxia and has been volunteering with the Chiltern Rangers for over seven years. Read his inspiring story [here](#)
- Read more news updates [here](#)

Annual Review: The 2020-21 Annual review was published in March [here](#). The Annual review for 2021-22 is almost complete and will be published on the website in the next couple of weeks.

Outstanding Chilterns Magazine: The magazine is currently on track to be published at the end of July. For this year we have increased the volume by 50% to 30k copies and expanded the distribution to areas beyond the existing AONB boundary including closer to London. The edition includes some great articles including:

- A butterfly ID guide in partnership with the Butterfly Conservation
- An interview with Dr Geeta Ludhra about her walking programme and our shared ambition to diversify the countryside
- A focus on experiential tourism – promoting some of the wonderful producers, tour guides and other businesses creating unforgettable experiences for visitors to the Chilterns

- An interview with Chilterns-based Geologist and Mycologist, Richard Fortey
- A Wander around Wallingford guide
- The difference and direction of the Chilterns – Board member Joe Stewart considers how the diverse landscapes of the AONB contribute to its beauty
- A focus on the diverse walking and recreation groups around the Chilterns

New website: We continue to make excellent progress on the website.

- We are happy with the interactive map and have enlisted a volunteer, Emily, to add final touches to the entries of the map (images and links) in August. The “Our Landscape” section progresses and is almost complete and we will now start work on the “What we do” section (the final section).
- We haven’t been able to give as much time to the new site over the past eight weeks due to our other deadlines with ongoing comms, Annual Review and Outstanding Chilterns magazine, but we will be picking this up in earnest once we have completed the other deliverables.

Stats:

Current Website:

- This quarter, 80,000 people visited the Chilterns AONB website and viewed over 200,000 webpage pages. This is a 16% increase in users and views compared to the previous quarter (Nov-Feb). The most popular pages on the site are the interactive map, Chess Valley walk, The Ridgeway and rides/featured walks. This indicates that the site is still primarily used as a tool for people to find information about visiting and destination-based leisure time in the Chilterns.
- 57% of all users during this period visited the site on a mobile device and 39% used a desktop. 84% of all users are new visitors. This percentage hasn’t changed compared to the previous quarter.

Social Media

- *Twitter* – in the last quarter we have gained 127 new followers which is a 23% increase on the previous quarter (103). We also saw a 17% decline in impressions (109k) compared to the previous quarter (127k). However, this is because we didn’t post as many tweets. Our top tweets for engagement were Geeta’s blog in the MERL, History and heritage walks in the Chilterns Walking Festival and our please do not feed the red kites campaign.
- *Facebook* – Our Facebook statistics have been skewed this month by our “do not feed the red kites” campaign, as this saw a huge spike in engagements, shares, likes and follows. Our page follows increased by 531% based on the previous month, engagements increased by 1169% and post reach by over 2000%.
- The red kite post alone was seen by over 106,000 people and over 6400 people engaged with it in some way. Not to be forgotten, our save the chalk streams post, during water saving week and jubilee posts also performed very well on this channel. Due to these posts, over the past quarter we saw an overall increase of 464.4% in terms of reach.
- *Instagram* - Our Instagram statistics are interesting as the red kite campaign did not have nearly as big an impact as on Facebook, in fact our best performing post this quarter was a simple image of a view of Wendover Woods, achieving over 120 likes. We believe this is due to the fact that Instagram users are primarily focussed on destination-based, travel and experience, in the moment imagery. Call to actions do not perform as well on this channel. This said, we have seen a positive increase in the number of new followers and profile visits – there was a large spike on 5 May, and we’re not sure why!

- **Newsletter** - Recently we trialled a new structure to our newsletter, removing the introduction/letter paragraph and instead leading with links to the articles. This small change has seen a big increase in our CTR (click through rate – the percentage of people who opened the email and then clicked on a link within the newsletter to read more about an article) Our average CTR before we made this change was 9%. In March the CTR was 14.2% and in April it was 13.4%. Based on these results, we will continue with this structure.
- This quarter we have also undertaken a data cleaning exercise by removing inactive, bounced and disengaged users from our subscription lists. We pay for our subscription based upon the number of users, so by undertaking this exercise we can make way for new sign-ups.

3. Leadership and influence

- The team continues to deliver a huge amount of valuable work while operating in a constantly shifting internal and external environment. This was identified as a key theme when developing the **Business Plan** and we continue to explore how best to take up opportunities and address the challenges.
- For example, we are benefitting from having created **additional comms, administration and project support capacity**, while the gap created as we **recruit managers** for key projects puts pressure on an already stretched core team. Similarly, the external environment, such as events in Ukraine and the pressure from some quarters to scrap environmental schemes for farmers, is a live issue that can potentially affect our work, given that around 60% of the Chilterns AONB is farmed land.
- A key area of ongoing work is therefore to explore the best organisational structure to maximise our delivery and impact.
- **Government's Response to the Landscapes Review:** the CCB's response to this landmark consultation was truly a collaborative effort, led by Matt and Elaine with inputs from across the staff body and the Board, as well as engagement with partners including the NAAONB. Defra and Natural England officials have already re-engaged with us to discuss key principles and technical details.
- Our response incorporated many priorities in the Business Plan, including advocating for a **modern funding formula for AONBs**. Our news item is [here](#) and our response [here](#).
- Elaine and the team continue to engage with the Government, AONB network and others on implementation of the Landscapes Review.

Natural England's Designations programme:

- **Chilterns AONB Extension** – the CCB has continued to work with NE to define an 'Area of Search' where a boundary extension might be considered. We hosted six members of the NE team for three days of site visits in early May. Neil developed an excellent itinerary exploring areas within the AONB, the original 2013 boundary extension proposals and new areas below the escarpment. We now face the challenge of whether the guidance the NE consultants will use to refine the Area of Search, and its interpretation, truly reflect what is asked of AONBs in the 21st century including Access for All and the Government's aspirations for nature recovery.
- **Enhanced Management and Governance arrangements** – the CCB continues to liaise with Natural England to explore options to improve the CCB's management and governance arrangements. As Defra is also exploring this for all AONBs and Conservation Boards, we are liaising with Defra, NE, NAAONB and other AONBs to support development of an effective approach in the future, as well as connecting this work with our own internal Governance Review. We are pleased that Defra is using our internal Review to inform its thinking.

- **Reviewing the Management Plan:** Defra is considering advising AONBs not to put resources into extensively reviewing Management Plans while there remains uncertainty about how the proposals in the Landscapes Review might be implemented. There are legal implications to be resolved on this, but it gives the CCB the opportunity to consider the approach we wish to take, for example by either deferring our review or restricting its scope, until we have greater certainty about the future boundary of the AONB.
- **Influencing development and infrastructure planning and decisions:**
- Formal opportunities to engage with strategic planning across the Chilterns continued to be sparse this Spring, although we have responded to Central Bedfordshire Council's draft Statement of Community Involvement (the document which sets out how the council will consult on various planning matters), seeking greater clarity, more emphasis on the AONB, and integration with that council's minerals and waste planning function.
- An intense period of **strategic planning** is coming up: we're waiting for the next stages of the Dacorum and Three Rivers local plans (both of which published first drafts in the past year or so), Buckinghamshire is moving towards its first draft, South Oxfordshire has announced it will be preparing a new joint local plan with Vale of the White Horse (giving the opportunity for some co-ordinated work with friends at the North Wessex Downs AONB), and Central Beds' SCI consultation (see above) indicates that they may be starting work on a new local plan too.
- A non-statutory strategic plan for the whole of Oxfordshire is also in progress, plus the regional transport strategy for Transport for the South East, which is ticking over in the background, and has some impacts on the periphery of the AONB, especially around Reading.
- **The Levelling-Up and Regeneration Bill**, currently in Parliament, includes major reforms of the planning system, but has so far failed to include any proposals to implement outcomes from the Landscapes Review. There are opportunities to improve the Bill, and there will be challenges in its implementation. We will not have the capacity to seek directly to influence the Bill but should support the efforts of the protected landscapes community, including the NAAONB, to do so.
- CCB submitted representations to the **Luton Rising Consultation** (future of the airport). This consultation is a precursor to the anticipated Development Consent Order (DCO) under the auspices of the NSIP mechanism (Nationally Significant Infrastructure Programme). The CCB response was one of strong opposition to the expansion, set against the overarching aim of being as positive and constructive about the proposals as it can be. We voiced serious concerns about the harmful impacts that the current proposals will have on the conservation, enhancement, understanding and enjoyment of the AONB. A recent recommended approval by LBC to vary the airports noise envelope and increase passengers to 19 million per annum has been called in by the Secretary of State (Inquiry opens 27th Sept 2022).
- We were involved with (but can't take much of the credit) for work undertaken by Dacorum Borough Council on understanding the impacts of new development on the **Chilterns Beechwoods SAC** (Ashridge and Tring Park) has led Natural England to impose what is in effect a *cordon sanitaire* for housing development around the sites, until a mitigation strategy is put in place. Developers are currently testing the limits of this action, including through a 1,400-home scheme right next to Ashridge on the edge of Tring (to which we have objected on this and other grounds).
- Mainly through our planning advisor, Mike Stubbs, we continue to have **influence on decisions on planning applications** (and similar) and on the preparation of

neighbourhood plans, as reported in detail to Planning Committee. In addition to the usual types of piecemeal development proposals, and HS2 applications (discussed elsewhere in this report), new major proposals of concern include a major film studio in the AONB's immediate setting at Little Marlow, and the expansion of Luton Airport as above.

- Since March 2022, the Board has made 18 formal representations on **planning applications/appeals**, including four objections, 12 comments and two planning appeal responses (written representations).
- A rash of **telecommunications upgrades** has resulted in new monopole structures and apparatus at Monks Risborough (comments), Cholesbury (objection) and Ibstone (objection and now an appeal), preceded last year by an inappropriate scheme near Hambleden (objection, now the subject of relocation discussions).
- The impact upon AONB setting is now a matter captured by new policy in the **National Planning Policy Framework** (July 2021 additions). Several recent such schemes include 100 homes at Pyrton Road Watlington (SODC, granted), 72 at Church Road Ivinghoe (Buckinghamshire, refused), 1,100 at Princes Risborough (Buckinghamshire, current for a part of this allocation), 300 at Little Chalfont Golf Club (Buckinghamshire, refused) and 101 at Tralee Farm Holmer Green (refused, appeal pending). Considerations as to the setting of the AONB requires a case-by-case assessment.
- We await the determination of a **major development proposal** within the AONB at Chorleywood (Three Rivers) with an alternative proposal of two schemes comprising 300 and 800 homes responsively. CCB has raised an objection and reiterated this when further details were recently submitted. Reassuringly a number of smaller schemes have been dismissed at appeal, including nine dwellings at Briden's Camp near Gaddesden (DBC), one dwelling at Ivinghoe (Bucks, Aylesbury) and seven at the former Village Gate PH, Wendover (Bucks, Aylesbury). We recently have objected to four 'Padel' tennis courts at Caversham Heath Golf Course (SODC) and opposed a 10 and 12 homes appeal scheme at Hampden Farm Barns near Prestwood (Bucks, Chilterns).
- **Neighbourhood Plans** work has generated five responses at Kidmore End, Henley and Harpsden, Shiplake, Sonning Common and Woodcote. Submissions at Henley and Woodcote raise critical issues on the relationship between these Neighbourhood Plans and the SODC Local Plan. At Henley an extension of Highlands Farm is deemed harmful to the AONB and at Woodcote we have expressed support for their housing allocations, within the AONB policy framework as set by the Local Plan.
- The CCB also responded to the **joint draft Design Guide** produced by South Oxfordshire and the Vale of White Horse. This document is now produced as an on-line resource and we commended it for its ease of access, clear signposting of issues and content. We only recommended a few minor amendments to harmonise it with the Chilterns Buildings Design Guide.

Item 9 **Annual Accounts and Annual Governance and Accountability Return 2021-22**

Author: Graham Hurst, Finance Officer

Summary: The year-end position shows an overall surplus income of £12,339

Purpose of Report: To present the Annual Accounts for 31 March 2022 and Annual Governance and Accountability (AGAR) Return for the financial year 2021-22.

Annual Accounts

1. The CCB Annual Accounts for 31 March 2022, consisting of a Combined Profit and Loss Account together with Balance Sheet, are attached. Detailed Core and Project Profit and Loss Accounts are also provided as confidential papers.
2. Overall, the CCB had a combined surplus of Income of £12,339. Core Activities had a surplus of £107,423 which financed the Project deficit of £94,723.
3. Core Income was higher than budgeted due to:
 - £65,054 legacy received which has been transferred to reserves
 - DEFRA £35,992 “top-up” in February/March 2022 which had to be committed to expenditure by 31 March 2022
 - £49,012 recharges to projects.
4. Project Income includes the following new projects: River Chess Smarter Water Catchment project (Thames Water), Farming in Protected Landscapes (Defra), Chalkscapes (NLHF) and Green Recovery Challenge Fund (Defra/NLHF) totalling £619,412. Chalk Cherries and Chairs project income is currently behind schedule.
5. Core Expenditure is largely as budgeted and includes the DEFRA top-up committed expenditure.

Project expenditure is in line with budget, although, as noted, the Chalk Cherries and Chairs project is £189,725 in deficit because grant claims are behind schedule.
6. The AGAR is required by the Local Audit and Accountability Act 2014. It is subject to audit once it has been approved by the Board and subsequently published on the CCB’s website. The Accounting statement of the AGAR is prepared under local government accounting principles which do not recognise deferred income and therefore income is recognised when funds are received rather than earned.
7. The external auditor’s report can only be completed once sections 1 and 2 of the AGAR have been approved by the Board. These accompany this paper. The external auditor’s report will be made available at a subsequent Board

meeting. The Internal auditors have only recently commenced their audit and a copy of their report will also be made available to the Board once complete.

8. The AGAR shows that the Board has overall Funds carried forward of £4,634,175. These are separately itemised on the CCB Balance Sheet.

Recommendations

- 1. The Board approves the CCB's Annual Accounts for 31 March 2022.**

- 2. The Board approves and signs the Annual Governance and Accountability Return for 2021-22.**

Profit and Loss
Chilterns Conservation Board
1 April 2021 to 31 March 2022

			2022		2021
	Core	Projects	Combined		
Income					
Advertising Income	£4,138.11	£0.00	£4,138.11		£0.00
DEFRA	£484,195.00	£366,373.00	£850,568.00		£455,405.43
Donations Received	£65,054.97	£7,600.00	£72,654.97		0
Fee Income	£49,012.00	£0.00	£49,012.00		£190.00
Interest Income	£544.75	£2,601.00	£3,145.75		£6,423.80
Local Authority Contribution	£121,309.00	£2,000.00	£123,309.00		£156,550.88
Other Revenue	£585.54	£30,005.86	£30,591.40		£21,115.31
Project Income	£0.00	£686,324.85	£686,324.85		£425,470.07
Sale of merchandise	£95.98	£0.00	£95.98		£793.15
Total Income	£724,935.35	£1,094,904.71	£1,819,840.06		£1,065,948.64
Less Operating Expenses					
Advertising & Marketing	£715.50	£92.50	£808.00		0
Bank Fees	£123.39	£14.41	£137.80		£186.73
Board Meetings	£208.84	£0.00	£208.84		£1,252.05
CCB recharges	£0.00	£49,012.00	£49,012.00		0
Cleaning	£1,810.59	£0.00	£1,810.59		£1,565.83
Computer and IT Equipment	£15,059.15	£2,351.34	£17,410.49		£333.17
Consulting	£34,092.02	£87,491.12	£121,583.14		£36,052.71
Employers National Insurance	£33,723.67	£15,167.03	£48,890.70		£54,690.12
Event costs	£764.75	£148.00	£912.75		-£80.00
Finance costs	£3,601.97	£0.00	£3,601.97		£16,380.00
FiPL Grant	£0.00	£122,823.54	£122,823.54		0
General Expenses	£563.46	£131,331.79	£131,895.25		£57,923.26
HLF Digital Outputs	£0.00	£3,000.00	£3,000.00		£7,359.19
HLF Equipment and materials (activity)	£0.00	£18,566.51	£18,566.51		£9,599.74
HLF Equipment and materials (capital)	£0.00	£23,379.31	£23,379.31		£1,605.00
HLF Evaluation	£0.00	£9,743.00	£9,743.00		£6,106.86
HLF Full Cost Recovery	£0.00	£14,407.40	£14,407.40		£14,800.13
HLF Irrecoverable VAT	£0.00	£34,328.21	£34,328.21		£19,231.06
HLF New Staff Costs	£0.00	£248,153.35	£248,153.35		£22,888.61
HLF Other costs	£0.00	£3,831.51	£3,831.51		£174.30
HLF Other costs (activity)	£0.00	£16,799.87	£16,799.87		£10,523.10
HLF Other costs (capital)	£0.00	£15,253.71	£15,253.71		£2,907.87
HLF Professional fees relating to any of the above (a)	£0.00	£109,685.37	£109,685.37		£39,601.16
HLF Professional fees relating to any of the above (c)	£0.00	£5,855.11	£5,855.11		£4,091.23
HLF Publicity and promotion	£0.00	£1,873.11	£1,873.11		£3,411.00
HLF Recruitment	£0.00	£159.00	£159.00		£5,353.42
HLF Repair and conservation work	£0.00	£57,333.09	£57,333.09		£114.50
HLF Training for staff	£0.00	£882.00	£882.00		£2,617.62
HLF Training for volunteers	£0.00	£8,709.32	£8,709.32		£121.20
HLF Travel and expenses for volunteers	£0.00	£308.45	£308.45		£2,083.40
HLF Travel for staff	£0.00	£3,981.60	£3,981.60		£2,936.86
Insurance	£5,274.64	£0.00	£5,274.64		£8,337.03
IT Software and Consumables	£8,082.46	£1,118.52	£9,200.98		£4,752.16
IT support and maintenance	£7,100.53	£703.26	£7,803.79		£2,220.00
Light, Power, Heating	£2,091.71	£0.00	£2,091.71		£1,331.48
Magazine costs	£12,638.00	£0.00	£12,638.00		£8,032.00
Medical Insurance	£3,752.01	-£82.14	£3,669.87		£3,518.50
Members Allowances	£3,838.88	£0.00	£3,838.88		£8,097.20
Nature Recovery	£10,000.00	£0.00	£10,000.00		0
Office Equipment	£489.50	£0.00	£489.50		£655.93
Pensions Costs	£56,907.15	£26,243.77	£83,150.92		£82,998.66
Postage, Freight & Courier	£372.11	£22.22	£394.33		£2,766.58
Printing & Stationery	£255.76	£977.87	£1,233.63		£15,913.48
Project donations	£14,344.00	£1,889.52	£16,233.52		£0.00
Rates and Water rates	£5,399.81	£0.00	£5,399.81		£5,668.24
Recruitment	£2,096.40	£4,080.00	£6,176.40		£1,270.80
Rent	£16,950.00	£0.00	£16,950.00		£17,500.00
Repairs & Maintenance	£1,648.98	£0.00	£1,648.98		£1,913.30
Research and survey expenditure	£0.00	£3,950.00	£3,950.00		£0.00
Salaries	£351,357.00	£162,781.79	£514,138.79		£555,346.41
Staff expenses	£178.80	£163.00	£341.80		£731.06
Staff Training	£4,345.00	£1,190.00	£5,535.00		£100.00
Stripe Fees	£0.70	£0.00	£0.70		£0.00
Subscriptions	£4,434.25	£70.80	£4,505.05		£6,045.82
Telephone & Internet	£4,464.85	£620.20	£5,085.05		£4,727.50
Travel Expenses	£554.20	£853.10	£1,407.30		£951.68
Website running costs	£10,272.00	£364.78	£10,636.78		£21,580.10
Total Operating Expenses	£617,512.08	£1,189,628.34	£1,807,140.42		£1,078,288.05
Surplus / Deficit	£107,423.27	-£94,723.63	£12,699.64		-£12,339.41

Balance Sheet

Chilterns Conservation Board

As at 31 March 2022

Account	31 Mar 2022	31-Mar-21
Current Assets		
Cash at bank and in hand		
Business 95 Day saver	237,710.14	236,312.67
GBP PayPal	1,345.24	1,377.19
HSBC Current Account	359,245.21	46,680.72
HSBC Reward Account	4,187,302.54	4,236,885.00
Petty cash	174.70	195.00
Treasury Account	114,033.29	112,702.55
HSBC Business Card	0.00	1,121.42
Total Cash at bank and in hand	4,899,811.12	4,635,274.55
Accounts Receivable	10,953.25	75,759.13
Inventory	1,000.00	1,000.00
Less Provision for Doubtful Debts	(9,296.24)	(9,296.24)
Prepayments	5,424.40	90.00
Total Current Assets	4,907,892.53	4,702,827.44

Creditors: amounts falling due within one year

Accounts Payable	203,983.50	59,468.76
Accruals	29,192.00	0.00
HSBC Business Card	958.28	0.00
Income in Advance	(0.42)	(0.42)
NIC Payable	14,794.30	9,318.92
PAYE Payable	7,701.01	6,591.94
PayPal	3.96	0.00
Pensions Payable	15,590.46	3,754.26
Rounding	0.01	(0.01)
Student Loan Deductions Payable	200.00	10.00
Wages Payable - Payroll	1,294.78	2,208.98
Total Creditors: amounts falling due within one year	273,717.88	81,352.43

Net Current Assets (Liabilities)	4,634,174.65	4,621,475.01
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Total Assets less Current Liabilities	4,634,174.65	4,621,475.01
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Creditors: amounts falling due after more than one year

Pension Scheme Liability	1,503,000.00	1,671,000.00
Total Creditors: amounts falling due after more than one year	1,503,000.00	1,671,000.00

Net Assets	3,131,174.65	2,950,475.01
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Capital and Reserves

Earmarked Reserves:		
Beacons of the Past: Earmarked Reserves	(6,324.13)	3,458.00
Chalk Cherries Chairs: Earmarked Reserves	(116,908.05)	72,820.00
Chalk Scapes: Earmarked Reserves	(32,655.59)	3,302.00
Chalk Streams Earmarked Reserve	130,240.39	106,446.54
Commons: Earmarked Reserves	21,837.21	21,837.21
Development Reserve	293,744.00	293,744.00
Earmarked Reserves: Other	(4,730.10)	750.00
Farm Advice: Earmarked Reserves	18,918.67	21,798.67
Mend the Gap: Earmarked Reserves	3,680,270.92	3,751,746.00
Pension Reserve	(1,503,000.00)	(1,671,000.00)
Red Kites Earmarked Reserve	5,859.00	5,859.00
Youngusband Legacy Fund Earmarked Reserves	64,504.97	0.00
Chess Smarter Water Catchment Earmarked Reserves	57,681.94	0.00
Farming in Protected landscapes Earmarked Reserves	87,316.91	0.00
Green Recovery Fund Earmarked Reserves	48,906.62	0.00
Unrestricted Reserves		
General Reserve	100,000.00	100,000.00
Revenue Reserve	285,511.89	239,713.59
Total Capital and Reserves	3,131,174.65	2,950,475.01

AGAR excluding Pension Reserve	4,634,174.65	4,621,475.01
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Chilterns Conservation Board

As at 31 March 2022

Movements in Reserves

Earmarked Reserves:			
Beacons of the Past: Earmarked Reserves	(6,324.13)	9,782.13	3,458.00
Chalk Cherries Chairs: Earmarked Reserves	(116,908.05)	189,728.05	72,820.00
Chalk Scapes: Earmarked Reserves	(32,655.59)	35,957.59	3,302.00
Chalk Streams Earmarked Reserve	130,240.39	(23,793.85)	106,446.54
Commons: Earmarked Reserves	21,837.21	0.00	21,837.21
Development Reserve	293,744.00	0.00	293,744.00
Earmarked Reserves: Other	(4,730.10)	5,480.10	750.00
Farm Advice: Earmarked Reserves	18,918.67	2,880.00	21,798.67
Mend the Gap: Earmarked Reserves	3,680,270.92	71,475.08	3,751,746.00
Pension Reserve	(1,503,000.00)		(1,671,000.00)
Red Kites Earmarked Reserve	5,859.00	0.00	5,859.00
Youngusband Legacy Fund Earmarked Reserves	64,504.97	(64,504.97)	0.00
Chess Smarter Water Catchment Earmarked Reserves	57,681.94	(57,681.94)	0.00
Farming in Protected landscapes Earmarked Reserves	87,316.91	(87,316.91)	0.00
Green Recovery Fund Earmarked Reserves	48,906.62	(48,906.62)	0.00
Unrestricted Reserves			
General Reserve	100,000.00		100,000.00
Revenue Reserve	285,511.89	(45,798.30)	239,713.59
Total Capital and Reserves	3,131,174.65	(12,699.64)	2,950,475.01

Section 2 – Accounting Statements 2021/22 for

Chilterns Conservation Board

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	4,633,814	4,621,474	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	0	0	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	1,065,948	1,819,840	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	701,132	901,842	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	377,156	905,297	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	4,621,474	4,634,175	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	4,634,153	4,899,811	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	85,000	80,000	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 2 – Accounting Statements 2021/22 for

Chilterns Conservation Board

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	4,633,814	4,621,474	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	0	0	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	1,065,948	1,819,840	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	701,132	901,842	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	377,156	905,297	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	4,621,474	4,634,175	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	4,634,153	4,899,811	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	85,000	80,000	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

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