

COTSWOLDS CONSERVATION BOARD

**Executive Committee Meeting
10.00 a.m., Tuesday 17th September 2019**

**The Farm Office, Guiting Manor Farms, Guiting Power,
Gloucestershire, GL54 5UX.**



Note:

To optimise Meeting time, Members are requested to read the Agenda papers IN ADVANCE; and to contact the reporting Officer(s) with any requests for clarification or further information.

AGENDA

1. **Apologies**
2. **Introductions and Announcements**
3. **Declarations of Interest**
4. **Public Questions**

To receive any written public questions, submitted to the Director no later than 5.00 p.m. two working days before the day of the Meeting.

5. **Minutes of the Board Meeting of 25th June 2019
(Page 1)**

To receive the Board Minutes of the Meeting of 25th June 2019.

6. **Minutes of the Executive Committee Meeting of 28th May 2019
(Page 10)**

To approve, as a correct record, the Minutes of the Meeting of the Executive Committee of 28th May 2019.

Items for Consideration and Decision

7. **Business Plan 2019/20 Quarter 1 Review
(Page 23)**

Conserving, enhancing, understanding and enjoying the Cotswolds Area of Outstanding Natural Beauty

Summary: To review progress in Quarter 1 of the financial year 2019/20.

Recommendation:

That the Quarter 1 Review be noted.

Officer Ref: Simon Smith, Project Development and Business Planning Officer

**8. Business Plan 2020 - 2023
(Page 28)**

Summary: To invite discussion and comment on the first draft of the 2020-2023 Business Plan.

Recommendation:

(a) That comments on the 2020-23 business plan be invited;

(b) that the production schedule for the 2020-23 business plan be noted.

Officer Ref: Simon Smith, Project Development and Business Planning Officer

**9. Project Proposal Template
(Page 49)**

Summary: To present a new template for proposing projects.

Recommendation:

That the new template for proposing projects be adopted.

Officer Ref: Simon Smith, Project Development and Business Planning Officer David Shelmerdine, Finance Officer

**10. External Funding Challenge
(Page 53)**

Summary: To invite discussion and comment on the draft funding plan and challenge for Board Members developed by the External Funding Working Group.

Recommendation:

(a) That comments on the draft funding plan and challenge for Board Members be invited both at the meeting and before the deadline of 1st October 2019.

(b) that a paper outlining the priority actions that Board members can take to support securing external funding be taken to the Board Meeting on 17th December 2019.

Officer Ref: Simon Smith, Project Development and Business Planning Officer

Note: This paper will be presented by Andy Parsons on behalf of the External Funding Working Group.

**11. Risk Management
(Page 60)**

Summary: To present a review of the Risk Management Framework and the Corporate Risk Register.

Recommendation:

That the contents of the Risk Management Framework and the Corporate Risk Register be noted.

Officer Ref: Martin Lane, Director

**12. A417 'Missing Link' Preferred Route Consultation
(Page 80)**

Summary: To provide an update on Highways England's planned release of consultation material on the A417 Missing Link Preferred Route.

Recommendation:

To receive and consider a verbal report from the A417 Working Group on the A417 Missing Link.

Officer Ref: Martin Lane, Director

**13. Planning Guidance and consultations with local authorities
(Reports to follow)**

a. Consultation criteria and planning protocol

b. Consultation responses and local authority decisions

**14. The Board's Concurrent Functions
(Page 85)**

Summary: To review the Board's concurrent functions, which are shared with the local authorities.

Recommendation:

- (a) *To note the Board's concurrent functions;*
- (b) *the Board should continue to promote its potential to deliver services to and on behalf of the local authority partners and agencies;*
- (c) *the Executive Committee should invite the Board's local authority appointees to consider how the concurrent functions might operate in future and identify if the Board could be better placed to lead on some concurrent functions and pilot different approaches.*

Officer Ref: Martin Lane, Director

15. The Conservation Board's Main Legislative and Policy Framework (Page 89)

Summary: A summary of the main legislative and policy framework referring to the Board and a record of when associated Board policy has been agreed, reviewed and is next scheduled for review.

Recommendation:

- (a) *To note the main national legislative and policy framework under which the Board operates;*
- (b) *to note the Board's own Constitution, Position Statements, Policies and Statements and the date of their agreement and planned review.*

Officer Ref: Martin Lane, Director

16. Communications Strategy Review (Page 92)

Summary: To present an update on the Communications Strategy 2017- 2020.

Recommendation:

That the update report be noted.

Officer Ref: Alana Hopkins, Communications Officer

17. Updates

(a) Glover Review of National Parks and AONBs (Page 122)

Summary: To provide an update on the Glover Review of National Parks and AONBs and the Board's ambition for a Cotswolds National

Park.

Recommendation:

That the latest progress report be noted.

Officer Ref: Martin Lane, Director

(b) LEADER Programme
(Page 147)

Summary: To present an update on the progress of the LEADER Programme.

Recommendation:

That the update report be noted.

Officer Ref: James Webb, LEADER Programme Manager

(c) Task and Finish and Working Group Reports
(Page 149)

Summary: Progress update for the Executive on task and finish and working groups.

Recommendation:

To note the progress update.

Officer Ref: Martin Lane, Director

(d) External Bids Update
(Page 151)

Summary: To present an update on progress in applying for external funding.

Recommendation:

That the report be noted.

Officer Ref: Simon Smith, Project Development and Business Planning Officer

18. Comments, Compliments and Complaints Policy and Procedure
(Page 158)

Summary: To provide an Annual Summary of performance for the Comments, Compliments and Complaints Policy and Procedure 2018/19.

Recommendation:

That the review of the Board's performance be noted.

Officer Ref: Della Morris Finance and Office Administrator and Martin Lane, Director.

19. Agenda for Board Site Visits - 1st October 2019
(Page 166)

Summary: To note the Agenda for the Board Site Visits for 1st October 2019.

20. Executive Committee Forward Plan 2019/20
(Page 167)

To note the updated Executive Committee Forward Plan for 2019/20.

21. Exclusion of the Public and Press - To consider and, if so agreed, to

RESOLVE that under Section 100A(4) of the Local Government Act 1972 the public and Press be excluded from the Meeting for the following items of business on the grounds that they involve likely disclosure of exempt information as defined in paragraphs (1) and (3) of Part I of Schedule 12A to the said Act (Information relating to an individual) and (Information relating to financial or business affairs) and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

22. Discovery Centre Partnership Board
(Page 169)

Summary: To provide a resume of the Board's experience from the Agency Operational Agreement.

Recommendation:

That the report be noted.

Officer Ref: Martin Lane, Director

23. Appointment of new Chief Executive
(Page 172)

Summary: To provide an update on the appointment of a new Chief Executive.

Recommendation:

To note the arrangements for the appointment of the new

Chief Executive.

Officer Ref: Martin Lane, Director

24. Other Business

Such other business which, in the opinion of the Chairman, is urgent.

Martin Lane, Director: 11th September 2019

Information:

If you are unable to attend the Meeting, please forward your apologies to Ben Amor (telephone 01285 623000 or e-mail ben.amor@cotswold.gov.uk)

Distribution:

All Members of the Executive Committee:

(David Broad, Nigel Colston, Mike Dean, Liz Eyre [Chairman], George Lambrick, Catherine Le-Grice Mack, Ed Macalister-Smith, Brendan McCarthy [Vice-Chairman] and Tony Merry)

All other Board Members for information

Supporting Officer

Press

NOTE: Executive Committee and Board Meetings will now take place on Tuesdays, as oppose to Thursdays, for 2019.

(END)