# COTSWOLDS CONSERVATION BOARD



**Executive Committee Meeting**

**10.00 a.m., Tuesday 26th February 2019**

**The Courtroom, Conservation Board Offices,**

**The Old Prison, Northleach**

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**

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|  | 1. **Apologies** |
|  | 1. **Introductions and Announcements** |
|  | 1. **Declarations of Interest** |
|  | 1. **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 Executive Committee Meeting of 8th November 2018**  **(Page 1)**  To approve, as a correct record, the Minutes of the Meeting of the Executive Committee held on 8th November 2018, and to consider any matters arising not covered elsewhere on the Agenda.  **6. Minutes of the Board Meeting of 6th December 2018**  **(Page 9)**  To receive the Minutes of the Board Meeting of 6th December 2018. |

**Items for Consideration and Decision**

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|  | **7. Business Plan 2018/19 Quarter 3 Review**  **(Page 18)**  **Summary:** To review progress in Quarter 3 of the financial year 2018/19.  *Recommendation:*  *That the Quarter 3 Review be noted.*  **Officer Ref:** Simon Smith, Project Development and Business Planning Officer (01451 862031) |
|  | **8. Business Plan 2019-2022**  **(Page 23)**  **Summary:** To invite discussion and comment on the 2019-2022 summary work programme.  *Recommendation:*  *(a) That final comments on the 2018-21 Business Plan be invited at the Meeting;*  *(b) that ‘governance and financial management’ be returned to the back of the Budget and Work Programme.*  **Officer Ref:** Simon Smith, Project Development and Business Planning Officer (01451 862031) |
|  | **9. Youth Project working with Young Gloucestershire**  **(Page 42)**  **Summary:** To review progress in working in partnership with Young Gloucestershire to engage disadvantaged young people in countryside activities.  *Recommendation:*  *That the report be noted.*  **Officer Ref:** Simon Smith, Project Development and Business Planning Officer (01451 862031) |
|  | **10. Dark Position Statement on Dark Skies and Artificial Light**  **(Page 60)**  **Summary:** To present a draft position statement on Dark Skies and Artificial Light.  *Recommendation:*  *That, subject to any agreed amendments, the draft Dark Skies and Artificial Light Position Statement is recommended to the Board for adoption.*  **Officer Ref:** Mark Connelly, Land Management Officer (01451 862006) and George Lambrick, Board Member |
|  | **11. Draft Position Statement on Conserving and Celebrating Cultural Capital in the Cotswolds AONB**  **(Page 86)**  **Summary:** To present a draft position statement on Conserving and Celebrating Cultural Capital in the Cotswolds AONB.  *Recommendation:*    *(a) That, subject to any agreed amendments, the draft Position Statement on Conserving and Celebrating Cultural Capital in the Cotswolds AONB is recommended to be adopted by the Board for external consultation and discussion;*  *(b) that further steps are taken to explore the potential of a cultural capital approach to services and benefits that the AONB provides.*  **Officer Ref:** Mark Connelly, Land Management Officer (01451 862006) and George Lambrick, Board Member |
|  | **12. External Audit Report**  **(Page 102)**  **Summary:** To report the results of the external audit of the Annual Return 2017/18.  *Recommendation:*  *To note the results of the external audit of the Board’s Annual Return 2017/18.*  **Officer Ref:** Martin Lane, Director (01451 862005)  **13. Corporate Risk Register Review**  **(Page 104)**  **Summary:** To present a review of the Corporate Risk Register.  *Recommendation:*  *That the review of the Corporate Risk Register be noted.*    **Officer Ref:** Martin Lane, Director (01451 862005)  **14. Fixed Assets Review**  **(Page 116)**  **Summary:** To review the Board’s policy and procedures in respect of its non-current assets.  *Recommendation:*  *That the contents of the review be approved.*  **Officer Ref:** Martin Lane, Director (01451 862005)  **15.** **Health and Safety Policy Review**  **(Page 118)**  **Summary:** A new draft Health and Safety Policy.  *Recommendation:*  *That the Executive Committee recommend the draft Health and Safety Policy to the Board for adoption.*  **Officer Ref:** Martin Lane, Director (01451 862005)  **16.** **Updates**    **(a) Task and Finish and Working Groups**  **(Page 122)**  **Summary:** A progress update on the Board’s Task and Finish and Working Groups.  *Recommendation:*  *To note the progress updates.*    **Officer Ref:** Martin Lane, Director (01451 862005)  **(b) Cotswold’s Discovery Centre Partnership Board**  **(Page 126)**  **Summary:** To provide an update on the Cotswolds Discovery Centre Partnership Board.  *Recommendation:*  *That the latest progress report be noted.*    **Officer Ref:** Martin Lane, Director (01451 862005)  **(c) Cotswolds LEADER Programme Update**  **(Page 127)**  **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 (01451 862033)  **17.** **External Funding Bids Update**  **(Page 132)**  **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 (01451 862031)  **18. Review of Task and Finish Groups and Working Group Approach**  **(Page 135)**  **Summary:** To provide a summary of the review findings.  *Recommendation:*  *(a) That the summary of the review findings be noted;*  *(b) that the findings of the review be applied to the development of the Task & Finish and Working Group’s approach to helping support the development and advancement of Board policy and practice.*  **Officer Ref:** Martin Lane, Director (01451 862005)  **19.** **Agenda and arrangements for Board Member away day -**  **4th March 2019**  **(Oral update)**  **Summary:** To receive an oral update in regards to the Agenda and arrangements for the Board Member away day on 4th March 2019.  **20.** **Executive Committee Forward Plan 2019/20**  **(Page 138)**  To note the updated Executive Committee Forward Plan for 2019/20.  **21.** **Draft Agenda for next Board Meeting - Tuesday 26th March 2019**  **(Page 140)**  To note the draft Agenda for the Board Meeting for 26th March 2019.  **22. Draft Agenda for AGM - Tuesday 26th March 2019**  **(Page 142)**  To note the draft Agenda for the Board AGM for 26th March 2019. |
|  | **23.** **Other Business**  Such other business which, in the opinion of the Chairman, is urgent. |

Martin Lane, Director: 20th February 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](mailto:ben.amor@cotswold.gov.uk) )

Distribution:

All Members of the Executive Committee:

(David Broad, Nigel Colston, Mike Dean, Liz Eyre [Chairman], George Lambrick, Ed Macalister-Smith [Vice-Chairman], Brendan McCarthy, Tony Merry, David Thackray and Martin Veal)

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.**

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