MEETING OF

THE COTSWOLDS CONSERVATION BOARD

EXECUTIVE COMMITTEE

HELD AT THE CONSERVATION BOARD OFFICES, NORTHLEACH

THURSDAY 8TH NOVEMBER 2018

Present:

Chairman - Liz Eyre

|  |  |
| --- | --- |
| David BroadNigel Colston Mike Dean George Lambrick | Ed Macalister-SmithTony MerryDavid Thackray |

Apologies:

|  |  |
| --- | --- |
| Brendan McCarthy |  Martin Veal |

Also in Attendance:

|  |  |
| --- | --- |
| Cate Le Grice MackGary KingMartin LaneMark ConnellyJohn MillsLioba ErwertSimon SmithJames Webb | Board MemberBoard MemberDirectorLand Management OfficerPlanning and Landscape OfficerLEADER Programme Administrator Project Development and Business Planning OfficerLEADER Programme Manager |

E 5.1 INTRODUCTIONS AND ANNOUNCEMENTS

 The Chairman welcomed Board Members Gary King and Cate Le Grice Mack

 to the Meeting and explained the following new appointments had been made in regards to Board’s Officers; Della Morris (Finance and Administration Assistant) and Lioba Erwert (LEADER Programme Administrator).

The Chairman also informed the Committee that Phil Chapman had been appointed to the Board by Cherwell District Council, replacing previous Member Tony Ilott.

E 5.2 DECLARATIONS OF INTEREST

There were no declarations of interest.

E 5.3 PUBLIC QUESTIONS

There were no public questions.

E 5.4 MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE

**RESOLVED that, subject to the following amendments, the Minutes of the Meeting of the Executive Committee held on 20th September 2018 be approved as a correct record:-**

**(i) deletion of the words in Minute E 4.14 ‘The Executive Committee noted and requested the Director to act upon the current staffing issues in relation to the Programme’ and their substitution by the words ‘The Executive Committee noted current staffing issues and the Director’s comments upon how he intended to address the issue’;**

**(ii) insertion of the words ‘and additional expenditure for a fire alarm system’ in the resolution of Minute E 4.15.**

Matters Arising:

 The Director explained that, with regard to staffing, Mandy Pressland had been promoted to Office Manager with effect from week commencing 15th October 2018; and Mandy would now only support the LEADER Programme on one day per week following the appointment of Lioba Erwert.

The Director added that David Shelmerdine would also be appointed in the coming weeks as the Board’s Finance Officer, working one day per week; and added that the proposed staff arrangements would be reviewed in mid-summer 2019.

E 5.5 BUSINESS PLAN QUARTER 2 REVIEW

Summary:

 To review progress in Quarter 2 of the financial year 2018/19.

 Key Considerations:

 (i) Review of Progress against the Work Programme undertaken on 17th October 2018.

 (ii) Board’s current staffing arrangements.

 (iii) Expenditure on fire alarm system at The Old Prison.

 (iv) Cost of the operational processes linked with the Board’s programmes.

**Decision(s):**

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

Reason(s) for Decision(s):

While understanding the concerns raised within the report, the Committee could not support recommendation (b) outlined in the report as it felt there was a requirement of the Board to separately identify where the funds could be raised and not to use money reserved for supporting local community or partner projects.

E 5.6 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) comments on the 2019-2022 Business Plan be invited before the deadline of 15th November 2018;**

 **(b) Officers and Members be allocated to sections of the Business Plan;**

 **(c) project balances, in the form of quarterly reporting, be reported to the Executive Committee only.**

Reason for Decision(s):

The Committee considered the above requests to be appropriate to progress the Business Plan.

E 5.7 COMMUNICATIONS STRATEGY REVIEW

Summary:

 To present an update on a review of the Communications Strategy 2017- 2020.

 Key Consideration(s):

 (i) Cotswold Lion magazine - advertising.

 (ii) Communications Strategy & Outline Plan 2017-2020. Mid-point Review November 2018.

 Action(s) arising:

 Officers advertise for volunteers to assist with video production and other communication elements for the Board and consider approaching NGOs, charities and tourist attractions regarding potential advertising opportunities in the Cotswold Lion magazine.

 **Decision(s):**

 **RESOLVED that the report be noted.**

Reason for Decision(s):

The item was for noting only.

E 5.8 NATIONAL PARK PROPOSAL UPDATE AND NATIONAL REVIEW CALL FOR EVIDENCE

Summary:

 To consider an outline response to the Glover Review of National Parks and AONBs and the draft Position Statement for a Cotswolds National Park.

 Key Consideration(s):

 (i) Glover Review of National Parks and AONBs.

 (ii) A Cotswolds National Park Position Statement.

 **Decision(s):**

 **RESOLVED that:**

 **(a) the outline response to the Glover Review of National Parks and AONBs be endorsed;**

 **(b) the draft Cotswolds National Park Position Statement be approved for adoption by the Conservation Board and for subsequent submission to the Glover Review.**

Reason for Decision(s):

 The Committee was mindful of the growing public interest for the arguments for and against the creation of a Cotswolds National Park.

E 5.9 DARK SKIES

Summary:

 To present a work in progress draft report for comment.

 Key Consideration(s):

 Achieving IDSR Status timeline.

 Action(s) arising:

 Budget requirements for Dark Skies be provided in time for the Board Meeting in March 2019.

 **Decision(s):**

 **RESOLVED that the comments in regard to the report be noted.**

Reason(s) for Decision(s):

 The Board was mindful of the growing interest in Dark Skies and the increasing role of the Board’s Dark Skies Task and Finish Group.

E 5.10 TASK AND FINISH AND WORKING GROUP REPORTS

Summary:

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:

The Director would ensure that Officers submit notes from all the Task and Finish and Working Groups to the Executive Committee.

 **Decision(s):**

**RESOLVED that the report be noted.**

Reason(s) for Decision(s):

 The item was for noting only.

E 5.11 DISCOVERY CENTRE PARTNERSHIP BOARD

Summary:

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

 Key Consideration(s):

. (i) Results of recent Partnership Board Meetings.

 (ii) Closure of the café and The Discovery Centre on 28th October 2018.

 (iii) Planned work of contractors at The Discovery Centre.

 (iv) Revised Agency Agreement.

 **Decision(s):**

 **RESOLVED that the report be noted.**

Reason(s) for Decision(s):

 Then item was for noting only.

E 5.12 LEADER PROGRAMME UPDATE

Summary:

 To receive an oral 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 5.13 RESERVES POLICY REVIEW

Summary:

 To review the Board’s Financial Reserves Policy.

 Key Consideration(s):

 (i) Background of the Review.

 (ii) The Board’s position.

 Action(s) arising:

 None.

 **Decision(s)**:

 **RESOVLED that the Reserves Policy and Strategy be approved.**

 Reason(s) for Decision(s):

 The Board was mindful of the fact that the current reserves were in excess of the target of £130,000 and noted that it would be reviewing annual reserves on an annual basis alongside the preparation of the Annual Statement of Accounts.

E 5.14 EXTERNAL FUNDING BIDS SUMMARY

Summary:

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

 Key Consideration(s):

 The projects; their stage and value; the Board’s role relating to the project; and any financial or staffing impacts resulting from the projects.

 Action(s) arising:

Officers research an application for the extension of premises relating to Naunton Quarry in regards to their production of Cotswold Stone.

 **Decision(s):**

 **RESOLVED that the report be noted.**

Reason(s) for Decision(s):

 The item was for noting only.

E 5.15 DRAFT BOARD MEETING AGENDA - 6TH DECEMBER 2018

Summary:

To review the proposed Agenda for the Board Meeting of 6th December 2018.

 Key Consideration(s):

 None.

 Action(s) Arising:

 The Director research the possibilities of representatives from Young Gloucestershire and The Prince’s Trust providing a presentation at the December 2018 Board Meeting.

 **Decision(s):**

 **RESOLVED that the Agenda be noted.**

Reason(s) for Decision(s):

 The item was for noting only.

E 5.16 EXECUTIVE COMMITTEE FORWARD PLAN

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 5.17 OTHER BUSINESS

 There was no other business.

The Meeting commenced at 10.00 a.m. and closed at 12.50 p.m.

Chairman