

MEETING OF  
THE COTSWOLDS CONSERVATION BOARD  
EXECUTIVE COMMITTEE

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

TUESDAY 5<sup>TH</sup> NOVEMBER 2019

Present:

Chairman	-	Liz Eyre
Vice-Chair	-	Brendan McCarthy
David Broad		Ed Macalister-Smith
Mike Dean		Tony Merry

Also in Attendance:

Amanda Davis	Board Member
Graham Hopkins	Board Member
Dom Morris	Board Member
Andy Parsons	Chief Executive (designate)
John Mills	Planning and Landscape Officer
David Shelmerdine	Finance Officer
Simon Smith	Project Development and Business Planning Officer

E 3.1 APOLOGIES

Apologies were received from Cate Le Grice Mack, Charles Mathew, Nigel Colston and George Lambrick.

E 3.2 INTRODUCTIONS AND ANNOUNCEMENTS

The Chairman explained that the Board would soon be starting the Secretary of State appraisals and Board Member replacements **or extensions process**.

E 3.3 DECLARATIONS OF INTEREST

There were no declarations of interest.

E 3.4 PUBLIC QUESTIONS

There were no public questions.

E 3.5 MINUTES OF THE EXECUTIVE COMMITTEE

**RESOLVED** that, subject to the following amendments, the Minutes of the Meeting of the Executive Committee held on 17<sup>th</sup> September 2019 be approved as a correct record;

- (i) the text of Minute E 2.46 and E 2.47 in regard to summary, key consideration(s), action(s) arising and reason for decision(s), be replaced by reference to ‘Confidential Minute’;**
- (ii) the deletion of the name Ed ‘McCalister-Smith’ and its substitution by the name Ed ‘Macalister-Smith’;**
- (iii) deletion of the word ‘complements’ and its substitution by the word ‘compliments’ in the heading of Minute E 2.42.**
- (iv) Two members, the Chairman and George Lambrick, had concerns regarding the planning paper but these could be raised at the Board December meeting with the added value of responses from those consulted.**

Matters Arising:

- (i) Page 2 - Minute E 2.32 re: Hedge Laying Competition - The 2019 Hedge Laying competition is taking place on Saturday 9<sup>th</sup> November. Ed Bonn, Rural Skills Officer, will review competition funding for future years, supported by the senior team. Ed Macalister-Smith would engage with the review on behalf of the Executive.
- (ii) The Chairman advised that she would be discussing the Evenlode Project with the Chief Executive.
- (iii) Page 10 - Minute E 2.41 re: External Bids - The Chairman explained that there had been no outcome regarding the Southill Solar project.

E 3.6 A417 CONSULTATION

Summary:

The Committee received a report detailing the Board’s draft response to A417 Missing Link Public Consultation, which was due to end on 8<sup>th</sup> November 2019.

Key Consideration:

The Missing Link scheme was a focal point for one of the Board’s site visits on 1<sup>st</sup> October 2019, when Board Members discussed - and visited key locations associated with - the proposed scheme. The National Trust and Gloucestershire Wildlife Trust had sent their draft responses to the Board.

Actions(s) Arising:

Cross reference required within the response in regard to 60 metres being the minimum width for the size of the cutting.

The Committee requested a press release be produced by the Board’s Officers condensing and summarising the Board’s response and to be published on Friday 8<sup>th</sup> November 2019 after being circulated to all Executive Committee Members in advance of publication.

Decision(s):

**RESOLVED that:**

**(a) the Board's draft response to the A417 Missing Link Public Consultation be endorsed.**

**(b) the Board's draft response to be sent to all Board members following publication.**

Reasons for Decision(s):

The Committee considered the response to be an excellent and clear response to the Consultation, clearly reflecting the Board's position.

Note:

The Committee wished to extend their thanks to Board Members George Lambrick and David Kerr for their work on this item and also to the Board's Planning and Landscape Officer for his work in relation to this item.

E 3.7 COUNTER FRAUD AND CORRUPTION POLICY

Summary:

The Committee received a report detailing the updated Counter Fraud and Corruption Policy.

Key Consideration(s):

- (i) The Board's previous Counter Fraud and Corruption Policy dated 2009.
- (ii) Recent sector guidance and legislation.

Action(s) Arising:

None.

Decision(s):

**RESOLVED that the Committee recommends the updated Counter Fraud and Corruption Policy to the Board.**

Reason for Decision(s):

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

E 3.8 CONFIDENTIAL REPORTING PROCEDURE

Summary:

The Committee received a report detailing an updated confidential reporting procedure.

Key Consideration(s):

- (i) The Board's previous Confidential Reporting Procedure dated 2009.
- (ii) Recent legislation, guidance and terminology.

Action(s) Arising:

Removal of reference to the line 'Whilst there have been no specific issues to prompt a review in this stage' to reflect previous concerns raised by Officers, and since addressed, in regard to health and safety two years previously.

The Chairman to meet with the Chief Executive to ensure appropriate documentation for dealing with staffing matters and Chief Executive.

Reference be included to the Board's Monitoring Officer, Nigel Adams, being a Cotswold District Council employee.

Decision(s):

**RESOLVED that the review and content of the Confidential Reporting Procedure be noted.**

Reason for Decision(s):

This item was for noting only.

E 3.9 EXTERNAL AUDIT REPORT 2018/19

Summary:

The Board received a report detailing the results of the external audit review of the Board's Annual Governance and Accountability Return (AGAR) for 2018/19.

Key Consideration(s):

- (i) Approval of the Board's Audit Report with only minor comments raised.

Action(s) Arising:

None.

Decision(s):

**RESOLVED that the Executive Committee recommend that the Board notes the results of the external audit review for 2018/19.**

Reason for Decision(s):

This item was for noting only.

E 3.10 QUARTER 2 BUSINESS PLAN REVIEW 2019/20

Summary:

The Committee was requested to review progress in Quarter 2 of the financial year 2019/20.

Key Consideration(s):

- (i) Officer review of progress undertaken on 8<sup>th</sup> October 2019.
- (ii) The Board's current financial forecast.

Action(s) Arising:

The Committee considered that Officer wages should be **identifiable and** balanced as a percentage of the Board's overall expenditure. This will be considered as a future Key Performance Indicator.

Decision(s):

**RESOLVED that the Quarter 2 Review be noted.**

Reason for Decision(s):

The item was for noting only.

E 3.11 BUSINESS PLANNING FRAMEWORK 2020/23

Summary:

The Committee received a report detailing the introduction of a new framework and format for future business plans.

Key Consideration(s):

- (i) The Board's Transformation Map.
- (ii) Progress to date.
- (iii) Next steps.

Action(s) Arising:

None.

Decision(s):

**RESOLVED that the Committee's comments on the new format before final design be noted.**

Reason for Decision(s):

This item was for noting only.

E 3.12 WALKING AND EXPLORING CAPITAL

Summary:

The Committee received an update on current actions and the work of staff and volunteers in relation to Walking and Exploring, alongside details of opportunities and future directions for this work.

Key Consideration(s):

- (i) Summary of current actions, resources and delivery.
- (ii) Measuring impact.
- (iii) Positioning the AONB going forwards.
- (iv) Providing financial support to the National Trail website.

Action(s) Arising:

None.

Decision(s):

**RESOLVED that the progress, potential opportunities and future direction be noted.**

Reason for Decision(s):

The item was for noting only.

E 3.13 BOARD PATRONS

Summary:

To receive a verbal update from the Chairman regarding appointment of the Board's Patrons.

Key Consideration(s):

- (i) Previous Patrons being Members of the House of Lords.
- (ii) The potential offer from Mr. Adam Henson of becoming a Board Patron.
- (iii) The future number of Board Patrons and the potential to increase the number of appointments.

Action(s) Arising:

The Chairman and Chief Executive to meet with Mr. Henson to discuss his potential appointment in more detail.

Decision(s):

**RESOLVED that the verbal update be noted.**

Reason for Decision(s):

The Committee considered the proposed actions to be a suitable approach to appointing future Board Patrons.

E 3.14 LEADER PROGRAMME UPDATE

Summary:

The Committee received an update on the progress of the LEADER Programme.

Key Consideration(s):

- (i) Programme Performance.
- (ii) Dissemination of programme results - capturing the legacy for the Board.
- (iii) DEFRA visit - 12<sup>th</sup> September 2019.

Action(s) Arising:

Add 'Planning Consultation Criteria' to the agenda.

Decision(s):

**RESOLVED that the update report be noted.**

Reason for Decision(s):

This item was for noting only.

E 3.15 DEFRA ELMS TEST AND TRIAL UPDATE

Summary:

The Board received an update on the Board's ELM Test.

Key Consideration(s):

- (i) Adjustments have been made to the Board's Environmental Land Management System test proposal to Defra.
- (ii) Work since the start date of 1<sup>st</sup> September 2019.
- (iii) Outcome of an inception meeting - 7<sup>th</sup> October 2019.
- (iv) Final test submission deadline - February 2020.

Action(s) Arising:

None.

Decision(s):

**RESOLVED that the report be noted.**

Reason for Decision(s):

The item was for noting only.

E 3.16 EXTERNAL BIDS UPDATE

Summary:

The Committee received an update on progress in applying for external funding.

Key Consideration(s):

- (i) Projects and their progress.

Action(s) Arising:

None.

Decision(s):

**RESOLVED that report be noted.**

Reason for Decision(s):

This item was for noting only.

E 3.17 TASK AND FINISH AND WORKING GROUP REPORTS

Summary:

The Committee received an update on Task and Finish and Working Groups.

Key Consideration(s):

- (i) Recent projects of the Task and Finish and Working Groups.
- (ii) Previous Task and Finish Groups that have delivered their remits.

Action(s) Arising:

None.

Decision(s):

**RESOLVED that the latest progress report be noted.**

Reason for Decision(s):

This item was for noting only.

E 3.18 DRAFT AGENDA - BOARD MEETING - TUESDAY 17<sup>TH</sup> DECEMBER 2019

Summary:

To note the draft Agenda for the Board Meeting on Tuesday 17<sup>th</sup> December 2019.

Key Consideration(s):

None.

Action(s) Arising:

None.

Decision(s):

**RESOLVED that the draft Agenda be noted.**

Reason for Decision(s):

This item was for noting only.

E 3.19 EXECUTIVE COMMITTEE FORWARD PLAN - FEBRUARY 2020 EXECUTIVE COMMITTEE MEETING

Summary:

The Committee received the Executive Forward Plan for the February 2020 Executive Committee Meeting.

Key Consideration(s):



None.

Action(s) Arising:

None.

Decision(s):

**RESOLVED that the Forward Plan be noted.**

Reason for Decision(s):

This item was for noting.

E 3.20 OTHER BUSINESS

There was no other business that was urgent.

E 3.21 DATE OF NEXT MEETING

The Committee noted the date and time of the next Executive Committee Meeting to be held on Tuesday 25<sup>th</sup> February 2010 at The George Moore Community Centre, Moore Road, Bourton-on-the-Water, GL54 2AZ, starting at 10.00 a.m.

E 3.22 EXCLUSION OF THE PUBLIC AND PRESS

**RESOLVED that under Section 100A(4) of the Local Government Act 1972 the public and Press be excluded from the Meeting for the following item of business on the grounds that it involves 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.**

E 3.23 SPECIAL EXECUTIVE COMMITTEE MEETING - WEDNESDAY 25<sup>TH</sup> SEPTEMBER 2019

Summary:

To approve the Exempt Minutes of the Executive Committee Meeting of 25<sup>th</sup> September 2019.

Key Consideration(s):

None.

Action(s) Arising:

None.

Decision(s):

**RESOLVED that the Exempt Minutes of the Special Meeting of the Executive Committee Meeting of 25<sup>th</sup> September 2019 be approved as a correct record.**

Reason for Decision(s):

The Committee considered the Minutes to be an accurate record of the Special Meeting.  
The Vice Chair asked it be noted he did not support the outcome.

The Meeting commenced at 10.00 a.m. and closed at 12.48 p.m.

Chairman