

MEETING OF
THE COTSWOLDS CONSERVATION BOARD
EXECUTIVE COMMITTEE

HELD AT THE GEORGE MOORE COMMUNITY CENTRE,
BOURTON-ON-THE-WATER

THURSDAY 26TH FEBRUARY 2019

Present:

Chairman - Liz Eyre

David Broad
Nigel Colston
Mike Dean
George Lambrick

Brendan McCarthy
Tony Merry
David Thackray
Martin Veal

Apologies:

Ed Macalister-Smith

Also in Attendance:

Cate Le Grice Mack
Nick Bumford
Martin Lane
John Mills
David Shelmerdine
Simon Smith

James Webb

Board Member
Board Member
Director
Planning and Landscape Officer
Finance Officer
Project Development and Business
Planning Officer
LEADER Programme Manager

E 6.1 INTRODUCTIONS AND ANNOUNCEMENTS

The Chairman welcomed Board Members Cate Le Grice Mack and Nick Bumford to the Meeting; and advised Members that, owing to a missing page from the printed Meeting's Agenda, referred Members to an updated copy of the Agenda.

E 6.2 DECLARATIONS OF INTEREST

There were no declarations of interest.

E 6.3 PUBLIC QUESTIONS

There were no public questions.

E 6.4 MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE

RESOLVED that the Minutes of the Meeting of the Executive Committee held on 8th November 2018 be approved as a correct record.

E 6.5 MINUTES OF THE BOARD MEETING

The Executive Committee received the Minutes of the Meeting of the Board held on 6th December 2018.

Matters Arising:

It was noted that, under Minute B 3.1, the name Phil Chapman appeared twice in the first paragraph and that the name David Thackray was absent from the list of those present at the Meeting.

The Director informed the Committee that an electronic link had been sent to all Board Members, partner organisations and parish councils regarding the Management Plan published on the Board's website. He also explained that in regard to a written article concerning the future of a Cotswolds National Park, Cotswold Life Magazine had shown interest in the piece and would look to invite comments from other organisations on the future for a National Park. The Board's Communications Officer was also researching the potential of this article being converted into a small publication.

E 6.5 BUSINESS PLAN QUARTER 3 REVIEWSummary:

To review progress in Quarter 3 of the financial year 2018/19.

Key Considerations:

- (i) Costs of the operational processes linked with the Board's programmes.
- (ii) Income and Expenditure.
- (iii) Project Balances.

Decision(s):

RESOLVED that:

- (a) the Quarter 3 Review be noted;**
- (b) the Board maximises its publicity and promotion through the National Grid project.**

Reason(s) for Decision(s):

The Board was mindful of the work it was required to undertake in regard to securing successful external bids and noted that an 'accounting for hosting costs' report would be presented at the April 2019 Executive Committee Meeting.

Note:

The Chairman, on behalf of the Committee and the Board, wished to extend her thanks to all of the Board's Officers for their work in relation to this item and that she commended the success of the Caring for the Cotswolds, Glorious Grasslands and Hare Trail projects.

E 6.6 BUSINESS PLAN 2019-2022

Summary:

To invite discussion and comment on the 2019-2022 summary work programme.

Key Consideration(s):

- (i) Progress to date.
- (ii) Next steps.

Decision(s):

RESOLVED that:

- (a) the comments on the 2019-2022 Business Plan made at the Meeting be noted;**
- (b) the Executive Committee reviews the level of detail of financial information it receives when considering quarterly reports and the structure of subsequent business plans;**
- (c) project balances, in the form of quarterly reporting, be reported to the Executive Committee only.**

Reason for Decision(s):

With regard to decision (b), some Members of the Committee were concerned that, since the ceasing of Sub-Committees, Board Members were not always fully apprised of all the various aspects of the Board's Work including work relating to the Business Plan.

Note:

The Committee wished to commend the Project Development and Business Planning Officer for his work in relation to this item.

E 6.7 YOUTH PROJECT WORKING WITH YOUNG GLOUCESTERSHIRE

Summary:

To review progress on working in partnership with Young Gloucestershire to engage disadvantaged young people in countryside activities.

Key Consideration(s):

- (i) Pilot Project Report.

Action(s) arising:

None.

Decision(s):

RESOLVED that the report be noted.

Reason for Decision(s):

The item was for noting only.

E 6.8 DRAFT POSITION STATEMENT ON DARK SKIES AND ARTIFICIAL LIGHT

Summary:

To present a draft position statement on Dark Skies and Artificial Light.

Key Consideration(s):

- (i) The Board's draft Position Statement of Dark Skies and Artificial Light.

Action(s) arising:

None.

Decision(s):

RESOLVED that:

(a) the Position Statement be agreed commended to the Board for adoption;

(b) the existing Tranquillity and Dark Skies Position Statement be reviewed and updated to take account of the new Dark Skies Position Statement.

Reason for Decision(s):

The Committee considered that there were still some aspects regarding Dark Skies which required further clarification and detail.

Note:

The Committee wished to commend the Land Management Officer for both his work in relation to this item and of the quality of the report produced.

E 6.9 DRAFT POSITION STATEMENT ON CONSERVING AND CELEBRATING CULTURAL CAPITAL IN THE COTSWOLDS AONB

Summary:

To present a draft position statement on Conserving and Celebrating Cultural Capital in the Cotswolds AONB.

Key Consideration(s):

- (i) The Board's draft Position Statement on Conserving and Celebrating Cultural Capital in the Cotswolds AONB.
- (ii) Next steps.

Action(s) arising:

None.

Decision(s):

RESOLVED that:

(a) the draft Position Statement on Conserving and Celebrating Cultural Capital in the Cotswolds AONB be sent out for internal and external consultation and discussion, and communicated through the Board's communications channels;

(b) further steps be taken to explore the potential of a cultural capital approach to services and benefits that the AONB provides.

Reason for Decision(s):

The Committee considered that the Position Statement was required to create much public interest and discussion amongst relevant interested parties.

E 6.10 EXTERNAL AUDIT REPORT 2017/18

Summary:

To report the results of the external audit of the Annual Return 2017/18.

Key Consideration(s):

- (i) The legal audit requirements of the Board.
- (ii) The recommendations of the External Auditors to the Board.

Action(s) arising:

None.

Decision(s):

RESOLVED that the reports of the external audit of the Annual Return 2017/18 be noted and commended to the Board.

Reason for Decision(s):

The item was for noting only.

E 6.11 CORPORATE RISK REGISTER REVIEW

Summary:

To present a review of the Corporate Risk Register.

Key Consideration(s):

- (i) The Board's legal requirement to maintain a Risk Register and to review the Register on a six month basis.

Action(s) arising:

None.

Decision(s):

RESOLVED that the review of the Corporate Risk Register be noted.

Reason for Decision(s):

The item was for noting only.

E 6.12 FIXED ASSETS REVIEW

Summary:

To review the Board's policy and procedures in respect of its non-current assets.

Key Consideration(s):

- (i) The Board's legal requirement to maintain a Fixed Assets Register.

Action(s) arising:

None.

Decision(s):

RESOLVED that the contents of the Review be approved and commended to the Board.

Reason for Decision(s):

The Board considered the Review to be appropriate and compliant with the necessary regulations.

E 6.13 HEALTH AND SAFETY POLICY REVIEW

Summary:

To review a new draft Health and Safety Policy.

Key Consideration(s):

(i) The outcome of a recent review of the Board's Health and Safety Policy Review by Publica.

Action(s) arising:

The Director to provide further information at the March 2019 Board Meeting

Decision(s):

RESOLVED that the draft Health and Safety Policy be commended to the Board for adoption.

Reason for Decision(s):

The Board considered the new Policy to be appropriate and compliant with the necessary regulations.

E 6.14 TASK AND FINISH AND WORKING GROUPS

Summary:

To receive a progress update on the Board's Task and Finish and Working Groups.

Key Consideration(s):

Information in regards to the work of the Board's Caring for the Cotswolds; Rural Skills; A417; Dark Skies; Walking & Exploring; Planning & Infrastructure; and External Funding Task and Finish and Working Groups.

Action(s) arising:

None.

Decision(s):

RESOLVED that the progress updates be noted.

Reason for Decision(s):

The item was for noting only.

E 6.15 COTSWOLDS DISCOVERY CENTRE PARTNERSHIP BOARD

Summary:

To provide an update on the Cotswolds Discovery Centre Partnership Board.

Key Consideration(s):

- (i) The outcome of a meeting with the Friends and the Board held on 8th February 2019.
- (ii) The planned works end date now scheduled for mid-April 2019.
- (iii) The requirement of the Friends to draft a revised Agency Agreement in regard to the future operation of the café and Discovery Centre.

Action(s) arising:

None.

Decision(s):

RESOLVED that the progress updates be noted.

Reason for Decision(s):

The item was for noting only.

E 6.16 COTSWOLDS LEADER PROGRAMME UPDATE

Summary:

To receive an update in regards to the LEADER Programme.

Key Consideration(s):

- (i) Recent completed LEADER projects.
- (ii) Funds already allocated under the Programme.
- (iii) Remaining Funds within the Programme.
- (iv) Future applications and acceptance.

Action(s) arising:

None.

Decision(s):

RESOLVED that the report be noted.

Reason(s) for Decision(s):

The item was for noting only.

E 6.17 EXTERNAL FUNDING BIDS UPDATE

Summary:

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

Key Consideration(s):

- (i) Re-launch of the Heritage Lottery Fund (HLF) as the National Lottery Heritage Fund on 30th January 2019.

Action(s) Arising:

None.

Decision(s):

RESOLVED that the report be noted.

Reason(s) for Decision(s):

The item was for noting only.

E 6.18 REVIEW OF THE TASK AND FINISH AND WORKING GROUP APPROACH

Summary:

To receive a summary of the Review findings.

Key Consideration(s):

- (i) Responses to the Board Member Survey from Members and others received prior to 18th February 2019.

Action(s) Arising:

None.

Decision(s):

RESOLVED that:

- (a) 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 Groups' approach to helping support the development and advancement of Board policy and practice.**

Reason(s) for Decision(s):

The Committee noted the progress in regard to some of the Task and Finish and Working Groups as reflected in this Meeting in regard to Agenda Item 10, and also the requirement to close some of the Groups, given the end dates of projects some Groups had been working on.

E 6.19 EXECUTIVE COMMITTEE FORWARD PLAN FOR 2019/20

Summary:

To note the updated Executive Committee Forward Plan for 2017/18-2018/19.

Key Consideration(s):

None.

Action(s) Arising:

None.

Decision(s):

RESOLVED that the Forward Plan be noted.

Reason(s) for Decision(s):

The item was for noting only.

E 6.20 DRAFT AGENDA FOR BOARD MEETING - TUESDAY 26TH MARCH 2019

Summary:

To note the draft Agenda for the Board Meeting on Tuesday 26th March 2019.

Key Consideration(s):

None.

Action(s) Arising:

None.

Decision(s):

RESOLVED that the draft Agenda be noted.

Reason(s) for Decision(s):

The item was for noting only.

E 6.21 DRAFT AGENDA FOR THE ANNUAL GENERAL MEETING - TUESDAY 26TH MARCH 2019

Summary:

To note the draft Agenda for the Board's Annual General Meeting on Tuesday 26th March 2019.

Key Consideration(s):

None.

Action(s) Arising:

None.

Decision(s):

RESOLVED that the draft Agenda be noted.

Reason(s) for Decision(s):

The item was for noting only.

E 6.22 OTHER BUSINESS

There was no other business.

The Meeting commenced at 10.00 a.m. and closed at 12.52 p.m.

Chairman