

MEETING OF  
THE COTSWOLDS CONSERVATION BOARD  
EXECUTIVE COMMITTEE

HELD AT THE CONSERVATION BOARD OFFICES, NORTHLEACH

THURSDAY 19<sup>TH</sup> JULY 2018

Present:

Vice-Chairman - Ed Macalister-Smith (In the Chair)

David Broad  
Nigel Colston  
Mike Dean (until 12.10 p.m.)  
George Lambrick

Brendan McCarthy  
Tony Merry  
David Thackray  
Martin Veal

Apologies:

Liz Eyre

Also in Attendance:

Edward Bonn  
Martin Lane  
Simon Smith

Rural Skills and Grants Officer  
Director  
Project Development and Business  
Planning Officer

E 3.1 INTRODUCTIONS AND ANNOUNCEMENTS

There were no announcements from the Chairman.

E 3.2 DECLARATIONS OF INTEREST

There were no declarations of interest.

E 3.3 PUBLIC QUESTIONS

There were no public questions.

E 3.4 MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE

**RESOLVED that the Minutes of the Meeting of the Executive Committee held on 31<sup>st</sup> May 2018 be approved as a correct record.**

**E 3.5**     MINUTES OF THE MEETING OF THE BOARD

The Executive Committee received the Minutes of the Meeting of the Board held on 28<sup>th</sup> June 2018.

Matters Arising:

The Director explained that, with reference to the National Park Review, a Meeting had taken place on 17<sup>th</sup> July 2018 of charity and NGO sector organisations with an interest in conservation and access, which had been hosted by the National Trust. The Director explained the Meeting had been very positive in regards to discussing approaches to take the Review further.

The Vice-Chairman explained he would send a brief one-page summary of the Meeting to Members.

Mr. Lambrick suggested the Review be included regularly on the Agenda for both Executive and Board Meetings.

**E 3.6**     BUSINESS PLAN QUARTER 1 REVIEWSummary:

To review progress in Quarter 1 of the financial year 2018/19.

Key Considerations:

- (i) The process of the Review.
- (ii) The financial outcome of the Review.
- (iii) The operation progress as detailed within the Review.

Action(s) arising:

- (i) Refreshed reports, including timescales, to be presented at the September 2018 Executive Committee Meeting.

Decision(s):**RESOLVED that:**

- (a) the Quarter 1 Review be noted;**
- (b) the Executive Committee considers a refreshed financial reports at its September 2018 Meeting.**

Reason(s) for Decision(s):

The Committee was mindful of the benefits that the Quarter Review presented in relation to the Board to interested parties.

E 3.7 MANAGEMENT PLAN 2018-2023 PROGRESS UPDATE

Summary:

To receive an update on progress on the Cotswolds AONB Management Plan 2018-2023.

Key Consideration(s):

- (i) The current status of the Plan.
- (ii) The next steps for the Plan.
- (iii) The responses provided to the questions posed in the Management Plan / SEA / HRA consultation.

Decision(s):

**RESOLVED that progress on the Cotswolds AONB Management Plan 2018-2023 be noted.**

Reason for Decision(s):

To enable the Management Plan to be progressed further, as a legal requirement of the Board.

E 3.8 EXTERNAL BID UPDATES

Summary:

To receive an update in progress in applying for external funding.

Key Consideration(s):

- (i) The current external funding bids in regards to Bathscape, Glorious Grasslands, Magnificent Meadows, The Green Ribbon - Evenlode Valley and Cotswolds Stone projects.

Action(s) arising:

Additional reference to the Trees Beyond Woods project be included in a future presentation of Bid Updates to the Committee.

Decision(s):

**RESOLVED that the report be noted.**

Reason for Decision(s):

The Committee was mindful of the time pressures in relation to this item.

**E 3.9 SUSTAINABLE DEVELOPMENT FUND GRANT AWARDS****Summary:**

To receive a review of submitted applications for the first round of Sustainable Development Fund (SDF) grants, for consideration by the Committee.

**Key Consideration(s):**

- (i) The applications under delegated authority.
- (ii) The location, amount of funding applied for, the match-funding available, the total cost of the application and supporting information of the applications.

**Decision(s):****RESOLVED that:**

- (a) applications 2, 3 and 4 for Sustainable Development Fund received in the first window for 2018-19 be approved, as recommended;**
- (b) application 1 for Sustainable Development Fund received in the first window for 2018-19 be refused, as recommended;**

**Reason for Decision(s):**

The Committee considered the Applications supported to be beneficial to the AONB and wider community.

**E 3.10 GENERAL DATA PROTECTION REGULATION UPDATE****Summary:**

To receive a progress update on the Board's implementation of the General Data Protection Regulation and provision of a draft General Data Protection Policy.

**Key Consideration(s):**

- (i) The Board's Data Protection Act Overview.
- (ii) The Board's Subject Access Requests Forms on-line.
- (iii) The Board's General Data Protection Regulation Policy.

**Decision(s):****RESOLVED that:**

- (a) the Board's progress with implementing the new General Data Protection Regulation (GDPR) requirements be noted;**

**(b) the draft General Data Protection Regulation Policy be recommended to the Board for approval.**

Reason(s) for Decision(s):

The Committee was mindful of the legal requirements associated with the new Regulation.

E 3.11 CORPORATE RISK REGISTER

Summary:

To receive a review of the Corporate Risk Register 2017/18.

Key Consideration(s):

- (i) The Corporate Risk Register 2017/18.
- (ii) Reference to Friends of the Cotswold be renamed to the Cotswolds Discovery Centre.

Action(s) arising:

The major risks be prioritised and colour coded within the document.

Decision(s):

**RESOLVED that the review of the Corporate Risk Register 2017/18 be noted.**

Reason(s) for Decision(s):

The update provided was for noting only.

E 3.12 COMMENTS, COMPLIMENTS AND COMPLAINTS POLICY AND PROCEDURE

Summary:

To receive an Annual Summary of performance for the Comments, Compliments and Complaints Policy and Procedure 2017/18.

Key Consideration(s):

To ensure all comments are noted and action taken accordingly.

Action(s) Arising:

Complaints relating to access of the Cotswold Way be clarified with Highways by Officers.

**Decision(s):**

**RESOLVED that the review of the Board's performance be noted.**

**Reason(s) for Decision(s):**

The review was for noting only.

**E 3.13 TASK AND FINISH AND WORKING GROUP REPORTS**

**Summary:**

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

**Key Consideration(s):**

To ensure the work of the Task and Finish and Working Groups is relayed to the Executive Committee.

**Action(s) arising:**

Group Meetings be added to the Meetings calendar on the Board's website.

**Decision(s):**

**RESOLVED that:**

- (a) the progress update be noted;**
- (b) the change of name of the Planning & Transport Working Group to Planning & Infrastructure Working Group be agreed;**
- (c) the Planning & Infrastructure Working Group terms of reference include the role of 'supporting the work of the Planning and Landscape Officer' (PLO) and the remit of the Group being subject to the capacity of the PLO as Lead Officer.**

**Reason(s) for Decision(s):**

To continue to support the roles of the Board's Task and Finish and Working Groups.

**E 3.14 PARTNERSHIP BOARD UPDATE**

**Summary:**

To receive an oral update in regards to the Partnership Board, following the Board's Sub-Committee Meeting to discuss planned works for the site on 18<sup>th</sup> July 2018.

Key Consideration(s):

To provide advance notice of works in relation to the Partnership Board.

**RESOLVED that the update be noted.**

Reason(s) for Decision(s):

This item was for noting only.

E 3.15 STATEMENT OF ACCOUNTS AND ANNUAL RETURN 2017/18

Summary:

To note the latest update on the Statement of Accounts 2017/18.

Key Consideration(s):

- (i) To note the modification to the Annual Return and Annual Statement of Accounts correcting errors not previously noticed by Board Officers.
- (ii) To be aware the change of figures was small of nature and did not have any impact on the General Fund Balance or Reserves.

Decision(s):

**RESOLVED that the update and modification of the Statement of Accounts 2017/18 be noted.**

Reason(s) for Decision(s):

This item was for noting only.

E 3.16 DRAFT SCHEDULE OF BOARD AND EXECUTIVE COMMITTEE MEETING DATES FOR 2019

Summary:

To agree the proposed schedule of dates for Board and Executive Committee Meetings in 2018.

Key Consideration(s):

To note the draft scheduled Board and Executive Meetings on Tuesdays as opposed to Thursdays.

Action(s) Arising:

- (i) The Schedule be sent to all Board Members as the definitive list of Board Meetings for 2019.
- (ii) Outlook Invitations be sent to Members in regards to future Meeting dates.

**Decision(s):**

**RESOLVED that the Schedule of Meetings be agreed.**

Reason(s) for Decision(s):

The Committee considered the change would be beneficial to Local Authority Members who also had to regularly attend other Meetings on Thursdays.

E 3.17 AGENDA FOR EXECUTIVE COMMITTEE MEETING OF 20<sup>TH</sup> SEPTEMBER 2018

Summary:

To review the proposed Agenda for the Executive Committee Meeting of 20<sup>th</sup> September 2018.

**Decision(s):**

**RESOLVED that the Agenda be noted.**

Reason(s) for Decision(s):

This item was for noting only.

E 3.18 EXECUTIVE COMMITTEE FORWARD PLAN 2017/18-2018/19

Summary:

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

Action(s) Arising:

The Corporate Risk Register be added to the Agenda for the Executive Committee Meeting of 8<sup>th</sup> November 2018.

**Decision(s):**

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



Reason(s) for Decision(s):

This item was for noting only.

E 3.19 OTHER BUSINESS

Mr. Dean enquired as to the Board's official view of Gloucestershire 2050 Vision. The Director explained the Board had not been invited to make an official submission, but that research would be undertaken by Officers.

The Meeting commenced at 10.00 a.m. and closed at 11.55 a.m.

Chairman

Unconfirmed