

# Chilterns Conservation Board meeting, 25 June 2026 – extreme weather contingency plan

*This is a contingency plan for holding a meeting of the Chilterns Conservation Board on 25 June in the context of this week's extreme weather.*

*The in-person meeting of the Board at St Leonards Parish Hall is **cancelled**, and will instead be held online using the Teams meeting link previously circulated.*

*The subsequent site visit to Bassibones Farm in the afternoon is also cancelled.*

*The contingency plan explains why, and what is being done as an alternative.*

## Context

1. The heatwave expected in SE England in w/c 22 June is anticipated to result in temperatures as high as 39°C in the Chilterns. The venue (St Leonards Parish Hall) is not air conditioned, and is expected to be very uncomfortable, which may cause risks to health for some. The Met Office also advises that travel may be disrupted and potentially unsafe. The site visit following the meeting would also carry similar risks.
2. For these reasons the CCB considers that holding the Board meeting in person carries risks that require extraordinary action.

## Legal and Constitutional Framework

3. Because the Board's governance framework<sup>1</sup> is based on the legislation applying to local authorities (mostly the Local Government Act 1972), its Board and Committee meetings are subject to the same requirements. For a meeting to discharge Board business, it must be quorate. For a Board meeting, this means one-third of its members being *present in the room*, including one member from each appointing group).
4. The part about members being physically present is frequently problematic for the CCB and its members, but that's the legislation we must adhere to. (Some mitigation of this requirement was put in place temporarily by the government during Covid, but was subsequently withdrawn.)
5. The consequence is that if we do not hold a meeting with the quorum attending in person, the Board cannot lawfully make any formal decisions.
6. However, the legislation and our Constitution do provide pragmatic options to enable business continuity, including:

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<sup>1</sup> Principally, our [Establishment Order \(2004, as amended\)](#) and [Constitution \(approved September 2025\)](#).

- a. The option of holding the meeting online: the Board can still debate agenda items, review reports, and reach an informal consensus. No official votes can be cast, and no formal resolutions can be made. Confirming the actual decisions is then delayed until a future quorate, in-person meeting, or a more formal decision can be made via another route, such as the following.
- b. The option of making a decision under our Urgency Procedure (article 2.29 of the Code of Governance in our Constitution (2025) – pp.18-19). This allows for the CEO and Chair of the Board, together, to make a decision informed by the meeting discussion. The decision may be implemented operationally, on the proviso of ratification at the next Board meeting.

## Risks

7. The SLT consider that none of the items on the current agenda have either the urgency or statutory import that there would be any risk to the organisation or to the delivery of the Board's statutory purposes should business be continued under an informal view or consensus, certainly in comparison with the potential impact of the risks identified in relation to the extreme weather conditions.
8. One key matter is that we will need to be able to demonstrate that the Board has considered and agreed the AGAR (Annual Governance and Accountability Return), which is included within the Finance Report (item 2.1).

## Proposed Mitigation

9. It is proposed to:
  - a. **Cancel the formal in-person Board meeting at St Leonards Parish Hall, and move instead to an informal meeting online** at the same time, and using the Teams meeting links in the original calendar invitations. We shall re-circulate the links.
  - b. The meeting will not be quorate so will provide the opportunity to debate the items, review reports, and reach an informal consensus on issues at hand.
  - c. Necessary decisions on matters reserved to the Board will be deferred to the next Board meeting (1 October 2026), with business continuity informed by discussion at the informal meeting.
  - d. Any decisions, such as on the AGAR (item 2.1), that the Board determines would be better made more formally may be made under the Urgency Procedure.
  - e. Any decisions on matters that are not reserved to the Board may be delegated instead to the Executive Committee or to officers (with or without conditions), if that would be the most expedient option.
  - f. Agreement on the above options may be made on a case-by-case basis for each agenda item as appropriate.
  - g. **Postpone the planned site visit** to Bassibones Farm in the afternoon to potentially reschedule on another day.

## Next steps

10. Officers will:

- a. **Notify all members, officers and other standing invitees of the cancellation of the meeting** and it being reconvened online only. We will ask all potential attendees (even if they have previously sent apologies) to confirm that they have received this notification, and potentially chase up any non-respondents, to be sure that no-one travels to the former venue unnecessarily.
- b. **Similarly notify any members of the public or the press** who may have indicated an intention to attend.
- c. **Publish a clear notice about the meeting's circumstances on our website**
- d. **Inform the venue** and seek reimbursement where reasonable and in line with terms and conditions of booking.

Matt Thomson, Monitoring Officer, 22 June 2026