

Board Meeting

Thursday 25<sup>th</sup> September 2025



**Chilterns  
National  
Landscape**

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

**Held in The Paralympic Room, The Gateway Offices, Gatehouse Road, Aylesbury  
Buckinghamshire HP19 8FF on Thursday 25<sup>th</sup> September 2025 at 10.00am.**

**MEMBERS PRESENT**

**Appointed by Local Authorities**

Cllr Louise Price (Chair)  
Cllr Justine Fulford  
Cllr Philip Spicer  
Cllr Martin Tett  
Cllr Gavin McLauchlan  
Cllr Justine Fulford  
Cllr Greg Smith  
Cllr Caroline Smith-Wright

**Appointing Body**

Three Rivers District Council  
Buckinghamshire Council  
Central Bedfordshire Council  
Buckinghamshire Council  
Oxfordshire County Council  
Buckinghamshire Council  
Buckinghamshire Council  
Hertfordshire County Council

**Appointed by the Secretary of State**

John Nicholls  
Paul Mainds  
Juliet Vickery  
Simon Mortimer  
Nicola Thomas  
Gemma Harper  
Jennifer Morgan  
Baljit Dhillon

Secretary of State  
Secretary of State

**Elected by Parish Councils**

Cllr John Harfield  
Cllr John Griffin  
Cllr Charles Hussey

Bedfordshire Parish Councils  
Oxfordshire Parish Councils  
Buckinghamshire Parish Council

**CCB Staff**

Elaine King

Chief Executive Officer

Matt Thomson

Head of Strategy and Planning;

Andy Brock-Doyle

Deputy Monitoring Officer

Graham Hurst

Head of Operations

Lorna Coldwell

Finance Officer (S151 Officer)

Eloise Small

Clerk to the Board

Ruth Staples-Rolfe

Administration Officer

Annette Weiss

Mend the Gap Programme Manager

Head of Engagement and Partnerships

**Other**

No members of the public were present.



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A handwritten signature in black ink, appearing to read 'S. J. 11/12/25'. The date is written in a cursive style.

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## **25/26.8 Standing Items**

### **8.1 Apologies for absence**

Apologies for absence were received and accepted from:

Officers:

Kate Heppell\* – Head of Landscape

Board Members:

Cllr Hector Sants\* – Buckinghamshire Parish Councils

Richard Newcombe\* – guest

Cllr Adrian England\* – Dacorum Borough Council

Sue Rowlands – Oxfordshire Parish Councils

Nicola Thomas – Secretary of State

Matthew Stanton – Secretary of State

Catherine Moncrieff – Secretary of State

*(Those \* listened in on the meeting online)*

### **8.2 Introductions**

Introductions were made by all, including those online.

### **8.3 Declarations of Interest in any of the agenda items**

None declared.

### **8.4 Notice of Urgent Business**

There was none, with all matters covered on the agenda.

### **8.5 Chair's Announcements**

The Chair thanked those members who are stepping down, including John Nicholls and Paul Maids who have been hugely valuable to the Board over the past few years. Small gifts were presented as a token of gratitude.

### **8.6 Approval of Minutes of the previous meeting**

The minutes of the previous meeting held on 19.06.25 were approved as a true record and signed by the Chair. An addition to minute 1.9 was made to include John Nicholls as also leaving the Board in September 2025.

### **8.7 Matters Arising**

None.

### **8.8 Considerations of motions submitted by members**

No motions submitted.

### **8.9 Public Question Time.**

No public present.

## **25/26.9 Items for Decision**

### **9.1 Appointment of Committee Members**

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Matt Thomson, Head and Strategy and Planning and Deputy Monitoring Officer gave a brief overview of the two committees.

**The Board RESOLVED to APPROVE that the following members were confirmed as appointed to the Executive Committee (ExCo):**

Local Authority Representatives

Cllr Louise Price  
Cllr Philip Spicer  
Cllr Martin Tett  
Cllr Gavin McLauchlan

Secretary of State Representatives

Baljit Dhillon  
Matthew Stanton  
Nicola Thomas

Parish Council Representatives

Cllr John Griffin  
Cllr Sir Hector Sants (Chair)

Parish Council members Cllr Charles Hussey and Cllr Sue Rowlands attend the committee as non-voting members.

**The Board RESOLVED to approve that the following members were confirmed as appointed to the Planning Committee (PlanCo):**

Local Authority Representatives

Cllr Louise Price (Deputy Chair)  
Cllr Robert Carington  
Cllr James Norman  
One vacancy

Secretary of State Representatives

Simon Mortimer  
Two vacancies

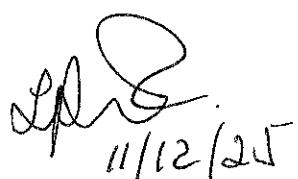
Parish Council Representatives

Cllr Charles Hussey  
Cllr Sue Rowland (Chair)

The Head of Strategy and Planning offered that anyone could attend the next Planning Committee meeting as a guest as there are still vacancies. Cllr Spicer volunteered to join, but would only be able to attend meetings online, which could not be considered when determining if the meeting were to be quorate per legislation.

**9.2 Constitution Review**

Matt Thomson, Head of Strategy and Planning in the role of Deputy Monitoring Officer provided a paper to approve a new Scheme of Delegation and make further changes in



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relation of the dissolution of the HR Advisory Group as resolved by the Executive Committee at the meeting 09/09/25, along with other minor corrections and updates.

Points of discussion centred on whether a decision could be made when some Board members were new and less familiar with previous discussions. The majority of Board members advocated that the changes be adopted given the significant amount of consideration that had already been put into the proposed changes, many of which have previously been discussed and agreed by the Board.

The Chair gave thanks to John Nicholls and Richard Newcombe for the work carried out via the Governance Task and Finish Group. Thanks were given to Paul Mainds for his Chairing of the HR Advisory Group for the last several years.

1. **The Board APPROVED the proposed amendments to the Constitution in relation to the insertion of a new Scheme of Delegation**
2. **The Board APPROVED the proposed amendments to the Constitution consequent to the Executive Committee's dissolution of the HR Advisory Group**
3. **The Board APPROVED the proposed amendments to the Constitution in relation to the Appeals Sub-Committee**

### **9.3 HR Policies**

The Chair thanked Board member Paul Mainds, Andy Brock-Doyle and HR Advisor Lucy Dowson for the work carried out on the HR policies.

The Head of Operations, Andy Brock-Doyle tabled five HR policies for approval with the support of the HR Advisory Group:

- Retirement
- Flexible Working
- Appeals
- Bereavement and Compassionate Leave
- Family Related Leave

Board members acknowledged that the tone of the policies struck the right balance, that there would be staff training relating to the policies and staff will be asked to sign to confirm that they have read them. A new administrator joins the CCB in October, part of whose role will be to focus on HR matters, including helping to ensure that the policies are implemented fully. It was also suggested that the provisions in the maternity policy be made more generous as this can make a significant difference to new parents.

1. **The Board APPROVED the HR Policies as listed**

### **9.4 EDI Ambition Statement**

The Head of Engagement and Partnerships, Annette Weiss shared the revised Equity, Diversity, and Inclusion Ambition Statement, following work by the EDI Task and Finish Group along with additional input from staff.

Board member Gemma Harper volunteered to assist Officers in producing a condensed version to be published on our website, plus ensuring that we do not underplay the extent of the work we are already doing. In discussion it was noted that the Chilterns National Landscape is close to some very diverse communities and is close to London,



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which gives an opportunity to support people accessing the landscape, and understanding and removing barriers. EDI is embedded in all CCB projects and much of its other work. The Ambition Statement provides an opportunity to make this clear, and document steps that are being taken, and are planned for the future.

1. The Board GAVE FEEDBACK and APPROVED the EDI Ambition Statement subject to the feedback given

**25/26.10 Items for Noting/Information**

None.

**25/26.11 Minutes and Recommendations of Committees**

**11.1 Executive Committee Draft minutes (09.09.25)**

1. The Board NOTED the draft Committee minutes

**25/26.12 Any Urgent Business**

None.

**25/26.13 Next Meeting**

The next meeting was confirmed as Thursday 11<sup>th</sup> December 2025, 10am at the Gateway Offices, Buckinghamshire Council, Aylesbury.

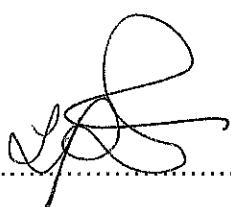
**Future meeting dates:**

Planning Committee Meetings	Executive Committee Meetings	Board Meetings
Thursday 23 <sup>rd</sup> October, 10am Chinnor offices	Thursday 13 <sup>th</sup> November, 10am Chinnor Village Centre	Thursday 11 <sup>th</sup> December, 10am Gateway Offices, Aylesbury

The meeting was closed at 11.08.

Following the meeting a Strategy Session led by the Senior Leadership Team was held.

The Chair.....



Date..... 11/12/25

