



Chilterns National Landscape

Members of the Conservation Board for the Chilterns Area of Outstanding Natural Beauty are hereby summoned to an Ordinary Meeting of The Chilterns Conservation Board on

Thursday 19th September 2024 at 2.00pm at

**The Paralympic Room, The Gateway Offices, Gatehouse Road, Aylesbury,
Buckinghamshire HP19 8FF (Buckinghamshire Council Offices)**

The online session will be available from 1.45pm

AGENDA

1. Standing Items

- 1.1 Apologies for absence
- 1.2 Declarations of interest in any of the agenda items
- 1.3 Chair's announcements
- 1.4 Notice of urgent business
- 1.5 Approval of minutes of the previous meeting (AGM on 20.06.24) (p)
- 1.6 Matters arising
- 1.7 Consideration of motions submitted by members
- 1.8 Public Questions

2. Items for Decision

- 2.1 Summary of Items for Decision (p)
- 2.2 Background for Items for Decision
 - 2.2.1 Updated Committee memberships (p)
 - 2.2.2 HR policies and timetable for approval (p)
 - 2.2.3 NPPF consultation response (p)
 - 2.2.4 Lighting Position Statement (p)
 - 2.2.5 Constitution Review (p)
 - 2.2.6 Management Plan Review (p)
 - 2.2.7 Risk Register (p)

3. Items for Noting / Information

- 3.1 Quarter 1 Finance Report (p)
- 3.2 Quarter 1 Delivery Report (p)

- 3.3 Funding Strategy Update (p)
- 3.4 Chief Executive Officer’s Update (p)
- 3.5 Chilterns National Landscape Forum

4. Minutes & Recommendations of Committees

- 4.1 Executive Committee briefing draft notes (15.08.24)
- 4.2 Planning Committee briefing draft notes (25.07.24)

- 5. Any urgent business
- 6. Next meeting: Thursday 12th December 2024 at 1000hrs, at the Gateway Offices, Aylesbury.
- 7. Meeting dates for 2025

The meeting will be followed by a presentation by Prof. Kate Heppell, Head of Landscape, and Neil Jackson, Conservation and Landscape Officer: Update on developing a Chilterns Nature Recovery Plan

Future meeting dates 2024

Planning Committee Meetings	Executive Committee Meetings	Board Meetings
Thu 17 th October 2024 @ 2pm Chinnor	Thu 7 th November 2024 @ 2pm Chinnor	Thu 12 th December @ 10am Location tbc

Dr Elaine King, Chief Executive Officer

Summary of Actions Required

Agenda number	Agenda item	Actions required
1.	Standing Items	
1.1	Apologies for absence	
1.2	Declaration of interest in any of the agenda items	
1.3	Chair's announcements	
1.4	Notice of urgent business	
1.5	Approval of minutes of the previous meeting (AGM on 20.06.24)	APPROVE
1.6	Matters arising	
1.7	Consideration of motions submitted by members	
1.8	Public Question Time	
2.	Items for Decision	
2.1	Summary of Items for Decision	
2.2	Background for Items for Decision	
2.2.1	Updated Committee memberships	APPROVE
2.2.2	HR policies and timetable for approval	APPROVE
2.2.3	NPPF consultation response	APPROVE
2.2.4	Lighting Position Statement	APPROVE
2.2.5	Constitution Review	APPROVE
2.2.6	Management Plan Review	APPROVE
2.2.7	Risk Register	APPROVE
3.	Items for Noting / Information	
3.1	Q1 Finance Report	NOTE
3.2	Q1 Delivery Report	NOTE
3.3	Funding Strategy Update	NOTE
3.4	Chief Executive Officer's Update	NOTE
3.5	Chilterns National Landscape Forum	NOTE
4.	Minutes & Recommendations of Minutes	
4.1	Executive Committee briefing draft notes (15.08.24)	NOTE
4.2	Planning Committee briefing draft notes (25.07.24)	NOTE
5.	Any urgent business	
6.	Next meeting Thursday 12 th December 2024 at 1000hrs. Location tbc.	
7.	Meeting dates for 2025	

CCB Board Meeting

Thursday 20th June 2024

**Chilterns
National
Landscape**

**MINUTES OF THE MEETING OF THE CONSERVATION BOARD FOR THE
CHILTERNS AREA OF OUTSTANDING NATURAL BEAUTY
Held at Hexton Office, Unit 1, The Stables, Hexton Manor, Hexton, Hitchin, Herts,
SG5 3JH on Thursday 20th June 2023 at 17.00**

MEMBERS PRESENT

Appointed by Local Authorities

Cllr Louise Price
Cllr Richard Newcombe

Appointing Body

Three Rivers District Council
Buckinghamshire Council

Appointed by the Secretary of State

Colin Courtney
John Nicholls
Gemma Harper
Geeta Ludhra
Simon Mortimer

Secretary of State
Secretary of State
Secretary of State
Secretary of State
Secretary of State

Elected by Parish Councils

Cllr John Griffin
Cllr John Harfield
Cllr Sue Rowland
Cllr Sir Hector Sants
Cllr Charles Hussey

Oxfordshire
Bedfordshire
Oxfordshire
Buckinghamshire
Buckinghamshire

CCB Staff

Andrew Brock-Doyle
Lorna Coldwell
Graham Hurst
Elaine King
Eloise Small
Matt Thomson

Head of Operations
Clerk to the Board
Finance Officer (S151 Officer)
Chief Executive Officer
Administration Officer
Head of Strategy & Planning; Deputy
Monitoring Officer
Head of Engagement & Partnerships
Head of Landscape

Annette Weiss
Kate Heppell

Other

Tom Beeston
Jenny Caprio

The Chiltern Society
Monitoring Officer

No members of the public were present.

The Chair welcomed those present in person and online. All those present introduced themselves.

CCB Board Meeting

Thursday 20th June 2024**24/25.1 Election of Chairman and Deputy Chairman (AGM Item)****1. Election of Chairman**

The Chair proposed John Nicholls, who was seconded by John Griffin for the post of Chairman of the Board for the year 2024/25.

The Board RESOLVED that John Nicholls be elected Chairman of the Board for the ensuing year.

2. Election of Deputy Chairman

The Chair of the Board proposed Hector Sants who was and seconded by Cllr Charles Hussey.

The Board RESOLVED that Hector Sants be elected Deputy Chairman of the Board for the ensuing year.

24/25.2 Apologies for absence

Apologies for absence were received and accepted from *Cllr Paula Hiscocks - Hertfordshire County Council, Cllr Robert Carington - Buckinghamshire Council, Cllr Philip Spicer - Central Bedfordshire Council, Cllr Sally Symington - Dacorum Borough Council, *Paul Mainds - Secretary of State, *Joe Stewart - Secretary of State, *Cllr David Bartholomew - Oxfordshire County Council, Cllr Patricia Birchley - Buckinghamshire Council, Cllr Mick Debenham - North Hertfordshire Council, Cllr Adian Watney Hertfordshire Parish Councils, *John Shaw - Secretary of State, *Simon Kearey - Chiltern Society, *Ian Black – The Ridgeway National Trail.

*(Those * listened in on the meeting online)*

24/25.3 Declarations of Interest in any of the agenda items

John Griffin declared that he is employed by UK Centre for Ecology and Hydrology in relation to agenda item 12.5, Funding Update.

24/25.4 Notice of Urgent Business

There was no urgent business, all items covered in the agenda

24/25.5 Minutes of previous meetings**5.1 AGM 13th June 2023**

The minutes had been approved as true record and signed at the board meeting 12th September 2023.

Board Meeting 14th March 2024

The minutes of the Board meeting 14th March 2024 were **approved** as a true record and signed by the Chair after the following amendment was made:

- A duplicated sentence was struck out at minute 23/24.44.1

24/25.6 Matters Arising

No matters arising, all covered by the agenda.

24/25.7 Considerations of motions submitted by members

CCB Board Meeting

Thursday 20th June 2024

There were no motions submitted. The Head of Strategy and Planning, Matt Thomson will issue advice on how to submit a motion to the Chairman and be added to the agenda. The Chair thanked Matt for the work that has been done.

24/25.8 Public Question Time.

No public questions.

24/25.9 Appointment of Committee members (AGM Item)**1. Appointment of Members to the Executive Committee**

The Board RESOLVED that the following members were appointed to the Executive Committee (ExCo):

Local Authority Representatives

Cllr Richard Newcombe

Cllr Philip Spicer

Cllr Louise Price

Secretary of State Representatives

Geeta Ludhra

Paul Mainds

John Nicholls

One vacancy for a Local Authority representative remains, and the number of Parish Council volunteers (Cllrs, Griffin, Hussey, Sants and Rowland) exceeded the number of positions on the Committee. The incoming Board Chairman, John Nicholls, would seek to resolve these places in advance of the next ExCo meeting.

Cllr Sants joined the meeting at 17.19.

2. Appointment of members to the Planning Committee

The Board RESOLVED that the following members were appointed to the Planning Committee (PlanCo):

Local Authority Representatives

Cllr Paula Hiscocks

Cllr Robert Carington

2 vacancies remain

Secretary of State Representatives

John Nicholls

Colin Courtney

Simon Mortimer

Parish Council Representatives

Cllr Charles Hussey

Cllr Sue Rowland

CCB Board Meeting

Thursday 20th June 2024

At the meeting, Cllr Louise Price volunteered to fill one of the Local Authority vacancies, subject to her capacity and a discussion with Cllr Sue Rowland, Chair of PlanCo. Incoming Board Chair, John Nicholls, would discuss the remaining vacancy with other Local Authority representatives over the coming weeks.

John Nicholls tabled a proposal that:

When any vacancies on the two Standing Committees are not filled at the AGM, the Board delegates to their respective chairs its power to make such appointments, provided they consult the chair of the Board before doing so and submit the appointment to the next available Board meeting for ratification.

1. The Board APPROVED this proposal

The Deputy Monitoring Officer will propose wording to amend the Code of Governance to enable the motion to be fulfilled. It was queried if substitute Board Members may be utilised when there may be issues around quoracy. The Deputy Monitoring Officer will investigate this option with the Monitoring Officer, although continuity of committee members is needed for consistency.

24/25.10 Chair's Update

The Chair gave a brief update and highlighted the following:

- Thanks were given to the CEO and the whole team for their work under busy and challenging circumstances. The various committees and Task and Finish Groups have also been busy.
- The pace has slowed on the Boundary Review due to resource issues with Natural England and the need for additional work. The report to the Secretary of State was planned for winter 2024 but will now be winter 2025 and the public consultation will take place this winter. The upcoming general election may push this back again.
- As already noted to the Executive Committee, the Secretary of State has confirmed that Geeta Ludhra's term on the Board has been extended for a further three years.

As he comes to the end of his term, the Chair said it has been a privilege to serve for the past year, during what have been challenging but rewarding times. He gave thanks to the Board, the CEO, and the team for making it so enjoyable, as well as John Nicholls for his support.

Cllr Newcombe thanked the Chair for his time.

1. The Board NOTED the update.

24/25.11 Chief Executive Officer Report

The CEO, Elaine King, had given a comprehensive report on activities since the 14th March Board meeting, with the following as highlights:

- Thanks were given to Colin Courtney for his hard work during his tenure as Chair
- Thanks were given to the staff team for all their hard work, too. The Senior Management Team continues to meet weekly to plan, monitor, and deliver work across a range of areas.

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- Work is being carried out to raise the profile of the Chilterns National Landscape particularly with Local Authorities, and LA members were asked to support this by increasing visibility with their Councils.
- The team had hosted a visit from the Chief Executive of Ofwat and some of his staff, which provided an effective way to showcase our work and flag current concerns.
- One of the key issues facing all protected landscapes is the uncertainty over future government funding. The grant for 2025/2026 from Defra is not yet clear, making future financial planning challenging.
- Defra has confirmed that funding is available to enable Farming in Protected Landscapes (FIPL) Officers to continue in post until March 2027. The role will alter as the funding grant ends in March 2025.
- Funding is being sought to deliver a Collaborative Targeted Outreach Programme to co-create ways to increase access to greenspaces and the countryside for underrepresented groups in Luton and High Wycombe. This follows the research we commissioned from the University of Bedfordshire.
- Work continues with other National Landscapes, via the National Landscape Association (NLA). This will include several staff members attending the NLA annual conference in July, in part made possible through increasing the training and development budget following the Defra uplift.
- Feedback following the rebranding has been positive from stakeholders and the public.
- A range of meetings with various partners and other stakeholders have taken place since the previous Board meeting.

The CEO was thanked by the Chair.

1. The Board NOTED the update.

24/25.12 Finance and Business Planning

1. 2023/2024 Finance Report:

The Finance Officer, Graham Hurst, had provided the annual accounts for the year ending 31st March 2024.

1. Overall, there was a combined surplus income of £523,073. Core activities had a deficit of £23,301 and project surplus of £546,374. The core deficit is in line with expectations and as previously reported includes exceptional costs. The Project surplus largely arises from the Chalk, Cherries and Chairs project claims to the NLHF being brought up to date. The project surplus represents a timing difference on receipt and payment of funds, all projects budget to break even.
2. The Annual Governance and Accountability Return (AGAR) is required by the Local Audit and Accountability Act 2014, and subject to audit once it has been approved by the Board and published on the website.
3. The external auditor's report can only be completed once Sections 1 and 2 of the AGAR have been approved by the Board and will be made available at a subsequent Board meeting. The Internal auditors have not yet commenced their audit and a copy of their report will also be made available to the Board once their audit is complete.

Cllr Hector Sants queried if a better interest rate account for the reserves could be found and offered to investigate this. The Finance Officer will investigate the suggestion by Cllr

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David Bartholomew of loaning to a Local Authority. There is a reserves policy that sets out what level of reserves is required. This will be forwarded to Board Members.

1. **The Board APPROVED the Chilterns Conservation Board annual accounts for the year ending 31st March 2024**
2. **The Board APPROVED and SIGNED the Annual Governance Statement and Accounts for 2023-2024.**

Paul Mains left the meeting at 18.01

2. Quarter 4 Delivery Report

The Head of Operations, Andy Brock-Doyle, presented a report on the progress against the Delivery Plan in Quarter 4 for financial year 2023/2024. He was thanked for his work in providing greater clarity on progress in each quarter.

Overall progress this quarter had remained on track or slightly delayed. Areas identified as significantly delayed are affected by the same issues as reported in Q3. Key items include:

- Climate mitigation work is now on hold whilst waiting for the final management plan guidance from Defra. Defra has stipulated that the plan needs to be developed by 2028.
- An HR Advisor has been contracted to provide services for at least the next six months
- Four governance and one operational policies have been drafted
- First Nature Recovery Plan working group meeting has been held and plan drafting has started
- The Nature Calling project is established

The key risks and issues identified show that the most significant risks and issues that the organisation faces relate to lack of capacity, and financial risk and uncertainty including loss of funding.

1. **The Board NOTED the Quarter 4 update**

3. 2024/2025 Core Budget Report

The Finance Officer, Graham Hurst, had provided a revised report on the 2024/2025 budget that was approved by the Board at the March Board meeting. The revision was necessary following the Defra uplift to the annual settlement, the details of which were not available until after that meeting. This funding is half revenue, half capital and if not spent by year end will need to be returned. The revised budget was approved by the Executive Committee at the meeting in May 2024, and results in a surplus of £10,003.

1. **The Board APPROVED the revised Budget for 24/25**

CCB Board Meeting

Thursday 20th June 2024**4. 2024/2025 Delivery Plan**

The Head of Operations, Andy Brock-Doyle, presented a detailed paper for the finalised Delivery Plan, and identified key changes made for FY24-25. A draft delivery plan was presented to the Executive Committee in March 2024, and work has been carried out following discussions on areas that needed to be more robust and making achievements clearer to the Board.

1. The Board APPROVED the Delivery Plan**5. Funding Update**

The CEO, Elaine King, presented a report updating on the funding strategy. A clear approach for assessing new work and funding sources provides an early line of sight and greater visibility of funding proposals for the Senior Management Team (SMT) and the Executive Committee, a clearly documented process, and clarity on when the Executive Committee is informed, consulted and asked to approve new work and/or sources of funding.

1. The Board NOTED the update**24/25.13 Strategy and Governance****1. Management Plan Review**

Matt Thomson, Head of Strategy and Planning reported on progress with the Management Plan review and the Task and Finish Group's proposals for taking the "refresh" of the plan forward in 2024/2025. The intention is to add additional content to emphasise two of the government's priorities: nature recovery and climate adaptation. The final review will be presented to the Board at the March 2025 meeting.

1. The Board NOTED the proposed way forward for the Management Plan Review**2. Governance Review: proposed Chilterns Forum**

John Nicholls, Board deputy chair and chairman of the Governance Review Task and Finish Group, noted that work has resumed after a gap to accommodate governance work which was proposed by Defra and Natural England but did not go as far as anticipated.

A "Board Advisory Group" to support the strategic work has been redefined as "Chilterns Forum" with drafted Terms of Reference for approval. The key purpose of the Chilterns Forum is to enable the engagement and input of partners and experts in defining the shared aspirations of such strategies at an earlier stage, 'upstream' of any consultation draft. Such expertise will support and advise the Board in the forming, implementing and collective monitoring of strategy.

It was suggested and agreed to rename it to the "Chilterns National Landscape Forum." It was noted that contributions from a wide range of people, particularly in urban areas, is also necessary, and the principles of the EDI Ambition Policy should be utilised in this regard.

1. The Board APPROVED the approach suggested and the Terms of Reference as the basis for engaging and recruiting members to the

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Thursday 20th June 2024**Chilterns National Landscape Forum.****3 Constitution Review**

The Head of Strategy and Planning is now the Deputy Monitoring Officer (DMO), following the change in Clerk to the Board. There are shortcomings in the current Code of Governance, which is a significant part of the Constitution. It is proposed that the Board determines which sections of the Constitution should be prioritised for review, or delegates that matter for determination by Executive Committee.

- 1. The Board APPROVED the approach to reviewing the Board's Constitution**
- 2. The Board AGREED to DELEGATE oversight to the Executive Committee, subject to final approval by the Board**

4 Vision Task and Finish Group Update

The Vision Task and Finish Group (TFG), chaired by Cllr Hector Sants, has been concentrating on developing materials to inform, and a programme to deliver, stakeholder engagement on the preparation of a long-term vision for the future of the Chilterns National Landscape. This will be actively pursued as soon as there is clarity on the location and extent of the new areas proposed in Natural England's Boundary Review work.

The CEO commented that the work of the TFGs has been very helpful and cross working across the groups is impressive, and the Chair agreed.

- 1. The Board NOTED the update**

5 Risk Register

The revised Risk Register was reviewed by the Executive Committee at the meeting in May. A number of risks have been identified, the most significant being insufficient funding and a lack of staff capacity. Feedback from the Board highlighted a number of concerns with the draft Risk Register. Cllr Richard Newcombe will discuss improvements with the CEO. It was suggested that cyber security needs to be given a higher level of risk rating.

- 1. The Board gave FEEDBACK on the Risk Register which will be brought back to a future Board meeting**

24/25.14 HR Strategy and Implementation Plan

The CEO, Head of Operations and Chair of the HRAG met on 19th April to review the HR Strategy and explore a realistic delivery timetable. It is proposed to table documents at the September Board meeting,

- 1. The Board APPROVED the revised timetable**
- 2. The Board APPROVED the staff and HR policies being reviewed by the HR Advisory Group and then circulated to the Board for approval**

Gemma Harper left the meeting at 19.16

24/25.15 Minutes & Recommendations of Committees

CCB Board Meeting

Thursday 20th June 2024

1. Executive Committee meeting draft minutes (16/05/24)
1. The Board NOTED the draft minutes and APPROVED the recommendation from the Executive Committee for matters to go from HRAG direct to Board
2. Planning Committee meeting draft minutes (25/04/24)
1. The Board NOTED the draft minutes

The Head of Strategy and Planning commented that the planning position on lighting will be brought to the September Board meeting for approval.
Luton Rising’s airport expansion plans will now be determined by the Planning Inspectorate by October, following the general election

24/25.16 Any urgent Business
Nothing required.

24/25.17 Handover to new Chair
The new Chair thanked Colin for his hard work as a highly effective chair, and a round of applause was given.
He is thankful to Hector for taking on role of deputy chair. He has asked for reflections on the timings of future Board meetings and asked for members to let him and the CEO have any thoughts.

24/25.18 Meeting dates.
The next Board meeting is on Thursday 19th September June 2024 at 2pm, at the Gateway, Aylesbury.

Future meeting dates:

Planning Committee Meetings	Executive Committee Meetings	Board Meetings
Thu 25 th July 2024 @ 5pm Location TBC	Thu 15 th August 2024 @ 2pm Chinnor	Thu 19 th September @ 2pm The Gateway, Aylesbury
Thu 17 th October 2024 @ 2pm Location TBC	Thu 7 th November 2024 @ 2pm Chinnor	Thu 12 th December @ 10am Location TBC

The meeting was closed at 19.20.

The Chair.....

Date.....

Item 2.1 **Summary of Items for Decision****Author** Elaine King, CEO**Purpose of Report** To summarise the eight agenda items requiring a decision by the Board.**Summary**

The eight agenda items requiring approval are as follows:

1.5 Approval of minutes of the previous meeting (AGM on 20.06.24)**2.2.1 Updated Committee memberships**

This item requires ratification of the appointment of Committee members identified by the relevant Committee chairs since the AGM and appoint a local authority member to Executive Committee should there be a volunteer for that role.

Specific recommendations are as follows:

1. **That the Board RATIFIES the appointment to Executive Committee of Cllr Sue Rowland and Cllr Charles Hussey as “observers”**
2. **That the Board RATIFIES the appointment to Planning Committee of Cllr Louise Price, Cllr Heather Wallace and Joe Stewart**
3. **That the Board CONSIDERS and if appropriate APPROVES the appointment of a local authority member to the Executive Committee if a volunteer comes forward in advance of or at the Board meeting (following a vote in the event of more than one volunteer).**

2.2.2 HR policies and timetable for approval

This item requires approval for six HR policies and a revised timetable for the remaining policies being brought to subsequent Board meetings for approval. It also invites members to note and offer feedback on the updated HR Implementation Plan. The item is accompanied by one annex comprising the six HR policies.

Specific recommendations are as follows:

1. **To APPROVE the six policies included in these papers**
2. **To APPROVE the updated Policy Timetable identifying when other policies will come to the Board to be approved**

2.2.3 NPPF consultation response

This item seeks approval for the proposed direction of travel for responding to the government’s consultation on changes to the National Planning Policy Framework (NPPF) etc. It also seeks authority to submit a response to the consultation, in addition to evidence to a House of Lords inquiry into proposals for “Grey Belt.”

1. **That the Board APPROVES the “direction of travel” for a submission in response to the consultation, subject to any changes agreed by the Board in the meeting.**

2. That the Board **AUTHORISES** officers to finalise the detailed response in line with the Board's approved principles, policies and priorities for submission.
3. That the Board **AUTHORISES** officers to submit evidence based on the consultation response and in line with the Board's approved principles, policies and priorities to the House of Lords Environment Select Committee inquiry into the "Grey Belt" proposals.

2.2.4 Lighting Position Statement

This item seeks approval for a position statement on the impact of artificial illumination on the tranquillity of the Chilterns and for subsequent technical updates to be made without the need to seek Board approval. The item is accompanied by two annexes.

Specific recommendations are as follows:

1. That the Board **APPROVES** the content of both parts of the Lighting Position Statement.
2. That the Board **AUTHORISES** officers to apply Chilterns National Landscape branding to the approved statement and rationalise the illustrations prior to publication.
3. That the Board **AUTHORISES** officers to keep the technical appendices to the Lighting Position Statement under review and update technical matters as necessary without further Board approval, unless the review indicates that a changes to the model policies are necessary.

2.2.5 Constitution Review

This item identifies priorities for the review of the Constitution, including a Scheme of Delegation, for approval in December, and to seek approval for some structural and in-principle amendments and updates that could be made in the shorter term to enable re-publication of the Constitution. The paper includes two annexes.

Specific recommendations are as follows:

1. That the Board **APPROVES** the priorities for the review of the Constitution set out in paragraph 8 of the paper, and instructs officers, working with the Governance TFG, to develop the necessary amendments for subsequent approval by the Board.
2. That the Board **APPROVES** the proposed revised structure for the Constitution set out in paragraph 9 and Annex 2 of the paper, with a view to progressively moving to this structure as the sections of the Constitution are reviewed.

2.2.6 Management Plan Review

This item seeks approval for the scope of changes to be made to the Management Plan as part of the refresh of the Plan rolling its policy content forward to 2025-30. The Board's views are also sought on several points, including the merits of reframing some "policies" as "actions" (see point 13.). The item is accompanied by one annex.

Specific recommendations are as follows:

1. That the Board **APPROVES** the outline of areas of the Plan considered expedient to amend, as set out in Annex 1, with any further observations as agreed at the meeting.
2. That the Board **AUTHORISES** officers to draw up details of the proposed amendments for consultation before the end of 2024, subject to the approval of the Management Plan Review Task and Finish Group, with final sign-off by the Board Chair.

2.2.7 Risk Register

This item seeks approval for a revised Risk Register, following discussion and feedback on an earlier version at the Board meeting in June. Key improvement include providing more detail on existing control measures and quantifying progress on addressing identified actions. The item is accompanied by one annex.

Specific recommendations are as follows:

1. That the Board **APPROVES** the revised Risk Register.

Item 2.2.1 Updated Committee Memberships

Author: Matt Thomson, Head of Strategy & Planning

Purpose of Report: To ratify the appointment of Committee members identified by the relevant Committee chairs since the AGM and appoint a local authority member to Executive Committee should there be a volunteer for that role.

Background

1. At the Board meeting and AGM in June 2024 the Board appointed members to the Executive and Planning Committees, and an amendment to the Code of Governance authorising the committee chairs to fill any vacancies in consultation with the Board chair, subject to their ratification at the next Board meeting.
2. The appointments to both committees resulted in vacancies and an unintended anomaly in the numbers of parish council appointees to Executive Committee. Memberships have largely been resolved, subject to ratification by the Board, but one local authority vacancy remains on Executive Committee.

Executive Committee

3. The membership of the Executive Committee appointed at the AGM resulted in one local authority member vacancy, and the appointment of two more parish council members than is permitted by the Establishment Order.
4. Despite efforts by the Board Chair, the vacant local authority position has not yet been filled. Any local authority member willing to volunteer may make themselves known to the Board Chair, Clerk or Deputy Monitoring Officer, or in person at the meeting.
5. The anomaly in parish council membership has been resolved by agreement with those members, all of whose contributions to the Committee are highly valued. The proposal is that Cllrs Griffin and Sants will be full Committee members, while Cllrs Hussey and Rowlands will attend Executive Committee meetings as non-voting “observers”. This role will be similar in scope to co-opted members, but the current definition of co-opted members in the Constitution is that they are not Board members.
6. The Constitution review will explore regularising this “observer” role, or changing the definition of “co-opted members”. While the Constitution provides that co-opted Committee members are appointed by the relevant Committee, without a need for Board approval, there is no current provision relating to “observers” – hence this paper seeks the approval of these appointments in this instance.
7. The membership of Executive Committee for which the Board’s ratification is sought is as follows:

Local Authority (requirement: 4)

- Cllr Richard Newcombe
- Cllr Philip Spicer
- Cllr Louise Price
- One vacancy

Secretary of State (requirement: 3)

- Geeta Ludhra

- Paul Mains
- John Nicholls

Parish Council (requirement: 2)

- Cllr John Griffin
- Cllr Sir Hector Sants
- Cllr Charles Hussey (as an “observer”)
- Cllr Sue Rowland (as an “observer”)

8. For information: the August meeting of Executive Committee was unfortunately not quorate, so it was not possible to formally elect a new chair and deputy chair. Nonetheless, it was noted that Cllr Sir Hector Sants volunteered to act as chair, with John Nicholls as deputy chair. Those positions are expected to be confirmed at the next Executive Committee meeting.

Planning Committee

9. The membership of the Planning Committee appointed at the AGM resulted in two local authority member vacancies.
10. Cllr Louise Price offered to join Planning Committee at the AGM subject to her capacity, which has now been confirmed. In addition, Cllr Heather Wallace was also volunteered to join the Committee to complete the complement of local authority members.
11. John Nicholls agreed to continue his role on Planning Committee, but in view of the increased demands of being Board Chair, would look for a volunteer from the Secretary of State appointed Board members to succeed him on the Committee. Joe Stewart has volunteered to undertake that role.
12. At the AGM, the Board approved the following membership of the Executive Committee:
13. The membership of Planning Committee for which the Board’s ratification is sought is as follows:

Local Authority (requirement: 4)

- Cllr Paula Hiscocks
- Cllr Robert Carington
- Cllr Louise Price (new appointment)
- Cllr Heather Wallace (new appointment)

Secretary of State (requirement: 3)

- Colin Courtney
- Simon Mortimer
- Joe Stewart (new appointment)

Parish Council (requirement: 2)

- Cllr Charles Hussey
- Cllr Sue Rowland

14. For information: The July meeting of Planning Committee was also inquorate. Cllr Rowland indicated a willingness to continue as Chair, and that remains to be

confirmed at the next meeting, at which time a Deputy Chair will also be identified. Chris Hannington and Paul Hayes will continue as co-opted members of the Committee.

Recommendation

1. That the Board **RATIFIES** the appointment to Executive Committee of Cllr Sue Rowland and Cllr Charles Hussey as “observers”.
2. That the Board **RATIFIES** the appointment to Planning Committee of Cllr Louise Price, Cllr Heather Wallace and Joe Stewart.
3. That the Board **CONSIDERS** and if appropriate **APPROVES** the appointment of a local authority member to the Executive Committee if a volunteer comes forward in advance of or at the Board meeting (following a vote in the event of more than one volunteer)

Item 2.2.2 **HR Policies and Timetable**

Author: Andy Brock-Doyle, Head of Operations

Purpose of Report: To seek approval for six HR policies that have been developed and reviewed, and for the timetable for further HR policies to be brought to the Board for approval. Also to present an updated HR Implementation Plan for information and noting.

Background

1. At the start of this financial year (Apr 2024) a review of HR policies was started to ensure that all HR policies were updated.
2. Many HR policies currently exist (in the current Employee Handbook) and this review is happening in conjunction with a review of the Employee Handbook that will see the main content of policies removed from the handbook to become separate stand-alone policies which the handbook will signpost.
3. A list of all HR policies was identified and agreed with the HR Advisory Group and a timetable put in place to draft, review and approve these policies and work commenced in May and June, with our HR Advisor drafting the majority policies with reference to our Employee Handbook.
4. In turn these are being reviewed and updated internally by the Head of Operations and CEO to bring them into line with organisational requirements and culture and to test them against policies from similar organisations to ensure robustness.
5. The HR Advisory Group (HRAG) is also reviewing policies and commenting on them as part of the review process. Where changes are being made to policies as part of the review process these are then reviewed with the HR Consultant to ensure that they remain legally compliant and “good practice”.
6. Because delays have been experienced in drafting and reviewing policies (mainly due to the lack of capacity) it was agreed at Executive Committee in August 2024 to fast track policies being drafted and approved to address risk and then look to improve them next year in an improvement phase that will include proper consultation with staff.

Policies for Approval

7. There are six policies included in the Board Papers for approval [see 2.2.2a HR Policies for Approval (Sep 2024)]. These are:
 - a. Bullying and Harassment
 - b. Grievance
 - c. Disciplinary
 - d. Whistleblowing
 - e. Lone Working
 - f. Safeguarding
8. The Bullying & Harassment, Grievance, Disciplinary and Whistleblowing Policies (drafted by the HR Advisor) have been reviewed and updated by the CEO and Head of Operations as well as being reviewed by HRAG. A final review with the HR Advisor to ensure legal compliance has also taken place. All comments

received from HRAG in relation to these policies have been addressed with some areas noted for dealing with as part of the improvement phase (see paragraph 8).

9. The Lone Working Policy (drafted by the Head of Operations) has been reviewed by the CEO and forwarded to HRAG for review. Comments from HRAG will be addressed following Board approval in the improvement phase (see paragraph 8) and the policy will be further reviewed to ensure alignment with work underway with our Health & Safety Advisors.
10. The Safeguarding Policy (drafted by the HR Advisor) has been reviewed and updated by the Head of Operations and CEO and sent to the HRAG for review. Comments from HRAG will be addressed following Board approval in the improvement phase (see paragraph 8).

Policy Timetable

11. Because of delays that have occurred due to capacity constraints within CCB an updated Policy Timetable has been developed identifying when policies will be brought to the Board for approval.
12. This Policy Timetable groups policies by risk and identifies those that will be brought to the Board in December 2024. This document will be circulated separately prior to the Board meeting once agreed by the Chair of HRAG.

HR Implementation Plan

13. In line with the updating of the Policy Timetable the broader HR Implementation Plan has been updated and reflects capacity constraints that are impacting the ability to move forward at pace with some HR work. We are currently looking at ways to bring in additional internal support to enable faster delivery of the plan.
14. As with the Policy Timetable the HR Implementation Plan will be circulated separately prior to the Board meeting once agreed by the Chair of HRAG.

Recommendation

- 1. To APPROVE the six policies included in these papers**
- 2. To APPROVE the updated Policy Timetable identifying when other policies will come to the Board to be approved**
- 3. To NOTE and offer feedback on the updated HR Implementation Plan**

CHILTERNS CONSERVATION BOARD

BULLYING AND HARASSMENT
POLICY

Updated	Sep 2024
Version	0.5
Approval Date	tbc
Approved By	tbc
Approval Cycle	Every 3 Years
Review Deadline	tbc
Responsible Officer	Chief Executive

HR04 – BULLYING AND HARASSMENT POLICY



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1. Purpose

- 1.1 The purpose of this policy is to ensure that the Chilterns Conservation Board (CCB) has a fair, consistent and sensitive mechanism for dealing with complaints of bullying and harassment. We want to provide a safe working environment where all individuals are treated with dignity and respect, free from harassment, bullying and intimidation.
- 1.2 CCB is committed to the view that bullying and harassment is unlawful and will not be tolerated. We will investigate promptly and thoroughly any allegations of bullying or harassment regardless of whether the matter has been raised formally or informally. Confidentiality will be maintained as far as possible with records of all investigations, statements, interviews and actions being kept securely in the appropriate employee's personnel file.
- 1.3 CCB recognises its responsibility for preventing bullying and harassment as set out in the Equality Act 2010, the Protection from Harassment Act 1997, the Health and Safety at Work Act 1974 and The Worker Protection (Amendment of Equality Act 2010) Act.

2. Scope

- 2.1 This policy applies to all employees and its principles apply to anyone working for or with the CCB in any capacity (including Members of the Board, volunteers, consultants, contractors, job applicants and casual workers as well as third parties such as members of the public, visitors / suppliers). It covers the behaviour of employees both within and outside of working hours which may impact upon work and working relationships and applies:
 - anywhere on our premises
 - anywhere off the company's premises, during work-related social events, business events or business trips
 - online on email, intranet as well as social media and internet systems
- 2.2 This policy is not intended to deal with bullying or harassment by members of the public. However, CCB will support employees who suffer such treatment in the course of their work. CCB's complaints procedure will be used where members of the public make formal complaints against a member of staff.
- 2.3 If you are an employee, this policy does not form part of your employment contract and we may update it at any time. You should read this policy in conjunction with our equal opportunities, grievance and whistleblowing policies.

3. Overview

- 3.1 This policy identifies what is considered harassment and bullying and sets out the way in which you as an employee and we as an employer will deal with complaints of harassment and bullying.
- 3.2 Taking part in any of the following behaviour will lead to action under our [Disciplinary Policy](#), and potentially dismissal for misconduct or gross misconduct:



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- bullying or harassing anyone else (see sections 4 and 5 below)
 - threatening anyone who raises a harassment or bullying complaint, including explicitly / implicitly indicating that a complaint will be used as the basis for decisions affecting the employee
 - retaliating against anyone who raises a harassment or bullying complaint
 - making allegations maliciously or in bad faith
 - giving false or intentionally misleading information during any investigation
- 3.3 We have a duty to protect all employees, workers, volunteers and job applicants, and anyone else who works with us. That means that if you change your mind after having raised a complaint of harassment or bullying (even where you complained informally or in confidence), we may choose to investigate anyway to carry out our duty. We will always talk to you about that first and take your views into account.
- 3.4 We regularly assess the risk assessment of harassment taking place in the workplace as well as encouraging people to report any incidents of bullying or harassment they are the victim of or witness.
- 3.5 If you complain about harassment or bullying, you should not be victimised as a result. If you believe that has happened to you, you must tell a member of the Senior Management Team as soon as possible.

4. What is harassment?

- 4.1 Harassment is where a person is subject to uninvited conduct that, as an intended or unintended consequence, violates their dignity, in connection with certain “protected characteristics”. Our equal opportunities policy defines “protected characteristics”. Harassment could be carried out by a work colleague or by a third party.
- 4.2 We also define harassment as behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to certain “protected characteristics”.
- 4.3 Physical, verbal and non-verbal conduct can all amount to harassment. So can things you say or do online, especially on social media.
- 4.4 Harassment can take various forms including, but not limited to:
- unwanted verbal or physical attention
 - behaviour which causes intimidation or humiliates a colleague in the presence of others, including name-calling and insensitive jokes
 - conduct of a sexual nature which is unwanted, unreasonable and offensive, including lewd comments and displaying pornographic material
 - verbal or written harassment through jokes and offensive language
 - visual displays such as posters and graffiti
 - coercion ranging from pressure for sexual favours to pressure to participate in political or religious groups
 - isolation or non-cooperation at work, as well as excluding colleagues from social activities
- 4.5 This policy covers isolated or ongoing incidents of offensive behaviour that may occur against one or more individuals. When someone treats another person less favourably because they either submit to such behaviour or refuse to do so, we also consider that to be harassment.



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- 4.6 The impact on the victim is very important. A person's behaviour can amount to bullying or harassment even if they had no idea that it would be perceived that way.

5. What is bullying?

- 5.1 Bullying is any behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a “protected characteristic” and is usually, but not exclusively repeated and persistent behaviour.
- 5.2 As with harassment, physical, verbal and non-verbal conduct can all amount to bullying. It can take various forms from extreme behaviour involving violence and intimidation through to subtle actions such as deliberate exclusion – sending someone to Coventry for example. Examples of harassment include, but are not limited to:
- conduct which is intimidating, physically abusive or threatening
 - conduct that belittles, ridicules or humiliates an individual, especially in front of colleagues
 - picking on one person when there is a common problem
 - shouting at an individual to get things done
 - consistently undermining someone and their ability to do the job
 - setting unrealistic targets or excessive workloads
 - online including “cyber bullying” i.e. bullying via e-mail
 - setting an individual up to fail e.g. by giving inadequate instructions or unreasonable deadlines.
- 5.3 Although bullying is often related to a power imbalance it does not mean that it always involves a more senior person bullying a more junior person. It can also take the form of someone spreading rumours about, refusing to follow the instructions of or mocking a more senior person.
- 5.4 Constructive and fair feedback about your behaviour or performance from your manager or work colleagues is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

6. How we deal with bullying & harassment – informal action

- 6.1 Many issues can be resolved informally. Before you use the formal procedure, it's sometimes a good idea to speak with the person you feel is harassing or bullying you and explain that their behaviour is unwelcome, inappropriate, or it upsets you. Surprisingly often, people think of their behaviour as “banter” and have no idea that it is upsetting or unacceptable.
- 6.2 Sometimes it is difficult to speak with the person you feel is harassing or bullying you directly. If that's the case, you should talk to your manager informally and in confidence.
- 6.3 Managers are required to act on any complaint of bullying or harassment and failure to do so may be regarded as misconduct which, if proven, will result in disciplinary action. Managers will keep a record of any complaints that they receive to evidence what they have done to act on it.
- 6.4 If the issue is with your manager, or there's another reason you would prefer not to discuss it with them, you should instead talk to any member of the Senior Management Team. Following this if you still feel your issue has not been satisfactorily resolved you should raise it directly to the Chief Executive.



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- 6.5 If you are concerned about the way a colleague is being treated, the best approach may be for you to challenge the behaviour – but do not do so if you are anxious about your own safety. If you do not want to challenge the behaviour yourself, or you have tried doing so but it has not been effective, speak to your manager.

7. Taking formal action

- 7.1 It's not always possible, or appropriate, to resolve issues informally. If you find yourself in that situation, you should follow our [Grievance Policy](#).
- 7.2 We will treat your complaint in confidence, as far as is possible, and if we find that you have been the victim of harassment or bullying, we will take steps to stop it continuing or recurring.
- 7.3 If we think it necessary, we may separate you from the person you are complaining about while we investigate. Whatever action we take in this regard, it is not a pre-judgment of your complaint. It is simply us trying to stop things getting worse during the investigation.
- 7.4 If we conclude that your complaint is not upheld, we will explain why. If the complaint is upheld we will take appropriate action in line with existing CCB policies.
- 7.5 Either way, we will look at ways of addressing your relationship with the person you accused as well as taking steps to prevent it happening again. We may, for example, change your work pattern or theirs, or suggest counselling or mediation or take action such as banning a third party from our premises.
- 7.6 We realise that bullying and harassment are sensitive topics and, although we encourage you to let us know if you have been subjected to such behaviour so we can deal with it effectively, we recognise there may be times where you might feel this is not possible. In such circumstances we do have an option for you to be able to report incidents anonymously by contacting the Board Chair by e-mail.

8. If a complaint is made against you

- 8.1 If you are made aware by someone that your behaviour is unwelcome, inappropriate or upsetting you will be given the chance to put across your point of view.
- 8.2 However, you should always:
- Listen carefully to the complaint and the particular concerns raised
 - Respect the other person's point of view
 - Understand / acknowledge that there may be a different perception of your behaviour
 - Identify / agree what aspects of behaviour you will change
 - Consider your general conduct / behaviour at work

9. Protecting confidentiality

- 9.1 Harassment and bullying allegations can raise strong feelings and are always serious. This is why both we, as an employer, and the person making the allegation, have an obligation to maintain confidentiality as far as possible. This applies at every stage, including the investigation and the outcome.



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- 9.2 If you make a complaint of harassment or bullying and don't maintain proper confidentiality at all times during the process, or you are interviewed in connection with someone else's complaint and likewise fail to maintain confidentiality, you may face action under our [Disciplinary Policy](#). This could lead to dismissal for misconduct or even gross misconduct.
- 9.3 Sometimes, we may decide it is inappropriate to discuss the full outcome of an investigation with you. We recognise that this will leave you feeling dissatisfied and would only do so if there was a good reason not to keep you fully informed.

**Managers have a responsibility for ensuring that all employees
have been made aware of this Policy**



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CHILTERNS CONSERVATION BOARD

DISCIPLINARY POLICY

Updated	Sep 2024
Version	0.5
Approved	tbc
Approved By	tbc
Approval Cycle	Every 3 Years
Review Date	tbc
Responsible Officer	Chief Executive

HR08 – DISCIPLINARY POLICY



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1. Purpose

- 1.1 The purpose of this policy is to ensure that the Chilterns Conservation Board (CCB) has a fair and consistent mechanism for dealing with issues of misconduct as and when they arise.
- 1.2 CCB is committed to helping and encouraging all employees achieve and maintain appropriate standards of conduct and where concerns and behaviour that falls below high standards expected of our employees are addressed in a way that is lawful, consistent and transparent.
- 1.3 CCB recognises its responsibilities for establishing and following a full and fair procedure in line with the ACAS Code of Practice for Disciplinary and Grievance Procedures and for ensuring that clear records of internal disciplinary proceedings are kept in line with the Data Protection Act 2018.

2. Scope

- 2.1 This policy applies to all employees, it does not apply to self-employed contractors, volunteers, workers or agency workers. It covers the behaviour of employees both within and outside of working hours which may impact upon work and working relationships and applies:
 - anywhere on our premises
 - anywhere off our premises, whilst undertaking work for or representing the organisation
 - online on email, intranet as well as social media and internet systems
- 2.2 This policy is not intended to deal with absence related to genuine cases of illness and other issues with sickness absence which will normally be dealt with under the [Absence Management Policy](#).
- 2.3 If you are an employee, this policy does not form part of your employment contract, and we may update it at any time. We will normally apply the policy in a disciplinary situation but are not obliged to do so, particularly if you are in your probationary period.

3. Overview

- 3.1 This policy sets out the way in which we as an employer will deal with any internal disciplinary matters when they arise. It also identifies your rights when there is alleged misconduct and identifies what is generally classified as misconduct and gross misconduct.
- 3.2 If you lodge a grievance while we are investigating a disciplinary matter, we will not normally put the disciplinary process on hold. If the subject of your grievance is linked to the matters involved in the disciplinary investigation, or the process we are following, then we will normally consider the matters you raise as part of the disciplinary process and not start a separate grievance process.

4. Taking informal action

- 4.1 Many misconduct issues can be avoided by having a conversation at an early stage. In this case, we may issue a letter of concern after the discussion. All managers and employees are encouraged to discuss problems or concerns that have arisen informally as and when they arise with a view to resolving them as early as possible.
- 4.2 When a manager raises a concern informally with an employee, this will be to ensure they understand what is expected of them and to give them an opportunity to respond to the issue to enable a change in behaviour.



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- 4.3 It is not always possible or appropriate, to resolve issues informally. If a discussion fails to resolve the problem, or we feel that approach is inappropriate in the circumstances, we will normally undertake use the formal procedure.

5. Taking formal action

- 5.1 We will not take disciplinary action without inviting you to a formal meeting. Depending on the circumstances, that meeting may be the only meeting we invite you to attend. In other words, there may not be separate meetings for the investigation and disciplinary stages.
- 5.2 If we intend to take formal action we will write to you as soon as reasonably possible, usually within seven (7) calendar days of the allegation of misconduct being made setting out:
- the details of the allegation of misconduct made against you, including copies of any witness statements and other relevant documents, unless there is a good reason not to do so
 - when and where your disciplinary meeting will take place (the exact timing of this will depend on the nature of the allegation being raised but we will give you reasonable notice to ensure you can prepare for the meeting)
 - your rights to be accompanied / be represented
 - your right to present your own evidence and to call witnesses
 - the possible consequences that you could face if the allegation is upheld
- 5.3 Depending on the circumstances, this meeting may be the only meeting we invite you to attend.
- 5.4 Depending on the allegation, the investigation and disciplinary meeting may be undertaken by your manager, a member of the Senior Management Team or in cases of serious or gross misconduct which could result in dismissal the Chief Executive. Where the Chief Executive is facing an allegation of misconduct then the Chair will undertake the investigation and conduct the disciplinary meeting.
- 5.5 It is your responsibility to attend the meeting but, if you cannot, we will normally reschedule it, provided we are satisfied with your explanation for why you can't attend. We will not reschedule, however, if it is likely to lead to unreasonable delay. We may have to make our decision without you being present, and will only reschedule once, unless there is a good reason to justify a second rescheduling.
- 5.6 We may record the meeting, but we will not do so without telling you. You are welcome to record the meeting if you wish, but please tell us in advance if you wish to do so.
- 5.7 We will go through all the details at the meeting so that you understand the allegation of misconduct made against you. We will also outline the evidence we found when we carried out our investigation.
- 5.8 We will give you the time you need to respond to the allegations made against you and to put your own case forward. We will also give you the opportunity to ask us questions, to present your own evidence, to call your own witnesses, and to respond to evidence the organisation's witnesses put forward. If there are any questions you want us to put to witnesses, please tell us and (unless there is a good reason not to) we will make sure they are asked.
- 5.9 Other than those that have been disclosed prior to the meeting and unless agreed by all parties no documents other than the investigation report (including witness statements) and the employee response will be allowed.



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- 5.10 Following the disciplinary meeting we will inform you of our decision in writing. We try to do this within seven (7) calendar days of the meeting.

6. Suspension / alternative duties

- 6.1 If you face a misconduct allegation, you may be suspended or may be asked to carry out alternative duties whilst the case is ongoing. Suspension is a neutral act and does not imply any decision. It is normally intended to cause the least disruption to the organisation while we investigate. If we suspend you:
- you must stay away from work and not visit any CCB premises or contact anyone in connection to work (unless we authorise you otherwise in writing)
 - you must not make any contact with or seek to influence any employees or anyone connected to the case, unless you want to contact someone specifically to ask them to be a witness, or to accompany you to a meeting under this policy, then you may do so without asking us first
 - you must remain contactable and attend meetings as required whilst suspended
 - you will continue to be on full pay, except where your contract or this policy says otherwise; and
 - any pre-approved holidays which fall during a period of suspension, will still count as holiday leave and will be deducted from your holiday entitlement as normal (and you do not have to be available during these days)

7. Your right to be accompanied

- 7.1 You are entitled to be accompanied by a work colleague or trade union representative, at any meeting called under this policy. If you want to exercise this right, you should tell us as soon as possible who you want to accompany you. It is your responsibility to arrange for them to attend. If you choose a work colleague, we will not prevent them from attending, but we may rearrange the meeting if their absence from work would cause operational problems.
- 7.2 Your companion can, if you'd like them to, explain the key points of the disciplinary matter at the meeting and can respond on your behalf. You can also confer with them during the meetings. However, they must not answer questions put directly to you or try to prevent us asking questions or outlining our views.
- 7.3 A work colleague or trade union representative is entitled to take reasonable paid time off work to accompany a colleague at a disciplinary meeting and to confer with them before and after the meeting.
- 7.4 Legal representation will not be permitted as the disciplinary process is considered an internal process and conducted as such.

8. Disciplinary action and dismissal process

- 8.1 There are three stages of our procedure for dealing with allegations of misconduct that have been upheld. We may start at any stage of this procedure and may skip stages if we think it appropriate.

First stage: We will issue you with a first written warning if there is no active written warning relating to disciplinary matters on your work record. A first written warning will usually remain active for 12



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months from the date you are notified of the decision. It will then be removed from your record for disciplinary purposes.

Second stage: If there is an active first written warning on your record and you are involved in further misconduct, we will usually issue you with a final written warning. In cases of misconduct which are deemed to be serious enough, we may issue a final written warning *without* a first written warning. A final written warning will remain active for 12 months from the date you are notified of the decision. It will then be removed from your record for disciplinary purposes.

Third stage: If there is an active final written warning against you and you are involved in further misconduct, you may be dismissed. You may also be dismissed if it is deemed that the case of misconduct is serious enough, or if you are involved in gross misconduct. We explain what “misconduct” and “gross misconduct” mean in the lists given below.

- 8.2 Sometimes we are prepared to explore other actions short of dismissal. These may include deploying you to a different role, demoting you, and/or extending your final written warning period to allow us further time to review how you respond. Redeployment or demotion may result in a reduction in pay.

9. Your right to appeal

- 9.1 If you are not happy with our decision, you can appeal it in writing within seven (7) calendar days of receiving written notification of our decision. Your appeal should be sent in writing to the Chief Executive.
- 9.2 You must explain clearly why you are appealing and you should also give us any new evidence you may have acquired since the initial investigation was completed.
- 9.3 The Chief Executive will inform the Chair of the Executive Committee who will select the members of the Appeals Panel. The composition of the Appeals Panel may vary depending on the nature of the specific disciplinary matter.
- 9.4 The Chair of the HR Advisory Group will convene an Appeals Panel to specifically hear your case and will invite you to a meeting, usually within two weeks of you lodging your appeal.
- 9.5 Our final decision will be sent to you in writing. We will try to do this within seven calendar days of the appeal hearing. The decision of the Appeals Panel will be final and recorded on your employee file.
- 9.6 It is your responsibility to attend the meeting but, if you cannot, we will normally reschedule it, provided we are satisfied with your explanation for why you can't attend. We will not reschedule, however, if it is likely to lead to unreasonable delay. We may have to make our decision without you being present, and will only reschedule once, unless there is a good reason to justify a second rescheduling.

10. How we define “gross misconduct” and “misconduct”

- 10.1 You will usually be dismissed without warning, without notice, and without payment in lieu of notice if we find you have committed an act of “gross misconduct”. This is known as summary dismissal.
- 10.2 The following list gives examples of what we would normally regard as gross misconduct likely to lead to summary dismissal. This list is not exhaustive and should be referred to as a guide.



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- bullying or physical violence
- fraud, theft, or any act of dishonesty
- altering records to put yourself in a better light (even if there is no immediate financial benefit to you)
- malicious misuse of any of our procedures – for example, if you make up allegations when taking out a grievance against someone
- serious negligence or carelessness, particularly if it leads to loss of trust and confidence
- serious health and safety breaches
- smoking in areas where smoking is not allowed
- serious breach of data protection legislation or our [Data Protection Policy](#)
- serious and intentional damage to CCB property
- unlawful harassment or discrimination
- viewing, receiving, or sending anything that breaches our bullying and harassment or equal opportunities policies
- knowingly accessing websites containing offensive, obscene or pornographic material
- misuse of internal email, external email or other internet and computer-based facilities including the storage and/or transmission of obscene, illicit or undesirable material.
- serious insubordination or refusal to obey management instructions
- serious breaches of confidence
- covertly recording your colleagues, or any management (or other) meeting where the participants do not know you are recording
- being under the influence of, or possessing, illegal drugs
- being under the influence of alcohol, unless this is with your manager's express knowledge and permission – for example, where you are involved in entertaining on the CCB's behalf
- conduct that violates common decency, or engaging in behaviour that might bring the CCB's name into disrepute

The following list gives examples of what we would normally regard as “misconduct” (but not “gross misconduct”). This list is not exhaustive and should be referred to as a guide.

- minor breaches of CCB's policies
- minor breaches of your employment contract
- unauthorised use of, or damage to, CCB property
- absence from work that has not been authorised
- poor attendance and timekeeping
- refusing to follow instructions, where it is not serious enough to be gross misconduct
- making an excessive number of personal calls using CCB phones
- sending and receiving an excessive number of personal emails
- using the internet or email for personal purposes, other than on an occasional basis
- using obscene language or otherwise behaving offensively
- being careless when carrying out your duties
- wasting time during your contracted working hours

11. Sickness absence during a disciplinary process

- 11.1 Should you be absent for reasons of sickness once you have been notified of a disciplinary investigation meeting or disciplinary hearing, you will be paid in accordance with our [Absence Management Policy](#) including during any time you are suspended.



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- 11.2 CCB may decide not to pay you any contractual sick pay during that period of sickness absence, even it would normally pay you contractual sick pay. Your rights to Statutory Sick Pay (SSP) would be unaffected.
- 11.3 If you are unable to attend a disciplinary hearing because of sickness, we will offer you a new date for the hearing. However, if you are unable to attend a hearing within what we consider to be a reasonable period of time, we will look at alternative ways of conducting the hearing. This may involve conducting the hearing by telephone or online, inviting you to send written submissions.

12. Record Keeping

- 12.1 The Data Protection Act 2018 identifies that any data kept should be necessary, fairly and lawfully processed, adequate, relevant, accurate and secure. Clear records of disciplinary matters must be kept.

Managers have a responsibility for ensuring that all employees have been made aware of this Policy



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CHILTERNS CONSERVATION BOARD

GRIEVANCE POLICY

Updated	Sep 2024
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Responsible Officer	Chief Executive

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1. Purpose

- 1.1 The purpose of this policy is to ensure that the Chilterns Conservation Board (CCB) deals fairly and consistently with any complaints, concerns, and problems to do with employment.
- 1.2 CCB is committed to all grievances being treated seriously and investigated thoroughly, with the utmost sensitivity and ensuring a balance is struck between the need to preserve confidentiality and the need for informed discussion. Any action taken by the organisation against someone because they have brought a complaint under a grievance procedure may be considered unlawful victimisation, and failure to take a grievance seriously may amount to discrimination.
- 1.3 CCB recognises its responsibilities for establishing and following a full and fair procedure in line with the ACAS Code of Practice for Disciplinary and Grievance Procedures and for ensuring that clear records of grievances are kept in line with the Data Protection Act 2018.

2. Scope

- 2.1 This policy applies to all employees in any matters relating to your employment.
- 2.2 This policy is not intended to deal with external complaints that may arise against CCB and therefore where you have a separate relationship with CCB, such as being a member of the public, you must use our Feedback and Complaints Procedure.
- 2.3 If you are an employee, this policy does not form part of your employment contract and we may update it at any time. You should read this policy in conjunction with our bullying and harassment and our whistleblowing policies.

3. Overview

- 3.1 This policy sets out the way in which you, as an employee, and we as an employer, will deal with any grievances when they are raised. It also identifies your rights when you raise a grievance.
- 3.2 Most grievances are raised individually, but if a group of employees bring substantially the same grievance, we will address it as a group grievance and follow the process described below.
- 3.3 The Codes of Practice issued by the Equal Opportunities Commission, the Commission for Racial Equality, and the Disability Rights Commission all state that employers should have a grievance procedure that is appropriate. Reasonable adjustments may need to be made to the procedure detailed in this policy to ensure the process is fair and accessible to all employees, including those with disabilities.

4. Taking informal action

- 4.1 Most grievances can be resolved informally. Before you use the formal procedure you should talk to your manager in the first instance.



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- 4.2 Managers are required to act on any grievance raised and failure to do so may be regarded as misconduct which, if proven, will result in disciplinary action. Managers should keep a record of any grievance that they receive to evidence what they have done to act on it.
- 4.3 If your grievance is with your manager, or there's another reason you don't want to raise it with them, you should instead talk to any member of the Senior Management Team. Following this if you still feel your grievance has not been satisfactorily resolved then you should raise it using the formal procedure.

5. Taking formal action

- 5.1 It is not always possible, or appropriate, to resolve grievances informally. If you find yourself in that situation, you should follow the following procedure set out below.
- 5.2 You should set out the details of your grievance in writing as soon as possible. Include dates, names of individuals involved, and any other relevant facts, and tell us clearly that you want to lodge a formal grievance. It will be helpful if you set out any steps you have taken to resolve the issue informally.
- 5.3 You must also explain clearly what action you wish to see. You could for example say: "*I want you to issue a warning to (the name of the individual you are complaining about)*", or: "*I want you to change your policy on overtime working.*"
- 5.4 Submit your written grievance to your manager. If your manager is part of your grievance, you should put your grievance in writing to one of the Senior Management Team. If your grievance is against one of the Senior Management Team submit your grievance to the CEO, and if it is against the CEO then to the Chair of the Board.
- 5.5 We will let you know that we've received your grievance in writing and will treat your grievance in confidence as far as possible.
- 5.6 You must co-operate with us to ensure our investigation is fair and thorough. How we investigate will depend on the nature of your grievance. We will look at relevant documents and evidence and may interview you and/or take a statement from you and from other people able to provide information.
- 5.7 We will invite you to a meeting, usually within seven calendar days of you lodging your grievance. The meeting is your opportunity to explain your grievance and how you think we should resolve it, and we ask that you make every effort to attend. You must let us know as soon as possible if you or a companion you wish to bring with you are unable to attend and we will try to reschedule.
- 5.8 We may record the meeting, but we will not do so without telling you. You are welcome to record the meeting if you wish, but please tell us in advance if you wish to do so.
- 5.9 After the meeting, we will take any steps to investigate further that we consider appropriate. Sometimes this will involve looking at documents or interviewing other people. We will not normally allow you to take part in this part of the investigation (for example, you will not normally be allowed to question other people directly). Sometimes, we may ask you for more information or for another meeting. On occasion, we may think there is no need for any further investigation.



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- 5.10 Within seven calendar days of the final meeting, we will write to you with our decision and let you know if we plan to take any action to address your grievance. Our decision to take further action will be recorded on the relevant employee's record.
- 5.11 We will also tell you how you can appeal our decision should you wish to. In complicated grievances, or if the manager hearing your grievance is very busy, it may take longer to make our decision and prepare an outcome letter. If that happens, we will keep you informed about the likely timescales.
- 5.12 Sometimes, we may decide it is inappropriate to discuss some, or even all, of the steps we are taking as the result of your grievance with you (usually because the other person involved might have an entitlement to confidentiality, which has to be balanced against your right to know what has happened). We recognise that will leave you feeling dissatisfied, and we would only do this if there was a good reason not to keep you fully informed.

6. Your right to appeal

- 6.1 If you are not happy with our decision, you can appeal it in writing within seven calendar days of receiving written notification of our decision. Your appeal should usually be sent in writing to the Chief Executive.
- 6.2 You must explain clearly why you are appealing and you should also give us any new evidence you may have acquired since the initial investigation was completed.
- 6.3 The Chief Executive will inform the Chairman of the Board who will select the members of the Appeals Panel. The composition of the Appeals Panel may vary depending on the nature of the specific grievance and whether the grievance has arisen from a decision made by the Board. Information on this can be found in the CCB Constitution.
- 6.4 The Chair of the HR Advisory Group will convene an Appeals Panel to specifically hear your case and will invite you to a meeting, usually within two weeks of you lodging your appeal.
- 6.5 Our final decision will be sent to you in writing. We will try to do this within seven calendar days of the appeal hearing. The decision of the Appeals Panel will be final and recorded on the employee's file. There is no further right to appeal.
- 6.6 It is your responsibility to attend the meeting but, if you cannot, we will normally reschedule it, provided we are satisfied with your explanation for why you can't attend. We will not reschedule, however, if it is likely to lead to unreasonable delay. We may have to make our decision without you being present, and will only reschedule once, unless there is a good reason to justify a second rescheduling.

7. Your right to be accompanied

- 7.1 You are entitled to be accompanied by a work colleague or trade union representative, at any meeting called under this policy. If you want to exercise this right, you should tell us as soon as possible who you want to accompany you. It is your responsibility to arrange for them to attend. If you choose a



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work colleague, we will not prevent them from attending, but we may rearrange the meeting if their absence from work would cause operational problems.

- 7.2 Your companion can, if you'd like them to, explain the key points of your grievance at the meeting and can respond on your behalf. You can also confer with them during the meetings. However, they must not answer questions put directly to you or try to prevent us asking questions or outlining our views.
- 7.3 A work colleague or trade union representative is entitled to take reasonable paid time off work to accompany a colleague at a grievance meeting and to confer with them before and after the meeting.
- 7.4 Legal representation will not be permitted as raising a grievance is considered an internal process and conducted as such.

8. Frivolous or malicious allegations

- 8.1 Most grievances are raised with good intentions, but occasionally false allegations can be made that are frivolous, malicious or for personal gain. Anyone found doing this will face action under our [Disciplinary Policy](#) and is at risk of being dismissed for gross misconduct.

9. Mediation

- 9.1 Where appropriate, formal mediation may be used as a way of resolving a grievance. If formal mediation is agreed at any stage in the above procedure, then other formal procedures may be put in abeyance whilst the mediation takes place. The mediator may be either external or internal (i.e. comes from within the organisation) provided that they have not been involved in the issue previously.
- 9.2 There are no hard and fast rules about when mediation is appropriate. It is a voluntary process when the mediator helps two or more people in dispute to attempt to reach an agreement. Any agreement comes from those in dispute, not from the mediator.
- 9.3 The mediator is not there to judge, to say one person is right and other wrong, or to tell those involved in mediation what they should do. The mediator is in charge of the process of seeking to resolve the problem, but not the outcome.
- 9.4 Mediation may be appropriate when:
- There is conflict between colleagues on similar levels or between a manager and their team
 - To rebuild relationships after a formal dispute has been resolved
 - To address a range of issues, including relationship breakdown, personality clashes, communication problems, bullying and harassment
- 9.5 Mediation may not be suitable if:
- It is to be used as a first resort - encouragement should be given to firstly attempting to sort out issues directly with each other and informally
 - It is used by a manager to avoid their managerial responsibilities
 - A decision about right or wrong is needed for instance where there is possible criminal activity



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- The employee bringing a discrimination or harassment case wants it investigated
- The parties do not have the power to settle the issue
- One side is completely intransigent and using mediation will only raise unrealistic expectations of a positive outcome.

10. Record Keeping

10.1 The Data Protection Act 2018 identifies that any data kept should be necessary, fairly and lawfully processed, adequate, relevant, accurate and secure. Clear records of matters raised must be kept.

Managers have a responsibility for ensuring that all employees have been made aware of this Policy



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CHILTERNS CONSERVATION BOARD

LONE WORKING POLICY

Updated	Sep 24
Version	0.4
Approval Date	tbc
Approved By	tbc
Approval Cycle	Every 3 Years
Review Deadline	tbc
Responsible Officer	Chief Executive

HR14 – LONE WORKING POLICY



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1. Purpose

- 1.1 The purpose of this policy is to ensure that the Chilterns Conservation Board (CCB) has an effective mechanism to assess and control the risks associated with lone working.
- 1.2 Whilst it will often be safe to work alone, CCB is committed to considering carefully any health and safety risks for people working alone, and to putting in place actions to mitigate these risks.
- 1.3 CCB recognises its responsibility and duty to manage and assess lone working practices under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulation 1999 and, in developing this policy, we take account of the “Working Alone” HSE guidance note INDG73 (Revision 4).

2. Scope

- 2.1 This policy applies to all employees, Board Members and volunteers working at CCB premises, working at home or undertaking CCB work in any other location. It also applies to anyone (including self-employed consultants, contractors, workers and casual workers) working at CCB premises or undertaking work for CCB in the field.
- 2.2 This policy is intended to cover not only those who may be legally identified as lone workers but also those who may find themselves in a situation where they are working alone at any point.
- 2.3 This policy is not intended to cover anyone not employed by, but working with or for, the CCB (including self-employed consultants, contractors, workers or casual workers) working in their own homes or in their own offices where they should follow their own lone working policy.
- 2.4 If you are an employee, this policy does not form part of your employment contract, and we may update it at any time. You should read this policy in conjunction with our [Health and Safety Policy](#).

3. Overview

- 3.1 This policy describes what we classify as lone working and how we control risks associated with working alone (both physical and mental). It includes key precautionary principles and the measures that we will put in place as an organisation to supervise and monitor those working alone.
- 3.2 Health and safety is a primary responsibility for everyone working for CCB. We expect that all employees will adhere to this policy and failure to do so may result in action being undertaken under our [Disciplinary Policy](#).

4. What is lone working?

- 4.1 We recognise lone workers as those who are working alone without close or direct supervision for any period of time. This includes working in a fixed location (e.g. in an office), including those who work separately from other people in the same location, as well as those who work outside normal working hours (e.g. staff working late) and anyone working from home. It also includes those who work away from a fixed location (e.g. in the field).

5. How do we control risk when working alone?

- 5.1 We seek to control the risk of working alone by:
 - Being aware that for some activities the risks are too great to allow work to be undertaken by a single person

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- Developing, and periodically reviewing, risk assessments especially when there has been a significant change in working practice, as well as following an accident, incident or near miss
- Ensuring that employees and volunteers are involved in the consideration of potential risks and the measures that need to be taken to control them
- Taking steps to ensure that risks are removed where possible, or putting in place control measures to minimise risk
- Stressing the importance of dynamic risk assessment by which more generic risk assessments can be considered in relation to specific situations
- Giving instructions and training on working alone where required and ensuring appropriate levels of supervision are in place
- Ensuring it is possible for activity to be conducted safely by someone working alone and that assessments consider the possibility of someone becoming ill or injured whilst lone working
- Having systems in place to keep in touch with those working alone including the ability to respond to any incidents

5.2 In doing this we will consider whether:

- The workplace presents a specific risk to someone working alone, including where work is in a rural or isolated setting or the person working alone is entering someone's home or premises
- There is a safe way in and out of the workplace for those working alone outside normal working hours
- Any machinery being used can safely be operated by one person
- Work involves lifting objects that are too big / heavy for one person
- Any chemical or hazardous substances are being used that may pose a particular risk to someone working alone
- There is any risk of violence or aggression (such as from the nature of the work) and if there is any reason why someone working alone may be more vulnerable to specific risks
- Any special adjustments are required for people who are pregnant, under 18 or disabled
- There are suitable arrangements in place to ensure clear communications, especially in an emergency

6. Key precautionary principles

- 6.1 Specific mitigating actions will be put in place dependent on the degree of risk, but lone working will always require adherence to the following precautionary principles:
- Ensuring that an identified person knows where you are and the time you anticipate starting and finishing working alone, and if you change your plans
 - Ensuring that you take a charged mobile phone with you and that you let the same identified person know when you have stopped working alone
 - Trusting your intuition when you are working alone as well as being aware of your surroundings and changing conditions at all times
 - Always taking action to avoid placing yourself in danger
 - Always reporting accidents, incidents and near misses

7. Supervision and monitoring

- 7.1 We will provide appropriate levels of supervision depending on the risk assessment of the activity and the ability of the person working alone to identify and handle health and safety issues (including the level of training that someone has received).
- 7.2 Managers will periodically observe people working alone to ensure that activities are being conducted in accordance with risk assessments and operating procedures, ensuring everyone in their team is aware and understands the precautions that need to be taken when working alone.

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- 7.3 We will ensure that we have a documented risk register that covers hazards (things that might cause harm), what harm these may cause and what is being done to control the risks. This risk register will include risks to those working alone and we will review and update this record periodically.
- 7.4 When someone is regularly working alone at another employer's workplace, we will ensure that there is consultation with that employer to identify any risks and required control measures.

8. Stress, mental health and wellbeing

- 8.1 Working alone can negatively impact on an employee's work-related stress levels and mental health, due to the risk of less robust relationships and support from work colleagues. In addition, being away from managers and work colleagues can mean that good support is more difficult to achieve.
- 8.2 We will ensure procedures are in place to ensure direct contact between those working alone for any length of time and managers so that it is possible to understand "normal behaviours" for an employee and therefore to recognise abnormal behaviours or symptoms at an early stage. We will ensure that anyone working alone does not feel disconnected, isolated or abandoned.
- 8.3 As such we will:
- Agree how to keep in contact with those working alone through regular meetings and to provide opportunities for them to share any concerns they might have
 - Include those working alone in social events and work / team updates
 - Ensure that anyone working alone is consulted on any changes that might impact them
 - Make sure those working alone are included in any relevant training
- 8.4 We will also ensure that work-related mental health issues are assessed and where a risk is identified we will take measures to remove it or reduce it as far as reasonably practicable, including making reasonable adjustments to work requirements to address any pre-existing mental health conditions.

***Managers have a responsibility for ensuring that all employees
have been made aware of this Policy***



CHILTERNS CONSERVATION BOARD

WHISTLEBLOWING POLICY

Updated	Sep 2024
Version	0.5
Approval Date	tbc
Approved By	tbc
Approval Cycle	Every 3 Years
Review Deadline	tbc
Responsible Officer	Chief Executive

HR22 – WHISTLEBLOWING POLICY



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1. Purpose

- 1.1 The purpose of this policy is to ensure that the Chilterns Conservation Board (CCB) has a clear policy and procedure in place to allow employees to report any concerns that they may have about wrongdoing within the organisation.
- 1.2 CCB is committed to creating an open, transparent and safe working environment where employees feel able to speak up, without having to fear any consequences and knowing that action will be taken, as we recognise that employees are often the first people to witness wrongdoing within an organisation.
- 1.3 CCB recognises its responsibilities for ensuring that whistleblowing allegations are investigated and dealt with seriously and in confidence with whistleblowers protected from unfair dismissal and any detriment under the Employment Rights Act 1996 and the Public Interest Disclosure Act 1998.

2. Scope

- 2.1 This policy applies to anyone working for or with the CCB in any capacity (including Members of the Board, volunteers, consultants, contractors, job applicants, workers and agency workers).
- 2.2 This policy covers the actions of third parties such as Members of the Board, volunteers, contractors, suppliers and service providers as well as our staff.
- 2.3 This policy is not intended to deal with complaints about the way people are behaving towards you or others which are dealt with under our bullying and harassment and grievance policies.
- 2.4 If you are an employee, this policy does not form part of your employment contract and we may update it at any time. This policy is designed to complement the Board's formal [Counter-fraud and Corruption Policy](#) and you should read this policy in conjunction with our equal opportunities, grievance and bullying and harassment policies.

3. Overview

- 3.1 This policy identifies what you should do if you suspect something at work is putting you or others in danger, is illegal or unethical, or breaches professional codes. It identifies what whistleblowing is, the importance of confidentiality and how we protect whistleblowers as well as identifying how you should escalate your concerns if you feel that they are not being properly addressed.
- 3.2 This policy aims to:
 - encourage employees to be vigilant for illegal or unethical conduct
 - encourage employees to raise concerns
 - provide alternative avenues for raising concerns, where they do not wish to use their normal management and reporting routes
 - ensure allegations are treated in absolute confidence, with the Board making every effort not to reveal the reporter's identity
 - ensure that allegations are treated fairly, ethically and consistently
 - reassure employees acting in good faith that they will be protected from possible reprisals or victimisation



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4. What is whistleblowing?

- 4.1 We aim to maintain high standards of integrity in everything we do. However, all organisations can occasionally be affected by conduct that is dangerous, against the law, or that breaches ethical or professional codes. If you have any such concerns, we encourage you to report them immediately. This is called “whistleblowing”. We will take your concerns seriously, they will be thoroughly investigated, and you can be confident that there will be no reprisals.
- 4.2 The types of concerns you may want to raise with us by whistleblowing might include:
- any activity you suspect is criminal
 - any activity you suspect puts health and safety at risk
 - any activity you suspect may damage the environment
 - any activity you suspect breaches our bribery policy
 - any failure to comply with legal or regulatory obligations
 - any failure to meet professional requirements
 - any attempt to conceal one or more of these activities
- 4.3 Speak to your manager, a member of the Senior Management Team or the Chief Executive if you are not sure whether something you have become aware of is covered by this policy.

5. Confidentiality and anonymity

- 5.1 There is a difference between wanting to keep your concerns confidential and making a disclosure anonymously. We actively discourage anonymous whistleblowing. Concerns raised anonymously are very difficult, and sometimes impossible, to investigate. We can't properly establish whether allegations are credible without being able to ask you for more details or clarification, and this makes it hard to reach an informed decision. This is why we urge you not to report matters anonymously.
- 5.2 If you do not feel comfortable in reporting your concern openly, tell us and we will do all we can protect your identity. We may want to disclose your identity to people involved in the investigation, but we will always discuss this with you first.
- 5.3 You are protected from reprisals under this policy, but if you are still worried, talk to us. We will explore how far we can go in keeping your concerns confidential.

6. Raising a whistleblowing concern

- 6.1 In most cases, you should start by raising your concern with your manager, either verbally or in writing. If you would prefer not to go to your manager, you should talk or write to the Chief Executive. You should also do this if your concern is of a very serious nature.
- 6.2 Where your concern relates to the Chief Executive you should talk to or write to the Chair of the Board.
- 6.3 If you set out your concern in writing it should be marked “Confidential” and you should identify that you are raising a concern under this policy. Explain the history and background of the concern, the reason why there is a particular concern about the situation, and if you have any personal interest in the matter. Include all the key facts, dates, and the names of the people involved.



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- 6.4 You should not approach, alert or confront individuals directly, investigate the concern personally or consult / discuss the matter with persons other than those with the correct authority.
- 6.5 You will be invited to a meeting to discuss your concerns, usually within seven working days of raising your concerns.
- 6.6 The Chief Executive will normally lead any investigation around the concern raised, unless it involves them, when the Chairman of the Board will lead the investigation.
- 6.7 After the initial meeting, the Chief Executive in consultation with the Chairman of the Board and the Monitoring Officer will decide how to investigate your concerns and you may be asked to attend further meetings. To investigate properly, we may involve specialists with particular knowledge or experience of the issues you have raised,
- 6.8 We will keep you informed [in general terms] about how our investigation is progressing and how long it is likely to take. We may not be able to give you details about the investigation (or any action it leads to) as we need to protect confidentiality and comply with legal obligations. We understand this may be frustrating, and so we will do our best to reassure you that things are in hand and to explain why we are acting in the way we are.
- 6.9 In specific circumstances may need to refer the matter to the police, external auditors or other regulatory body. We will take steps to minimise any difficulties that may be experienced as a result of raising a concern. For instance, where an employee is required to give evidence in criminal or disciplinary proceedings, the Board support you through procedures involved.

7. Escalating a whistleblowing concern

- 7.1 Your concerns will be addressed fairly, but we cannot guarantee that the outcome of our investigations will be the one you want.
- 7.2 If you are not satisfied with how we have conducted the investigations, you can take the matter to our Board for further consideration. To do this you should write to the Chair of the Board, outlining your concerns and why you believe that your concerns have either not been investigated properly or appropriate action has not been taken.

8. Your right to be accompanied

- 8.1 You are entitled to be accompanied by a work colleague or trade union representative, at any meeting called under this policy. If you want to exercise this right, you should tell us as soon as possible who you want to accompany you. It is your responsibility to arrange for them to attend. If you choose a work colleague, we will not prevent them from attending, but we may rearrange the meeting if their absence from work would cause operational problems.
- 8.2 If you bring a companion, we ask that you both agree to keep your disclosures confidential before and after the meeting and during any investigation that may follow.
- 8.3 Your companion can, if you'd like them to, explain the key points of your concern at the meeting and can respond on your behalf. You can also confer with them during the meetings. However, they must not answer questions put directly to you or try to prevent us asking questions or outlining our views.



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- 8.4 A work colleague or trade union representative is entitled to take reasonable paid time off work to accompany a colleague at a whistleblowing meeting and to confer with them before and after the meeting.
- 8.5 Legal representation will not be permitted as whistleblowing is considered an internal process and conducted as such.

9. Frivolous or malicious allegations

- 9.1 Most allegations are raised with good intentions, but occasionally false allegations can be made that are frivolous, malicious or for personal gain. Anyone found doing this will face action under our [Disciplinary Policy](#) and is at risk of being dismissed for gross misconduct.

10. How we protect whistleblowers

- 10.1 If you raise a genuine concern under this policy, we will support you fully, even if our investigations conclude that you made a mistake or that there has been no breach of policy, legal obligation or other activity set out above.
- 10.2 If you feel you have been treated badly as a result of raising a concern, you must tell us straightaway. First inform your manager and, if the matter remains unresolved, follow the formal process in our [Grievance Policy](#).
- 10.3 All whistleblowers are given the same protection, so you must not threaten or otherwise badly treat others who have raised concerns under this policy. If you do, you may face disciplinary action, which could include dismissal for gross misconduct. The whistleblower may also be able to bring legal action against you.
- 10.4 An employee has the right to take a case to an employment tribunal if they have been victimised at work, or lost their job, as a consequence of making a disclosure. You can get further advice on whistleblowing, protecting confidentiality, and being protected from reprisals at: www.protect-advice.org.uk. Protect is an independent charity that also offers an advice line (020 3117 2520).

11. Taking your concerns outside CCB

- 11.1 This policy outlines the process for raising, investigating, and resolving wrongdoing within the workplace. It is rarely necessary – or, from our point of view, desirable – for anyone outside CCB to become involved when a whistleblowing allegation is made.
- 11.2 In some exceptional circumstances, you may need to go to an external body — an industry regulator, for example. The independent charity Protect (contact details above) can direct you towards the appropriate regulator for the type of issue you want to raise.
- 11.3 Should you have concerns about a third party for example volunteers or suppliers, you are encouraged to raise this with us before approaching anyone else. The Chief Executive will be able to explain how you should proceed.
- 11.4 Alerting the media to a concern, particularly before or during an internal investigation, is almost never justified or appropriate in any situation. We strongly discourage you from doing so and will treat any



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contact with the press as a serious disciplinary issue justifying dismissal unless exceptional circumstances exist. We would normally expect you to have taken all reasonable steps to deal with the matter internally or with an external regulator, and to have taken full advice from a lawyer or from Protect before being justified in approaching the press.

12. Record Keeping

- 12.1 The Data Protection Act 2018 identifies that any data kept should be necessary, fairly and lawfully processed, adequate, relevant, accurate and secure. Clear records of matters raised under this policy must be kept.

Managers have a responsibility for ensuring that all employees have been made aware of this Policy



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CHILTERN'S CONSERVATION BOARD

SAFEGUARDING POLICY

Updated	August 2024
Version	0.1
Approval Date	tbc
Approved By	tbc
Approval Cycle	Every 3 Years
Review Deadline	tbc
Responsible Officer	Designated Safeguarding Officer

OP03 – SAFEGUARDING POLICY



1. Purpose

- 1.1 The purpose of this policy is to ensure that the Chilterns Conservation Board (CCB) protects children, young people and vulnerable adults who may come into contact with our services and activities from harm.
- 1.2 The CCB is committed to promoting the welfare and protection of children, young people and vulnerable adults and to keep them safe through providing employees and anyone who works for or with us with clear and practical guidance to safeguard the welfare of children, young people and vulnerable adults with whom they come into contact with, whilst minimising the risk of allegations being made against them.
- 1.3 The CCB recognises its responsibilities under the Safeguarding Vulnerable Groups Act 2006 (England and Wales) as well as under all subsequent regulations and the Protection of Freedoms Act 2012 (Part 5).

2. Scope

- 2.1 This policy applies to all employees and to anyone working for or with the organisation in any capacity (including Board members, volunteers, consultants, contractors, job applicants and casual workers).
- 2.2 Whilst anyone can potentially be a victim of abuse or neglect, only certain categories of people are defined as vulnerable for safeguarding purposes. The term safeguarding describes the action taken to promote the welfare of vulnerable individuals and protect them from harm. For safeguarding purposes vulnerable individuals are those who are deemed unable to protect themselves against abuse or neglect, due to their circumstances.
- 2.3 A vulnerable person is either a child or an adult at risk
 - anybody under the age of 18 is automatically classed as a vulnerable person because of their age
 - people over 18 may be considered an 'adult at risk', if they are in need of care and support services for physical or mental health reasons (regardless of whether or not they are receiving them), and if because of those needs, they are unable to protect themselves against abuse or neglect
- 2.4 This policy is not intended to deal with complaints about the way people are behaving towards anyone who is not a child or vulnerable adult which is addressed through our [Bullying and Harassment Policy](#) and [Grievance Policy](#).
- 2.5 If you are an employee, this policy does not form part of your employment contract, and we may update it at any time. This policy should be read in conjunction with our [Disciplinary Policy](#) and [Whistleblowing Policy](#).

3. Overview

- 3.1 Safeguarding is everyone's responsibility. It is important to be aware of your safeguarding responsibilities and know how to raise a safeguarding concern.
- 3.2 This policy covers the arrangements for safeguarding during the recruitment and selection process and as well those that may arise during employment in circumstances where children or vulnerable adults are or could be placed at risk. The policy sets out the reporting obligations for all employees

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and the procedure that should be followed to report abuse where this occurs to children or vulnerable adults during your employment.

- 3.3 CCB provides a number of services for groups and individuals including children, young people and vulnerable adults to increase awareness, understanding and enjoyment of the special qualities of the Chilterns National Landscape. This includes taught sessions, both in schools and elsewhere in the National Landscape, volunteering, community outreach, events, work experience and practical conservation tasks.
- 3.4 We are committed to ensuring the highest standards are maintained in protecting children, young people and vulnerable adults from harm in any situation. Anyone working with children, young adults and vulnerable people are in a position of trust and this should never be used to intimidate, threaten, coerce or otherwise undermine vulnerable people.
- 3.5 We are also aware that staff, volunteers and anyone else working with or for us who are working with or in the vicinity of children, young people and vulnerable adults are vulnerable to having allegations of abuse, illegal or improper conduct made against them.

4. Recruitment

- 4.1 Advertisements for roles within the organisation will specify clearly whether the work involves regulated activity together with an identification of the regulated work.
- 4.2 Offers of employment will be made conditional on the receipt of a satisfactory disclosure checks where work meets the Disclosure and Barring Service requirements. The check will confirm that the applicant is suitable to carry out the role and has not been barred from performing this work.
- 4.3 Where a disclosure check reveals that an applicant is not suitable, the offer of employment will be withdrawn by the organisation and the applicant will not be employed.

5. Existing employees

- 5.1 Existing employees may be required to provide a satisfactory disclosure check where their work becomes a regulated activity, or the organisation requires them to start carrying out a regulated activity.
- 5.2 Existing employees cannot conduct any regulated activity until they have undertaken a satisfactory disclosure check. DBS disclosures will be reviewed annually.
- 5.3 The check will confirm that the employee is suitable to carry out the work and has not been barred from performing this type of work.
- 5.4 If employees are unable to provide a satisfactory disclosure check, or refuse to undertake a disclosure check, we will consider options for redeployment into any available roles that do not involve regulated activity.
- 5.5 If existing employees become added to the children and adults barred lists by any disclosure body, we will also consider options for redeployment into any available roles that do not involve regulated activity.
- 5.6 All employees who are added to any barred lists are required to inform their manager of their inclusion on the list at the earliest opportunity. A failure to do so may be deemed a disciplinary matter to be dealt with under the [Disciplinary Policy](#).

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- 5.7 In both cases, if this is not possible, we may need to consider dismissal of the employee on the basis of the statutory ban imposed by the disclosure. The organisation may be unable to continue to employ the employee in any capacity if the continued association with the employee cannot be maintained or causes reputational damage to the organisation.

6. What is abuse?

- 6.1 Given the risk of abuse to children and vulnerable adults, all employees are required to be alert at all times to the possibility of abuse towards children or vulnerable adults.
- 6.2 Abuse may be a single incident or something that occurs over a long period of time. It can take many forms including, but not limited to:
- financial or material abuse
 - physical abuse
 - mental abuse
 - neglect and failures to act
 - sexual abuse
 - threats of abuse or harm
 - controlling or intimidating conduct
 - self-neglect
 - domestic abuse
 - poor practices within an organisation providing care
 - modern slavery
- 6.3 The abuse may come from employees, volunteers, others we work with, personal assistants, relatives, neighbours, social workers, providers of support services, members of the public etc.

7. Working with vulnerable individuals

- 7.1 Everyone has a duty to keep vulnerable people whom they come into contact with safe and protect them from harm. In particular to:
- always act and be seen to act in the vulnerable person's best interests, using integrity, maturity and making reasonable adjustments to safeguard them
 - avoid any conduct / contact which might lead a reasonable person to question your motivations and intentions (including indulging in horseplay, tickling or fun fights)
 - if administering first aid try to ensure another person is present and aware of the action being taken
 - where possible avoid one-to-one situations, and if they are unavoidable ensure there is visual access by leaving the door open and try to ensure other responsible adults are nearby
 - always treat children, young people and vulnerable adults with respect and dignity, never use or make comments that are demeaning or insensitive
 - never use physical force, except where you must intervene to prevent a vulnerable person committing a criminal offence, injuring themselves or others, or causing damage to property, in which case you should use the minimum amount of force for the minimum amount of time to allow the vulnerable person to regain self-control
 - rewards and gifts should not be given to any vulnerable adult, unless it is associated with an accepted part of our work (e.g. as a prize in a competition / activity)
 - report any indication that suggests a vulnerable person has developed an infatuation at the earliest opportunity
 - ensure that any data you collect in relation to vulnerable people is kept secure and not shared without appropriate permission and safeguards being in place

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- ensure that proper consent (school, group leader, parent or carer) is given before taking photographs / videos of children
- report any incidents that you feel could be misconstrued to the Designated Safeguarding Officer

7.2 Anyone working with vulnerable people must not pursue personal relationships or social contact with vulnerable people they encounter through their CCB role:

- If social contact occurs coincidentally, you must exercise your professional judgement and avoid conduct that can be misconstrued
- Never give your personal details such as your phone number, email or address to a vulnerable person unless absolutely necessary and e-mail and text contact should be appropriate to the work involved

8. Designated Safeguarding Officer

8.1 The CCB has a Designated Safeguarding Officer whose responsibility it is to:

- lead the organisation on effective safeguarding practices, including safe recruitment practices
- help prevent harm from occurring
- ensure fit for purpose systems, processes and procedures are in place and that employees are aware of how to use them
- raise awareness and ensure employees have appropriate training
- be available to discuss any safeguarding concerns / issues raised
- ensure cases of suspected abuse are correctly reported and referred to the appropriate agency
- manage safeguarding allegations against employees and others working for the organisation
- monitor and review safeguarding incidents and appropriately record information

9. Reporting and investigating abuse

9.1 The organisation will treat all complaints, allegations or suspicions of abuse with the utmost seriousness. Training will be provided, as appropriate, to ensure that staff are aware of warning signs of abuse and the correct reporting procedure to follow if they suspect abuse is, or has, taken place.

9.2 Suspicions or allegations of abuse may arise from a number of sources (e.g. observations, comments, complaints or reports from a child, parent, employee or another adult. It may be connected to a CCB activity or be completely separate. There may also be a number of reasons why a vulnerable person displays concerning or changed behaviour. It is advisable in the first instance to discuss concerns with parents, carers or group leaders in the first instance, except where this may place the vulnerable person at increased risk.

9.3 Employees who suspect abuse is occurring and that the individual is in immediate danger should report the matter immediately to the police, and stay with the individual until the police arrive. You should contact the DSO as soon as possible.

9.4 If the individual is part of a group and not in immediate danger you should raise the concern with the group leader and the DSO. However, if the concern involves the group leader you should raise the concern with the DSO. If the concern involves an individual who is not part of the group, you should raise the concern with the DSO.

9.5 The DSO will need to be informed of the incident as soon as possible will need to:

- the chronology of events
- who said what, when and to whom
- who information was passed from / to
- what actions were taken at the time, including anyone the incident was referred to

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An official written report of the alleged act may be requested at this stage as part of the evidence gathering procedure.

- 9.6 All allegations of abuse will be fully investigated. The investigation will be conducted in a discrete and timely manner and will involve the collation of evidence typically derived from witness statements and surveillance footage where possible.
- 9.7 Employees may be asked to refrain from discussing alleged abuse with work colleagues, other than those specified by their manager, to avoid the spread of potentially harmful misinformation and to protect the validity of any investigation.
- 9.8 The organisation may be under a duty to disclose allegations of abuse to the Disclosure and Barring Service. We may also consider it necessary to inform the police of allegations under investigation. Where it is suspected that a criminal act may have been committed, we will always report the situation to the police.
- 9.9 Employees suspected of abuse will be suspended on full pay pending a full investigation of the complaints. It should be noted that this suspension is not an indication of the employee's guilt, but rather a necessity given the circumstances. We appreciate the impact prolonged suspension can have on an employee's reputation, even when allegations are later found to be incorrect, and do not take the decision to suspend lightly.

10. Disciplinary action

- 10.1 If the investigation reveals that abuse has happened, or is happening, the organisation will set up a disciplinary hearing for the employee concerned in line with our [Disciplinary Policy](#). Abuse of children and vulnerable adults is regarded by the organisation as an act of gross misconduct and any allegation, if proven, could result in summary dismissal.
- 10.2 In line with our [Disciplinary Policy](#) employees will have the chance to appeal any disciplinary action that is taken against them.

11. Duty of disclosure

- 11.1 The CCB has a duty to report any safeguarding issues and therefore cannot promise complete confidentiality to the individuals raising a concern. The matter will, however, be treated sensitively and the individual will be kept informed of any actions taken.
- 11.2 The organisation is legally required to send information to the Disclosure and Barring Service if a decision is taken to dismiss an employee or remove them from working in regulated activity.
- 11.3 The organisation may also be required to inform the Disclosure and Barring Service if the organisation suspends an employee, or an employee resigns in suspicious circumstances, as the referral duty criteria may already be met at that stage.

12. Maintaining records

- 12.1 The CCB will ensure that all details associated with allegation of abuse are recorded clearly and accurately. The records will be maintained securely in line with our confidential record keeping procedure.

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13. Additional support and guidance

- 13.1 Employees who wish for further information on safeguarding are encouraged to contact their manager. The organisation will endeavour to provide up to date support and guidance to all staff when it comes to safeguarding and their duty to protect children and vulnerable adults from harm. Relevant supporting material is also readily available online and we will look to furnish employees with this where requested.

***Managers have a responsibility for ensuring that all employees
have been made aware of this Policy***

Item 2.2.3 **Consultation on Proposed Reforms to the National Planning Policy Framework and other changes to the planning system**

Author: Matt Thomson, Head of Strategy & Planning

Purpose of Report: To seek approval for the proposed direction of travel for responding to the government's consultation on changes to the NPPF, and authority to submit a response to the consultation, and evidence to a House of Lords inquiry into proposals for "Grey Belt".

Background

1. On 30 July the new government published its consultation on "Proposed Reforms to the National Planning Policy Framework and other changes to the planning system", less than a week after the last meeting of CCB's Planning Committee. The closing date for the consultation is 24 September. In consultation with both the Chair of the Board and the Chair of Planning Committee we have determined that it would be most expedient to bring a report on the proposed response to this consultation to the Board, rather than convene a formal special meeting of the Committee.
2. Since 2012, most of the key government policies¹ relating to planning in England have been set out in a single policy document: the National Planning Policy Framework (NPPF). This consultation includes proposed changes to the NPPF itself, to the "standard method" for the calculation of local housing needs, and to other aspects of the planning system not covered in the NPPF.
3. There are no changes proposed to the policies relating directly to the conservation and enhancement of AONBs, other than a commitment to follow the rebranding of AONBs as "National Landscapes" (although that commitment is not yet reflected in the draft amended NPPF). However, changes proposed to other aspects of the NPPF will have impacts on planning for National Landscapes (NLs), for better or for worse, and there are arguably opportunities that have so far been missed.
4. The government has indicated that there will be a second round of NPPF amendments in the near future, and this this consultation is focusing on matters that are an immediate priority.
5. The consultation document presents a reasoned argument for the government's proposed reforms, with 106 consultation questions (not all of which are of direct interest to CCB). Responses are requested to be submitted through an online portal, which appears to restrict responses to those 106 questions without the opportunity to make any high-level comments, and officers are exploring how best to get messages across that fall outside those questions: experience suggests that analysis of previous consultation responses has downplayed submissions made outside of the questions provided.
6. The planning system is complex, and the NPPF, while designed to simplify the presentation of the government's policies on planning, remains complicated and its interpretation is contested. In an ideal world your officers would give a fuller

¹ Some planning policies are maintained separately from the NPPF, including policies for planning for Gypsy and Traveller sites, and for Nationally Significant Infrastructure Projects.

briefing on the contents of the NPPF and the implications of the government's proposed changes, including an assessment of alternative options, etc., but this is not practicable given current capacity, and would almost certainly be indigestible to members! Interested members are strongly recommended to explore the government's consultation for themselves, which can be accessed here: <https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system>

7. That page includes links to the consultation document (questions and reasoned justification), a "tracked-changes" version of the NPPF, and a (not very user-friendly) spreadsheet giving the outcomes of the proposed standard method for assessing local housing need.
8. Annex 1 to this paper sets out your officers' understanding of the implications of the proposed changes for the Chilterns National Landscape (mostly in relation to a selection of the most apposite consultation questions), and proposes in each case a "direction of travel" for a response to each of those questions. The contents of that annex are influenced by discussions with colleagues at the National Landscapes Association (NLA) and other NL teams, as well as comments made by members of CCB's Planning Committee and the Board Chair.
9. The proposed responses given in Annex 1 currently indicate a direction of travel for the points officers consider CCB needs to make. Officers are continuing to work those up into evidenced and justified formal responses to the consultation questions, and will circulate the latest thinking ahead of or at the meeting if time permits.
10. Views are sought on whether to respond to other questions, and conversely whether we should reduce the questions proposed to respond to in order to focus on priority messages.

Working with the NLA and other protected landscapes

11. Please note that it is currently proposed that the NLA will submit a single co-ordinated response on behalf of the NL family. The NLA is encouraging NLs to submit their own responses which may:
 - a) simply support the NLA's response,
 - b) add local examples and detail in support of the NLA's response,
 - c) give a single-NL perspective on the reforms, or
 - d) a combination of the above.
12. Our current approach is to inform and support the NLA's response, but also provide a local response reflecting our unique circumstances arising from our status as a Conservation Board in the most built-up NL with the highest pressure from development.

Media reports

13. Note that media reports of the government's proposed reforms have tended to focus on two issues:
 - a) the "reversal" of an amendment made by the previous government on the application of the "standard method" for calculating local housing need (which was a clarification, not a reversal, of policy), and
 - b) the reclassification of parts of the Green Belt as "Grey Belt" (which some sources have incorrectly described as allowing the development of less attractive parts of the Green Belt, including "scrubland").

14. Both of elements of the consultation are of importance to the Chilterns National Landscape, and members are encouraged to leave any preconceptions about these proposals gathered from the media outside the Board meeting room.

Related opportunities for engagement

15. In the last few days, the House of Lords Environment Select Committee has announced that it will be holding an inquiry into the government's proposals on the "Grey Belt", which looks to be asking some very pertinent questions about the policy in the context of other environmental policies and legislation. The closing date for their call for evidence is 14 October (three days before the next Planning Committee meeting), and it is proposed that officers submit a paper in response to the inquiry based on our response to the proposals in this consultation.
16. For more information, see: <https://committees.parliament.uk/call-for-evidence/3439/>.

Recommendation

1. That the Board **APPROVES** the "direction of travel" for a submission in response to the consultation, subject to any changes agreed by the Board in the meeting.
2. That the Board **AUTHORISES** officers to finalise the detailed response in line with the Board's approved principles, policies and priorities for submission.
3. That the Board **AUTHORISES** officers to submit evidence based on the consultation response and in line with the Board's approved principles, policies and priorities to the House of Lords Environment Select Committee inquiry into the "Grey Belt" proposals.

Annex 1: Proposed direction of travel for CCB response to NPPF consultation

Overarching statement

NPPF policies relating to National Landscapes

These are (mostly) contained in current paras 182 to 183 (also para 11, especially with regard to footnote 7), and are not proposed to be changed, other than to amend references to AONBs to "National Landscapes" (although this change is not currently shown in the published tracked changes version of the NPPF).

CCB considers that opportunities have been missed to further strengthen these policies, in response to the Glover Landscapes Review and to submissions made on previous NPPF consultations by ourselves and the National Association for AONBs (now the National Landscapes Association).

In this respect we recommend attention is paid to the following:

- While protected landscapes are designated in terms of an assessment of their "natural beauty", that criterion not only includes nature (i.e. biodiversity and geology), but also includes human influences, cultural heritage and artistic and literary associations. A definition of "natural beauty" should be given in the NPPF's glossary, and protected landscapes should also be referred to in chapter 16, as a form of designated heritage asset.
- Under current para 182, development proposals *within* protected landscapes are assessed in terms of their "scale and extent", whereas development in their settings "should be sensitively located and designed". Development within protected landscapes should also be sensitively located and designed. It should be noted (perhaps in the PPG) that in many circumstances, especially for "major" development (see also below), sensitive location cannot be demonstrated in isolation, and requires consideration of alternatives; hence "sensitive location" may best be a matter for consideration through development plan processes.
- Para 183 is deeply problematic:
 - It continues to use the "major development" terminology, which is confusing given the glossary definition (even with footnote 65 now in place), and adds unnecessary complexity to the NPPF.
 - It fails to give guidance as to how LPAs should consider proposals for development in protected landscapes when preparing development plans.
 - The tests (a, b and c), often described as the "exceptional circumstances tests" indicate what should be assessed, but not how those matters should be taken into account. There is rarely anything "exceptional" about the circumstances or the nature of developments granted under this provision, and these are now critically weak in comparison with the proposed approach to development in the Green Belt, and the "golden rules" for such development. Harmful development in protected landscapes should be subject to tests more aligned with those affecting the most important heritage assets, as well as a powerful imperative to pursue less harmful alternatives, with a more robust test than an assessment of the relative cost of those alternatives.
- The NPPF protected landscapes policies should also include consideration of the cumulative impact of developments (including non-"major" developments) leading to the erosion of their integrity, natural beauty or special qualities.

On a matter related to the final point, but not necessarily appropriate for inclusion within the NPPF itself, the CCB, along with other protected landscape bodies,

continue to be deeply concerned about the erosion of the natural beauty of protected landscapes as a result of the implementation over recent years of increased planning flexibilities through **permitted development rights**. While we recognise the benefits of permitted development rights to ease the administrative burden and costs to LPAs, communities and developers of some (particularly low-impact) types of development proposals, and that some PD rights are already restricted in protected landscapes (and other “article 2(3)” land) it remains the case that many PD rights do result in harmful outcomes in protected landscapes, many of which undermine communities’ ability to implement the policies of the NPPF in such areas. We request that MHCLG officers and ministers urgently assess those PD rights that affect protected landscapes.

Status of Management Plans

The proposals make no reference to s.245 of the Levelling-Up and Regeneration Act 2023, including the strengthening of the duty in s.85 of the CROW Act 2000 to “seek to further the purposes of conserving and enhancing the natural beauty of the area” (similar duties apply to National Parks and the Broads), as well as the potential to introduce regulations that would require public bodies (including local planning authorities and other planning decision makers) to “contribute to the preparation, implementation or review” of a protected landscape Management Plan (and how they should do so). This provision could be used to give Management Plans statutory force in the planning system.

CCB is not currently seeking changes to the NPPF in relation to the duties themselves, however, because the relevant regulations have not been tabled yet, and so there is regrettably no statutory support for the NPPF to give Management Plans the status in the planning system that they need (as recommended by the Glover Landscapes Review, e.g. proposal 3).

In the meantime, however, it would be appropriate to include references to the contribution of protected landscape Management Plans e.g. to strategic planning in relation to questions 12-14 (see below), and in relation to Local Nature Recovery Strategies (question 27).

Responses to key consultation questions:

Question 1: Do you agree that we should reverse the December 2023 changes made to paragraph 61?

There are two changes made in December 2023 referred to here:

- That the outcome of the “standard method” (for calculating housing need) is an advisory starting point.
- That LPAs may use an alternative to the standard method where justified.

Both changes were clarifications of, not changes to, the existing NPPF policy.

The first was an important clarification of the two-stage process envisaged by the NPPF of (1) identifying the broad scale of housing need in an area, and (2) identifying the amount of housing provision that would be sustainable in the area, taking account of various factors and other NPPF policies.

The second clarified the existing option for LPAs to use an alternative to the standard method to calculate local housing need. This was always a confusing and unnecessary part of the NPPF and its removal would improve the NPPF (see Q2).

(The “standard method” is a blunt instrument, but is necessary especially for cases where LPAs have not kept their plan, or the evidence supporting their plan, up-to-

date, in which case a proxy figure for housing need is necessary for development proposals to be considered.)

Proposed response: No. Retain the reference to the “starting-point” policy, with reasons, but support the deletion of the reference to an alternative method (referring to Q2).

Question 2: Do you agree that we should remove reference to the use of alternative approaches to assessing housing need in paragraph 61 and the glossary of the NPPF?

The option to use alternative approaches was included to allow for LPAs where housing need was strongly influenced by demographic matters not accounted for in the standard method (which might include high proportions of student or military populations etc., or, specifically “areas that are islands with no land bridge that have a significant proportion of elderly residents” – an amendment secured by the MP for the Isle of Wight).

Using an alternative method was always unnecessary given the two-stage process of identifying the local plan housing requirement. The policy was widely misunderstood, and led to unrealistic expectations among local politicians and residents.

Proposed response: Yes, with brief reasons.

Question 3: Do you agree that we should reverse the December 2023 changes made on the urban uplift by deleting paragraph 62?

The “urban uplift” increased the outcome of the standard method in the main LPA in each of the 20 largest urban areas in England. The idea had been to help to focus development in those areas and enable them to plan for ambitious growth and regeneration. The policy was quite unworkable, and added to cross-boundary issues.

The policy affected the Chilterns NL only at its interface with Reading. The proposed changes to the “standard method” still result in an increase in the housing need figure for Reading from 878 homes per year to 1,023 (+17%), even without the “urban uplift”, but also result on increases in the housing need figure right across the Chilterns area (see below).

Proposed response: Yes. It always was an arbitrary and poorly constructed policy, but its relevance to the Chilterns may be limited. Supporting the government here may be politic.

Question 4: Do you agree that we should reverse the December 2023 changes made on character and density and delete paragraph 130?

The December 2023 changes sought to limit opportunities to increase the density of development to densities that would be consistent with the character of surrounding areas. Increasing residential densities is an essential component of making built development areas more liveable and sustainable, helping to reduce the need to travel and reducing the land-take of development overall. The vast majority of development, especially development since the mid-20th century is constructed at unsustainably low densities, so making new development have to be consistent with surrounding areas would have the effect of perpetuating car-dependent housing estates and promote urban sprawl.

Increasing the land-take of development will have obvious detrimental impacts on the Chilterns NL and its setting. Within the Chilterns NL too, the character of many of our

existing settlements is set not by the generally higher-density core of its historic villages, but by low-density 20th/21st century suburban-style development.

Proposed response: Yes, with reasons as above.

Question 5: Do you agree that the focus of design codes should move towards supporting spatial visions in local plans and areas that provide the greatest opportunities for change such as greater density, in particular the development of large new communities?

Design codes were introduced into the English planning system after the “Planning for the Future” white paper in 2020, which had proposed thinking about all land in the planning system in terms of it being identified for “growth”, “renewal” or “protection”. In areas identified for “growth” or “renewal”, the planning process would be simplified with the introduction of design codes that would, in effect, result in the automatic grant of planning permission for proposals that met the standards set out in the code. In “protected” areas, the existing discretionary system would continue, but with the assumption that developers would focus proposals on the areas where approval would be automatic.

The white paper’s proposals were not implemented, but design codes were introduced without the mechanism of automatic planning consents, and without the focus on areas identified for growth or renewal. The result is a mish-mash that adds to the administrative burden for LPAs, and fails to deliver any of its intended outcomes.

Design codes should only apply in areas identified in development plans for development or regeneration.

Proposed response: Yes, with reasons as above.

Question 6: Do you agree that the presumption in favour of sustainable development should be amended as proposed?

The (relatively minor) proposed change clarifies that the presumption in favour of sustainable development policy should only be triggered for decisions on planning applications when development plan policies governing the supply of land for development are out of date, rather than policies that were “most important” (this change in effect reflects case law established since the NPPF was first created in 2012). This looks to be a positive change in terms of clarifying which local plan policies can continue to apply, but may still have unforeseen consequences if the whole of the policy (including the application of the “footnote 7” policies) are not taken into account.

There may be missed opportunities for enhancing the clarity of the policy, the convoluted nature of which has always facilitated its misinterpretation.

Proposed response: Yes, support the proposed change, but:

- the implementation of the policy could be enhanced (perhaps through the online Planning Practice Guidance (PPG)) in terms of the application of sub-sections (b)(i) and (d)(i) in relation to the policies referred to in footnote 7, and
- consideration should be given to treating Green Belt differently from the other “areas or assets of particular importance” whose policies are referred to in footnote 7, since it is not the land in the Green Belt itself

that requires protection, and while nationally supported, Green Belt locally-determined and more akin to a “policy for the supply of land”.

Qs 7-11: not proposing to respond (housing supply policies).

Question 12: Do you agree that the NPPF should be amended to further support effective co-operation on cross boundary and strategic planning matters?

The proposals include changes to facilitate strategic planning across boundaries in advance of changes to national planning legislation. The key change is new para 27 which requires “strategic policy-making authorities” to ensure that policies are “consistent with those of other bodies where a strategic relationship exists” on matters that require collaboration, including a requirement that “any ... designation which cuts across the boundary of plan areas ... is appropriately managed by all relevant authorities”.

This is a significant hook on which a reference to protected landscape Management Plans could be introduced into the NPPF (preferably now, but definitely after the regulations on s.85 of CROW/s.245 of the LUR Act are issued).

The NLA will be proposing that National Landscape teams (and, we would suggest, Conservation Boards) should be added to the non-exhaustive list of “relevant bodies” given in para 25 (which currently includes Local Nature Partnerships, county councils, infrastructure providers, etc.).

Proposed response: Yes, with additions as noted above.

Question 13: Should the tests of soundness be amended to better assess the soundness of strategic scale plans or proposals?

The “tests of soundness” (currently in para 35) are used when examining development plans. These currently include a reference to “effective joint working on cross-boundary strategic matters” but not to evidence that policies are “consistent with those of other bodies”, as is proposed to be required under new para 27 (see Q12 above). Including such a reference could be a means by which consistency with Management Plans could be included (now or at a later date) when assessing the “soundness” of a development plan.

Proposed response: Yes, align the tests of soundness with proposed new para 27.

Qs14-18: not proposing to respond (details of the “standard method” – rely on answers to Q1/2)

Question 19: Do you have any additional comments on the proposed method for assessing housing needs?

The outcome of the changes to the standard method is a significant increase in the standard method figure across the Chilterns region:

Local Authority Name	Current Method	Proposed Method	% change
Buckinghamshire	2,912	4,122	141.6%
Central Bedfordshire	2,239	2,099	93.8%

Dacorum	1,016	1,313	129.3%
Luton	1,463	1,144	78.3%
North Hertfordshire	910	992	109.0%
South Oxfordshire	579	1,179	203.6%
Three Rivers	640	739	115.4%
Total:	9,758	11,588	118.8%

The overall increase is partly offset by reductions in Central Bedfordshire and Luton.

It is also of some concern that the combined figures for neighbouring Reading, Wokingham and Windsor & Maidenhead have risen from 2,491 to 3,673 – an increase of almost 50%.

Proposed response: Yes. Note concern that the revised standard method would result in significant increases in the assessment of housing need for the Chilterns region, and that, while it may be *possible* to accommodate that level of development on a strategic scale outside of the National Landscape (and its setting), with some small-scale contributions within the NL, setting a local plan housing requirement that is not sustainable for the region, or which the industry locally does not have the capacity to delivery, or if local plans are not delivered in time, will result in further “planning by appeal”, which risks serious impacts on the Chilterns NL, and also adds to the administrative burden of the LPAs, local communities and the CCB. This is why it is critical that the two-stage housing requirement setting process is recognised and supported, and why it is important to get para 11 and paras 182-183 of the NPPF right.

Question 20: Do you agree that we should make the proposed change set out in paragraph 124c, as a first step towards brownfield passports?

A key part of this policy is in its application to brownfield sites “within settlements” only, to avoid the potential for there to be a presumption in favour of the development of isolated brownfield sites within the National Landscape. (Note that the redevelopment of many isolated brownfield sites could be justified on the basis of a contribution towards the conservation and enhancement of the natural beauty of the area – we would not want to appear to call for a blanket prevention of all such redevelopments, just that they do need proper consideration, especially with regard to NPPF paras 182-3.)

Proposed response: Yes, making the above point.

Qs 21-22: not proposing to respond (prioritising brownfield land)

Question 23: Do you agree with our proposed definition of grey belt land? If not, what changes would you recommend?

The proposed definition of Grey Belt proposed to be included in the NPPF is “land in the Green Belt comprising Previously Developed Land and any other parcels and/or areas of Green Belt land that make a limited contribution to the five Green Belt purposes (as defined in para 140 of this Framework) but excluding those areas or assets of particular importance listed in footnote 7 of this Framework (other than land designated as Green Belt).”

The “contribution to the five Green Belt purposes” point is explained as having “at least one of the following features:

- Land containing substantial built development or which is fully enclosed by built form.
- Land which makes no or very little contribution to preventing neighbouring towns from merging into one another.
- Land which is dominated by urban land uses, including physical developments.
- Land which contributes little to preserving the setting and special character of historic towns”.

One of the purposes of Green Belt not mentioned here is “to assist with safeguarding the countryside from encroachment”, a key (but often unrecognised) aspect of which is a role in helping to manage development in the setting of a National Landscape. Around the Chilterns, Green Belt performs a vital function in that regard, especially in helping to maintain an open buffer between the National Landscape and surrounding towns, frequently tested e.g. in relation to High Wycombe (Gomm Valley), Tring (Marshcroft) and Hemel Hempstead.

To be consistent with the para 182 policy that development in the setting of National Landscapes “should be sensitively located and designed”, land in the Green Belt that is in the setting of a National Landscape should not automatically be defined as Grey Belt. This is not to say that land in the setting should never be defined as Grey Belt. It may be appropriate to seek to add to the list above something along the lines of “Land in the setting of a National Landscape the development of which would have little impact on the conservation and enhancement of the natural beauty of the area” or similar.

There is an argument that the Grey Belt policy might be more effective in the context of other tweaks that could be made to the NPPF’s overall policy for Green Belt. For example:

- The definition of Green Belt in terms of “openness” (para 142) has always been problematic, and the term is not defined. Does openness refer to accessibility, to a lack of enclosure, or to a lack of building? Is a large area of hard-standing (say a car park) more or less “open” than a forest or a lake or a recreation ground? There is a strong case for clarifying a position that “openness” refers to land that is not “built up”. But should Green Belt designation be able to “wash over” a village, causing all kinds of planning issues for relatively minor developments there?
- The Green Belt purpose “to assist with safeguarding the countryside from encroachment” (para 143c) mentioned above is a legacy of the former policy that the countryside should be protected “for its own sake” – which is not a policy requirement of the NPPF; rather the countryside is protected for the role it plays in relation to other policies (particularly the policies relating to “areas or assets of particular importance” in footnote 7 under para 11). That purpose would be better reframed in relation to those policies, rather than the protection of countryside generally, the effect of which is often to give more protection to unremarkable land in the Green Belt than applies to National Landscapes.
- In the context of biodiversity and climate crises, the definition of development that is not inappropriate in the Green Belt (para 154) might reasonably be adjusted to include (a) renewable energy generation developments that have

a relatively small permanent built footprint, e.g. solar and wind arrays, and (b) small-scale development that is reasonably necessary for the conservation, enhancement, understanding or enjoyment of natural or cultural heritage (including the special qualities of protected landscapes). The latter point might be implemented as an amendment of para 154b.

Proposed response: General support, subject to an appropriate consideration of the setting of National Landscapes.

Qs 24-26: our response to Q23 may include elements requiring a related response to these questions.

Question 27: Do you have any views on the role that Local Nature Recovery Strategies could play in identifying areas of Green Belt which can be enhanced?

There is clearly a role for LNRs here. Since Green Belt overlaps with the Chilterns National Landscape and includes significant areas of our setting a positive response to this question may be made.

Proposed response: Yes, we support the principle of applying LNRs to identify enhancement areas; clearly LNRs have a role in identifying enhancement areas across all land, and it is essential that NPPF policies are aligned with the identification and protection of such areas (noting that LPAs should not be using LNRs to seek to prevent development of land which would otherwise be acceptable). The long-term protection (and management) of land through designations such as Green Belt and National Landscapes should make such areas (and the setting of NLs) a priority for nature recovery and enhancement (subject to other considerations, such as heritage assets), and a focus for investment. We should also note the contribution of protected landscape Management Plans to coordinating nature and heritage conservation and recovery/enhancement in tandem with LNRs.

Qs 28-46: no response currently proposed, but we are double-checking that the proposed policies would not undermine protection for the Chilterns NL.

Qs 47-61: These mostly relate to affordable and special needs housing and other technical matters on housing design and development.

These issues are not necessarily a priority for CCB at the moment, nor an issue on which we (or the NLA) have particular expertise. Clearly the affordability of housing in the Chilterns is of concern. An initial assessment suggests that the overall thrust of the proposals in this regard is positive and is supportable. We do propose to respond to Q54.

Question 54: What measures should we consider to better support and increase rural affordable housing?"

There is lots of research on this topic (e.g. by Shelter and CPRE), and recommendations in the Glover Landscapes Review. Affordable housing is an issue in all protected landscapes, but especially in the highly-pressured Chilterns, where house prices can be 75% more than elsewhere in the four counties outside the designated area. Given that the NPPF defines affordable housing in terms that which

is priced at 20% less than market value, an affordable home in the NL could still be significantly more expensive than a market-rate home outside of the NL.

Proposed response: The thrust of recent changes to the planning system has reduced the clarity of policies that protect the countryside, including National Landscapes, from development (especially speculative development) and that this has increased the potential development value of land, reducing the opportunity to secure rural exceptions sites (where land is sold for more than agricultural value, but significantly less than residential value in order to enable the provision of affordable – usually socially-rented – homes on sites where planning permission would not otherwise be granted. Steps could be taken to restore rural exceptions policies. In addition, consideration could be given to applying the ‘golden rules’ intended for Green Belt development to development (where appropriate in principle) within protected landscapes and their settings.

Qs 62-69: These relate to commercial and infrastructure development. No response currently proposed, but we are double-checking that the proposed policies would not undermine protection for the Chilterns NL.

Question 70: How could national planning policy better support local authorities in (a) promoting healthy communities and (b) tackling childhood obesity? & Question 71: Do you have any other suggestions relating to the proposals in this chapter?

These questions relate to planning to improve people’s mental and physical health and wellbeing.

Proposed response: National Landscapes are a critical part of the nation’s infrastructure in this regard, and that landscape-scale protection of natural and semi-natural areas should be treated as an “asset” in this regard (as well as being a natural and cultural heritage asset), and the priority attached to their conservation and enhancement should be increased as a result.

Qs 70-77: These relate to policies for renewable energy generation, some of which are highly technical.

Reforms include specifically ending the “onshore wind ban”.

NL colleagues appear to be split between those who:

- want to maintain what is currently in effect a complete renewables ban in NLs,
- think that the climate crisis is a sufficient imperative to set aside the luxury of natural beauty in favour of renewables, and
- would prefer to take a more nuanced approach (like ours), in which we look at the impacts of development proposals on the natural beauty etc.

CCB has recently taken a positive approach to some solar schemes both within the NL and in its setting, where the impacts are minimised by topography or landscape. Such an approach is harder with wind, though, and caution should be expressed in the NPPF over wind within NLs and their setting.

We might consider seeking a further amendment to Green Belt policy to make certain types of renewable energy generation “appropriate development” in the Green Belt (outside of NLs). The “openness” of Green Belt is a luxury in the context of the

climate emergency, and solar and wind arrays could (counter-intuitively) contribute to the achievement of other Green Belt objectives (e.g. preventing towns from merging into each other).

Exempting NLs from a more positive policy for onshore wind could be a way of appeasing the opposition to wind energy arrays. This would be consistent with the post-war Labour approach of having some areas where development is clearly more acceptable to enable other areas (including NLs) to be more strongly protected from development.

Proposed response: the Board's consideration is sought on whether to respond to these questions.

Question 78: In what specific, deliverable ways could national planning policy do more to address climate change mitigation and adaptation?

Proposed response: National Landscapes are a critical part of the nation's infrastructure for mitigating climate change, and that landscape-scale protection of natural and semi-natural areas should be treated as an "asset" in this regard (as well as being a natural and cultural heritage and health and well-being asset), and the priority attached to their conservation and enhancement should be increased as a result.

Qs 79-88: No response proposed (technical questions relating to climate change, flood risk and water infrastructure).

Qs 89-102: No response proposed (planning application fees).

Qs103-106: No response proposed (regulatory impacts).

Item 2.2.4 Lighting Position Statement

Author: Matt Thomson, Head of Strategy & Planning; Michael Stubbs, Planning Adviser

Purpose of Report: To seek approval for a position statement on the impact of artificial illumination on the tranquillity of the Chilterns.

Background

1. At the request of the Board, the Planning Committee convened a working group in January 2022 to begin work on developing a position statement on the impact of artificial illumination on the tranquillity of the Chilterns. The planning adviser, Mike Stubbs, has been working since then on developing such a policy with the Committee and the working group (comprising Committee member Cllr Charles Hussey and co-opted members Chris Hannington and Paul Hayes).
2. Progress has been slower than anticipated due both to pressures of other work and to the technical nature of the subject matter, and the Committee is grateful to the Board for making a small budget available to employ expert consultants WSP to assist with a technical review of the statement.
3. The statement is now presented for approval by the Board. It comprises two parts:
 - a) A “model policy”, covering new development, external lighting, temporary lighting and mitigation of lighting installations, with a reasoned justification and
 - b) A set of “technical appendices”, providing detailed technical and design advice and parameters to support the model policy.
4. Please note that approval is sought for specifically for the text of the model policy document as the key statement of the Board’s position on lighting.
5. Diagrams included in both parts of the statement are currently provided for illustrative purposes only, and need to be put into a consistent style for publication.
6. The technical appendices will be published alongside that policy, but it is anticipated that this may need periodic review as the technical context changes (e.g. with new technologies, etc.), and it would be expedient to enable this text to be modified as necessary without the need for Board approval.
7. After approval, both documents need to be put into the Chilterns National Landscape branding.

Recommendations

1. That the Board **APPROVES** the content of both parts of the Lighting Position Statement.
2. That the Board **AUTHORISES** officers to apply Chilterns National Landscape branding to the approved statement and rationalise the illustrations prior to publication.
3. That the Board **AUTHORISES** officers to keep the technical appendices to the Lighting Position Statement under review and update technical matters as necessary without further Board approval, unless the review indicates that a changes to the model policies are necessary.

Chilterns National Landscape (AONB) Lighting Model Policy (DOCUMENT ONE)

'Imagine a vista of outstanding natural beauty, to say nothing of historic and cultural significance, permanently obscured from public view by a cloud of non-toxic, but visually impenetrable, artificial vapour. Such a prospect seems unthinkable in Britain today. Yet we seem to tolerate the daily destruction of arguably the most culturally universal and historically pristine of natural vistas – the night sky, filled with constellations of stars, and planets and galaxies. The responsible pollutant, however, is not an impenetrable vapour, but the light that we so freely emit into our surroundings'.

Extract produced under Crown copyright from The Royal Commission on Environmental Pollution (2009) Artificial Light in the Environment. London: The Stationery Office Limited

[Insert new branding boilerplate, amended to enable the inclusion of an on-brand version of the phrase "50% of the landscape of the AONB is above us!"]



The view from Lardon Chase towards Goring-on-Thames and Reading beyond.

Introduction

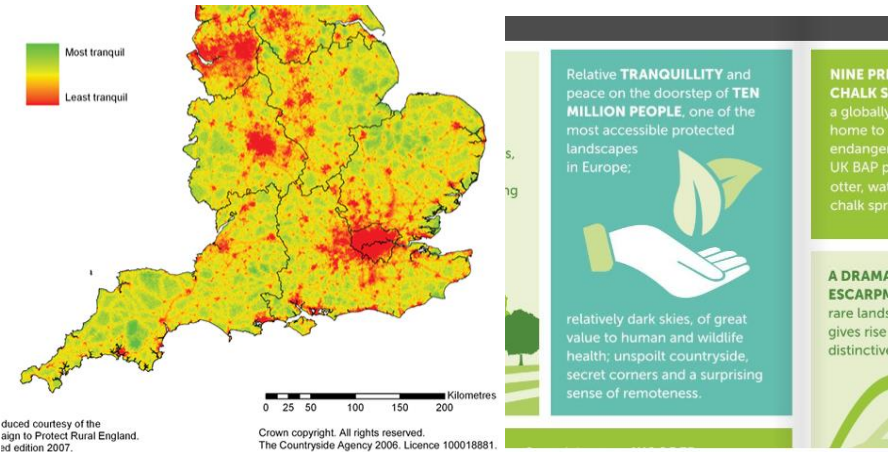
This **Model Lighting Model Policy** and its accompanying **appendices** support the AONB Management Plan policies on dark skies, which set out to *‘Keep skies dark at night by only using light where and when needed. All new lighting should be the minimum required and meet or exceed guidance for intrinsically dark zones. Avoid architectural designs that spill light out of large areas of glazing’* (Management Plan DP8 Dark Skies) and *‘Seek opportunities to remove or replace existing inappropriate external lighting to restore dark skies at night’* (Management Plan DP15 Restore Dark Skies).

Such Management Plan policies carry planning weight as material planning considerations, and with this Model Lighting Policy, they are intended to guide all planning decision-makers and property owners on the implications of lighting proposals within the Chilterns National Landscape (AONB) and its setting. This document promotes best practice, and a Chilterns model lighting policy is set out below. A separate set of **Technical Guidance Notes** deal with supporting materials, a glossary and other legislative and related policy areas.

e.g. **GRAPHICS** - AONB BOUNDARY & CPRE Tranquillity Mapping of the Chilterns



e.g. **GRAPHICS** Figure 1 AONB Boundary Plan



e.g. **GRAPHICS** Figure 2 CPRE Tranquillity Map and Figure 3 image from Management Plan showing ‘relative tranquillity’ special quality.

Acknowledgements

The Chilterns Conservation Board (CCB) is grateful for the professional assistance provided by WSP Consultants in producing this position statement and for the ideas, references, and peer review by the CCB's planning committee lighting working group of Paul Hayes, Chris Hannington, and Charles Hussey.

Published by the Chilterns Conservation Board (CCB), a Conservation Board established under the Countryside and Rights of Way Act 2000.

DISCLAIMER: While every effort is made to ensure all the legal and policy references are correct, the CCB always recommends that these are checked as revisions and updates will occur.

EXPLANATORY LANGUAGE: The Chilterns National Landscape covers the area designated as the Chilterns Area of Outstanding Natural Beauty (AONB) and the Chilterns Conservation Board.

AONB is the legal designation used within this Model Lighting Policy and Technical Guidance Note. The Chilterns Conservation Board (CCB) was established in 2004 under powers given in the Countryside and Rights of Way Act 2000, to seek to further the purpose of conserving and enhancing the natural beauty of the area of outstanding natural beauty, and the purpose of increasing the understanding and enjoyment by the public of the special qualities of the area of outstanding natural beauty.

Citation: This document should be cited as Chilterns Conservation Board (2024) The Chilterns National Landscape (AONB) Lighting Position Statement. Chinnor, Oxfordshire: the Chilterns Conservation Board.

The Chilterns National Landscape Lighting Model Policy

1.0. Policy Introduction

1.1. This policy addresses lighting in the Chilterns landscape – either as a product of new development, or when new external lighting, or the upgrading of existing installations is proposed. It will apply to lighting schemes requiring planning permission and listed building consent but also offers best practice suggestions where planning is not needed (schemes comprising 'permitted development' or 'not development', often including the upgrading of existing lighting¹).

1.2. Substantial tracts of the Chilterns countryside enjoy dark skies and relatively dark skies, sometimes near urban settlements. Three principal sources of light pollution comprise:

Sky glow - The horizontal transmission from light sources, often viewed as a brightening of the night sky;

Sky glare – A light source set against a darker background, most acute in rural areas; and

Light trespass or intrusion – A general light spill flowing from a property, often due to windows or areas being lit.

1.3. All three cases may affect amenity, habitats and tranquillity. Traditional Chilterns vernacular buildings generally have small windows. Modern designs with large areas of glazing are inappropriate as they often appear as boxes of light in the countryside at night and glinting glazed reflectors in the daytime. Internal light sources and their potential erosion of the night sky via domestic glazing can harm the relative tranquillity of the

¹ Where existing lighting is upgraded this may require planning permission because new structures are introduced, for example introducing new lighting to a sports pitch. When upgrading existing installations, any previous planning consents must be consulted, because planning conditions may apply and require a formal application.

Chilterns as much as external lighting. Design details and technical specifications prevent excessive light from spilling from large openings and upper-storey windows, roof lights, or by architectural illumination (bathing or otherwise highlighting the building in light).

1.4. The potential for light spill from large areas of fenestration (windows, roof lights and glazing generally) presents a considerable source of light pollution. The key is to design buildings that reduce the levels of light spill from internal glazing. Glare, glow, and light trespass are the product of a poor location for lighting, primarily rural, and a poor design, with poorly directed and sometimes excessive and unnecessary illumination levels.

1.5. Applications will need to be supported by a lighting assessment that addresses, among other things, the visibility of lighting within the landscape, the 'footprint' of the lighting, the nature of spill from windows, and the overall assessment of glow, glare, and light trespass.

1.6 Chilterns National Landscape: Lighting Model Policy

NEW DEVELOPMENT.

Within the Chilterns National Landscape (AONB) and its setting, the design of new development **must** avoid light trespass (or spill), glare or glow and must conserve and enhance the intrinsic dark skies quality of the Chilterns National Landscape (AONB)²

In determining planning applications:

1.6.1. The siting and orientation of new buildings and the size and location of their windows must be given detailed consideration.

1.6.2. Consideration must be given to the appropriateness of mitigation. For example, this may be achieved by the fine grain of architectural detailing, such as recessed windows, generous eaves, or the use of brise-soleils³, anti-reflective glazing and reduced visible light reflectance glazing may be appropriate. Soft landscape planting alone is unlikely to be sufficient mitigation.

1.6.3. Large glazing panels, such as picture windows, glazed gables and floor-to-ceiling glazing, are unlikely to be considered appropriate in the National Landscape **unless a design is incorporated** to mitigate artificial light spill.

² To assess these intrinsic dark skies category please refer to: Institution of Lighting Professionals (ILP) (2021) Guidance Note 1 for the Reduction of Obtrusive Light 2021 (ILP - GN01-21). ILP: Rugby, UK. Intrinsically dark landscapes are those entirely, or largely, uninterrupted by artificial light (see Gov.UK guidance on light pollution at <https://www.gov.uk/guidance/light-pollution>). An oft-cited rule of thumb to achieve a dark sky is the ability to see the milky way in the night sky by the unaided eye, see <https://www.darkskydiscovery.org.uk/dark-sky-discovery-sites/>

³ Brise soleils, sometimes brise-soleil is an architectural feature of a building that creates a sun break by, for example, using horizontal or vertical fins to shade the window openings. Associated with this is the reduction in heat gain by deflecting sunlight (Fleming J et al. (1991)). The Penguin Dictionary of Architecture London: Penguin Books.

~~(d) External lighting to gates, driveways, and garden features will be unacceptable and should only be permitted in exceptional circumstances. (deleted following PC on 25th July 2024)~~

EXTERNAL LIGHTING.

Where new external lighting is proposed or existing lighting is to be upgraded within the Chilterns National Landscape (AONB) and its setting, its design must avoid light trespass (or spill), glare or glow and must conserve and enhance the intrinsic dark skies quality of the Chilterns National Landscape.

In determining planning applications:

1.6.4. Design measures, as detailed in Figure 1 below, will be required and should be controlled by planning condition.



GRAPHICS Figure 3: The correct luminaire distribution. [We need to redraw this image: only the far-right configuration is appropriate within the Chilterns NL and its setting.]. Edit for right-hand image only

1.6.5. Column-mounted lights and the position of the light's mounting must be appropriate to the national landscape and its setting in scale and prominence. Duplication of installations and sky glare into the wider landscape must be avoided, and an appropriate plan must be submitted to demonstrate this.

1.6.6. Fixtures should make appropriate use of mounting arrangements, quality optics, cowls and screens⁴ and control systems so the lighting is only operational when required⁵

1.6.7. A standard colour temperature of 3,000 kelvin or 2,700 kelvin or lower must be used⁶. If bats are likely to be affected, compliance with the ILP guidance GN08 Bats and Artificial Light is required.

1.6.8. The proposed lighting should not constitute or highlight a structure or feature that would have an adverse visual or ecological impact on the surrounding landscape.

⁴ See examples certified by the International Dark Skies Association 'Fixture Seal of Approval' (<https://darksky.org/what-we-do/darksky-approved/>)

⁵ smart technology may be used to reduce the impact, where possible, new technologies such as solar ground-level way marker systems, for low-impact wayfinding

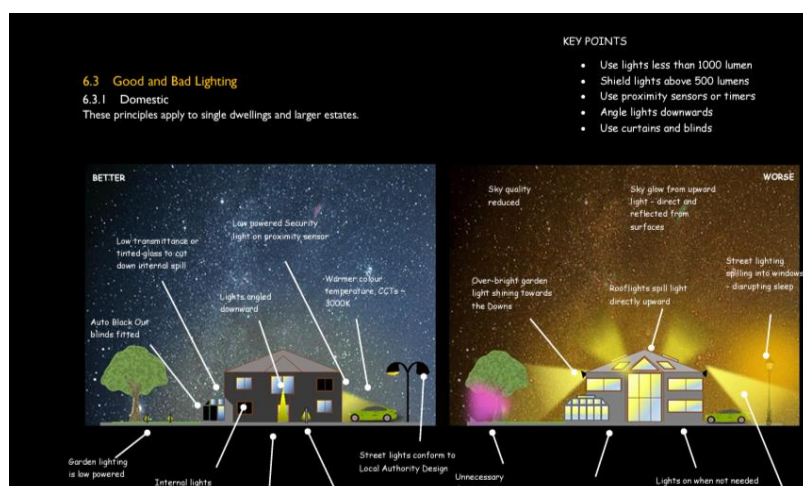
⁶ For further information on colour temperature, please see the 'Design Details' section in the Appendix One: Supporting Technical Documents, that accompanies this Model Lighting Policy.

1.6.9. Where domestic security lighting is required, it shall comply with ILP GN09 Domestic security lighting, getting it right.⁷

TEMPORARY LIGHTING. Where applications are made for temporary planning

permission for lighting, they must demonstrate how they conserve and enhance the natural beauty of the National Landscape (AONB)⁸

MITIGATION / MODERATION. The location, orientation, and architectural treatment of the lighting must conserve and enhance the natural beauty of the landscape as planning conditions requiring blinds, shutters, or other curfews on internal illumination will not be acceptable⁹



GRAPHICS Figure 4 Images of good and poor examples (graphics applied to some recent Chilterns examples and broad principles found in these South Downs NPA examples). Graphics note – a sketch design of this to illustrate these points.

2.0 The Chilterns National Landscape Approach

2.1. The Chilterns landscape and its constituent tranquillity is the consequence of many influencing factors and, significantly, includes '*relatively dark skies, of great value to human and wildlife health, unspoilt countryside, secret corners, and a surprising sense of remoteness*' (see the AONB Management Plan, Chapter 2¹⁰). These special qualities are, therefore, protected attributes within the legislation and policy protections that specifically

⁷ Where necessary, lamps of less than 500 lumens (~5W LED) are suitable for paths and 1,000 lumens (11W LED) for domestic extra light, such as finding the front door and opening it. Above 500 lumens, if justified, must be fully shielded, with downward-pointing LEDs. Please see <https://theilp.org.uk/publication/guidance-note-9-domestic-exterior-lighting-getting-it-right/>

⁸ This may include demonstrating how it furthers the public understanding of the landscape's history, ecology, and cultural heritage associations. Examples include festivals and Son et lumière shows requiring temporary lighting for cultural purposes.

⁹ In accordance with Planning Practice Guidance such conditions will be unacceptable as they are unenforceable.

¹⁰ See Chilterns AONB Management Plan 2019-2024 (or as updated) 'Caring for the Chilterns forever and for everyone' and as succeeded. The Management Plan will contain a policy to keep dark skies at night by only using light where and when needed.

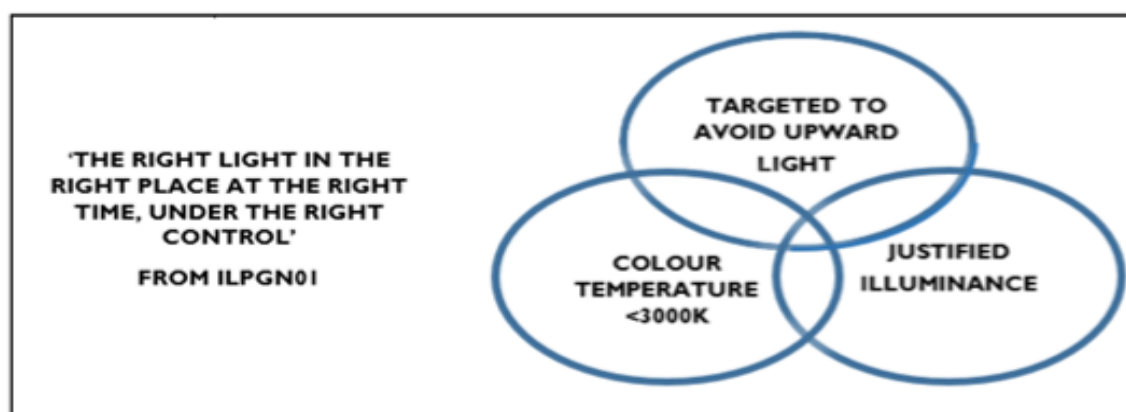
focus on the 'duty to further' the conservation and enhancement of the National Landscape's special qualities and scenic beauty (AONB). Tranquillity is defined by the Landscape Institute (LI) as '*A state of calm and quietude associated with peace, considered to be a significant asset of landscape*'¹¹.

2.2 The Chilterns Conservation Board endorses the oft-quoted '**five principles**' of **responsible lighting**, as promoted by professional advisers. The right light is the aim; it should be:

- **Useful** - all artificial lighting should have a clear purpose.
- **Targeted** - light should only be directed where needed. All light above the horizontal should be avoided.
- **Designed** (Low lighting levels) - light should be no brighter than necessary and the result of professional guidance.
- **Controlled** - light should be the subject of planning conditions and when not needed they should be turned off with manual switches, timers or proximity (PIR) sensors.
- **Colour** - use the right light source for the task. Lamps above 3,000 or 2,700 kelvin should be avoided.

2.3 In other words:

- **Right Light:** or the correct selection of light source, with due consideration of the most energy-efficient modern sources. Sensitive areas, such as AONBs and places of ecological sensitivity, will warrant special consideration.
- **Right Time:** for example, lowering levels to the minimum required for safety and security, or even full switch-off regimes, may be considered at certain times.
- **Right Place:** with a reduction in obtrusive light to comply with the constraints imposed by the applicable Environmental Zone
- **Right System:** with a suitable control system.



¹¹ (Landscape Institute 2013 – Guidance for Landscape and Visual Impact Assessment, 3rd edition).

GRAPHICS Figure 5 (graphics to adapt to this guidance) **'The Right light.....etc'** Institution of Lighting Professionals Guidance Note 1: the reduction in obtrusive light GN01/21.

Edits = Colour temperature to be less than 3000 kelvin and 2700 as new technologies come forward + targeted to avoid light glow, glare and spill + Justified illuminance Designed and controlled.

2.4. The benefits of dark skies are obvious: savings on carbon emissions and money, as well as being better for nocturnal wildlife (bats, moths, plant germination). Astro-tourism is growing in popularity, with local communities and visitors coming to dark sky areas for stargazing events, allowing us to re-discover the beauty of the night sky. Being able to see the stars and imagine ancient peoples looking at the same view is a cherished childhood memory and must be preserved for generations to come.

3.0 National Policy and Planning Guidance

3.1. The National Planning Policy Framework, as periodically updated (NPPF, 2024, para 191) states:

'Planning policies and decisions should also ensure that new development is appropriate for its location taking into account the likely effects (including cumulative effects) of pollution on health, living conditions and the natural environment, as well as the potential sensitivity of the site or the wider area to impacts that could arise from the development. In doing so they should: ...c) limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation.' [emphasis added].

3.2. The government's online DEFRA guidance on 'Guidance - Light Pollution':

'Advises on *how to consider light within the planning system*'¹² and section 3.0 details the following:

What factors can be considered when assessing whether a development proposal might have implications for light pollution?

This guidance is useful in considering whether an existing lighting installation makes the proposed location for a development unsuitable or suitable only with appropriate mitigation.

Of note in a National Landscape, this guidance then asks,

*'Is the development in or near a protected area of dark sky or an **intrinsically dark landscape** where new lighting would be conspicuously out of keeping with local nocturnal light levels, making it desirable to minimise or avoid new lighting?*

and continues at the end of the section,

*If the answer to any of the above questions is 'yes', local planning authorities and applicants should think about: **where the light shines; when the light shines; and how much light shines; and possible ecological impacts.***

¹² <https://www.gov.uk/guidance/light-pollution>

3.3. The Chilterns National Landscape is considered an E1 **'Natural zone'** within the Institution of Lighting Professionals (ILP's) defined environmental zones.

3.4. The guidance recommends that where an area to be lit lies close to the boundary of two zones, the obtrusive light limitation values used should be those applicable to the darkest, **most rigorous zone**. The setting of the National Landscape is – where not already defined as Zone E1 - close to the boundary of Zone E1, and therefore, the values applicable to Zone E1 shall apply throughout. Please refer to Table One. Following an approach advocated by the Northumberland National Park Authority¹³, we have annotated the ILP guidance from the perspective of the Chilterns National Landscape.

TABLE One The UK lighting environmental zones are summarised as follows:

Zone	Surrounding	Examples
E0	Protected (SQM 20.5+)	Astronomical Observable dark skies, UNESCO starlight reserves, IDA dark sky places
E1	Natural (SQM 20 to 20.5+)	Relatively uninhabited rural areas, National Parks, Areas of Outstanding Natural Beauty , IDA buffer zones etc. Chilterns National Landscape (AONB) includes countryside, rural to urban edges (sometimes peri-urban), and some larger settlements 'washed over' such as Goring-on-Thames and Woodcote.
E2	Rural (SQM 15 to 20)	Sparsely inhabited rural areas, village or relatively dark outer suburban locations
E3	Suburban	Well inhabited rural and urban settlements, small town centres of suburban locations
E4	Urban	Town / City centres with high levels of night-time activity

Source: Institution of Lighting Professionals (ILP) (2021) Guidance Note 1 for the Reduction of Obtrusive Light 2021 (ILP - GN01-21). ILP: Rugby, UK.

Note: A sky quality meter (SQM) is an instrument used to measure the luminance of the night sky.

3.5. Some lighting is necessary and appropriate but should be the minimum required. Design, detailing and location must deliver minimum impact and maximum mitigation. Planning decisions can result in harmful lighting impacts on landscape, tranquillity, dark skies protection and ecology. Our model lighting policy and supporting technical appendix are based on guidance issued by the Dark Skies Society, the International Dark Skies Association (IDA) and the Institution of Lighting Professionals (ILP) and our experience of the Chilterns landscapes over many years.

3.6. Key elements of this guidance inform our proposed model policies for (a) lighting installations and (b) lighting impacts of built development. This summary of existing guidance is submitted as background information and reasoned justification for the Model Lighting Policy (as above).

3.7. **Where lighting is deemed acceptable in principle**, then the Chilterns National Landscape (CCB) will promote our Model Lighting Policy. International Dark Skies

¹³ Good Practice Guide for Outside Lighting in Northumberland International Dark Sky Park (Informed by the Northumberland International Dark Sky Park Lighting Management Plan November 2015)

Association (IDA) certification is desirable ¹⁴, and close and careful regard should be paid to the International Dark Skies Association LED Practical Guide (available at <https://www.darksky.org/our-work/lighting/lighting-for-citizens/led-guide>) and to the Institution of Lighting Professionals (ILP) guidance on reducing obtrusive light and other related documentation (please see our supporting technical appendix).

3.8. **Designing out** (and only then minimising) the need for lighting is always the best method of reducing light pollution. However, where this is not possible, the careful choice of an appropriate light source, luminaire, mounting height and focus, coupled with illuminance and luminance criteria, are key to successfully limiting the impact that light may have on its surrounding environment.

GRAPHICS Figure 6 DECISION-MAKING FLOWCHART for the Chilterns AONB (adapted from South Downs National Park Authority - Towards a Dark Sky Standard and Dark Skies Technical Advice Note April, 2018).

JUSTIFY THE LIGHTING

- A clear beneficial purpose must be identified.
- For all applications for planning permission, this must be explained in the papers, including in the Design & Access Statement, Lighting Assessment, and any supporting Planning Statement.

ENSURE THE LIGHTING AVOIDS GLOW, GLARE & TRESPASS

- Compliance with British Standards and professional guidance, such as the Institution of Lighting Engineers, International Dark Skies Association, and AONB Management Plan.
- Key details address measures and indicators such as colour-coordinated temperature (CCT), correctly fitted cowls and screens, suitable maintenance regimes and monitoring.
- Strict adherence to planning conditions, as attached to any planning consent.

ASSESS LOCAL IMPACT, including LANDSCAPE IMPACT.

- Identify sensitive receptors, such as wildlife sites, dark skies landscapes, and AONBs.
- Refer to all relevant policies – NPPF, Local Plans and AONB lighting guidance.

APPLY MITIGATION

- Planning conditions – hours of use (curfews), lux/luminance levels, cowls/shielding, technical glazing specification.
- Design features – Brise soleils (external fins, screens and overhanging eaves, for example).
- Robust maintenance, monitoring and repair regimes.

¹⁴ See <https://darksky.org/>

[ENDS]

Chilterns National Landscape (AONB)

TECHNICAL GUIDANCE NOTE

Lighting Model Policy

(APPENDIX 1 & 2 & 3 & 4 - DOCUMENT TWO)

TECHNICAL GUIDANCE NOTE

Appendix One: Supporting Technical Documents

1.0. The Chilterns National Landscape (AONB) and its context.

1.1 This supporting appendix to the position statement deals with dark skies and light pollution. Both are relevant to tranquillity, with dark skies and tranquillity for people and nature being objectives to be conserved and enhanced, and light pollution a matter to be carefully controlled to help achieve this objective.

1.2 The relative tranquillity of the Chilterns National Landscape is one of its acknowledged special qualities (see the AONB Management Plan). The National Landscape is, by definition, **a dark skies environment**¹. When considering the impact of lighting on the National Landscape's setting,² The Institution of Lighting Professionals (ILPs) advise that any lighting on the boundary should apply the lighting limitation values applicable to the most rigorous zone, i.e., anything within or affecting the **setting of an AONB will fall within the ILPs defined 'natural zone'** and, by definition, an intrinsically dark sky will be promoted.

1.3 Concern for the erosion of the night sky environment is not new. In 1989 the Campaign (now Commission) for Dark Skies (CfDS) was established to raise awareness of dark skies, oppose light glare, and promote best practice. Research sponsored by CPRE, the Countryside Charity (formerly the Campaign to Protect Rural England) and published as their '**night blight initiative**'³, tracked data back to 1993, reporting that:

'The problem is getting worse. Between 1993 and 2000 light pollution increased 24%, nationally the amount of truly dark sky in this country fell from 15% to 11%, the amount of light saturated night sky rose to 7%.'

1.4 In **2003** the House of Commons Select Committee on Science and Technology drew attention to the increasing problem of light pollution, concluding

'We recommend that the Government update "Lighting in the Countryside" to take into account its relevance to urban authorities and, bearing in mind the imminent investment by local authorities into street light replacement, republish and circulate the document

¹ see Institution of Lighting Professionals, Guidance Note 1, The Reduction of Obtrusive Light, Table 2 (Environmental Zones)

² also see the Chiltern Conservation Board's Position Statement (2011) Development affecting the setting of the Chilterns AONB – Adopted June 2011 (Rev 1)

³ See CPRE on-line resource, with mapping, policy and best practice at <https://nightblight.cpre.org.uk/cpre-s-view>.

accordingly'.⁴ In 2009 the **Royal Commission on Environmental Pollution** studied artificial lighting and the environment when considering the provision of lighting, its intensity and design. The Commission concluded that:

'Government needs to accept the fact that light, like noise and chemicals, in the wrong quantity, in the wrong place and at the wrong time can cause problems and must be addressed explicitly in policy development' (Royal Commission on Environmental Pollution **2009**)⁵. The report focused on the fact that **light pollution** (i.e. unwanted light in the wrong place) has become one of the major unaddressed pollution problems in the UK and that, *'as a nation we do not have a good understanding of the extent of such dark-sky areas'* (2.12).

The considered Government approach was primarily wrapped up in the **DEFRA's policy** update of **2013**⁶, in which they reported as 'next steps' they would *'continue to promote the protection and restoration of dark skies and the reduction of unnecessary artificial light within our National Parks, Areas of Outstanding Natural Beauty and other areas, where possible, working with National Park Authorities and others that plan to apply for Dark Sky status'*.

The **All-Party Parliamentary Group** (APPG) for Dark Skies produced a recommended 'Ten Dark Sky policies for the Government' in **2021**, which included a recommendation that the Government

*'Set standards for the brightness and colour temperature of lighting: establish legal limits to the amount of blue light that luminaires can have in their spectrum'*⁷. Two years later, a wide-ranging study into noise and lighting impacts by the House of Lords Science and Technology Committee⁸, heard expert evidence that *'A significant proportion of light pollution is unnecessary and caused by bad design or poor use of LEDs'*—several key recommendations called for explicit **planning guidance**. For National Parks and AONBs the recommendation was unequivocal that

'Those responsible for the management of existing National Parks and Areas of Outstanding Natural Beauty and the equivalent National Scenic Areas in Scotland seek to eliminate unnecessary outdoor light and to better design and manage that which cannot be eliminated....' (Recommendation 6.4).

1.5 Lighting impacts are material to planning decisions and the subject of occasional reference in planning policy. For example, when considering Ground Conditions and Pollution, the National Planning Policy Framework refers to the explanatory Note to the Noise Policy Statement for England (Department for Environment, Food & Rural Affairs, 2010). Nonetheless, such lighting blight still occurs due to wrong location, weak design and poor maintenance or management.

⁴ See paragraph 108 of the House of Commons, Session 2002-03, Science and Technology Committee Publications - Seventh Report, section on 4 'can and should light pollution be subject to legislative control'. The published report was ordered by the House of Commons to be printed 15 September 2003.

⁵ The Royal Commission (2009) Artificial Light in the Environment. London: The Stationery Office.

⁶ Department for Environment, Food and Rural Affairs Artificial Light in the Environment Policy Update December 2013

⁷ All-Party Parliamentary Group for Dark Skies 2021 "Ten Dark Sky Policies for the Government" London APPG, printed by the South Downs National Park Authority and CPRE. Available at <https://appgdarksides.co.uk/policy-plan>

⁸ See paragraph 82 of the House of Lords Science and Technology Committee 2nd Report of Session 2022-23 The neglected pollutants: the effects of artificial light and noise on human health Ordered to be printed 11 July 2023 and published 19 July 2023

1.6 The broad impacts of light pollution are described in various ways, including CPRE's colloquial 'night blight', or 'waste light', which can create an urbanising effect across a wider countryside area close to urban locations. Unnatural **skyglow** is defined as '*a combination of reflected and refracted light from the atmosphere. A major effect of skyglow at night is to reduce contrast in the sky. This is the most pervasive form of light pollution and can affect areas many miles from the original light source*'⁹

1.7 These impacts are almost always caused by light projecting above the horizontal, either directly or scattered, refracted, and reflected by water, particles, and aerosols in the atmosphere. Therefore, they diminish the night sky and reduce the visibility of astronomical objects.

1.8 The most recently published data presents a stark picture. Following their 1993- and 2000-night sky mapping exercise, the **CPRE survey of 2015** updated the data set with the use of more sophisticated technology. This study concluded that only 22% of England had pristine dark skies and that AONB and National Park-protected landscapes constitute the darkest sky environments at around 53% of all such dark sky environments. 40% of all AONBs have the darkest skies possible. The report concluded that,

'designated landscapes cover much of England's darkest skies and suggests that the designation is helping to protect these dark skies'. However, the results demonstrate that some 60% of all AONB areas are **not** in the darkest category.

1.9 Inappropriate development in or around the National Landscape boundary will erode the night sky and diminish the darkest sky status. Development within the **setting** of the Chilterns displays considerable potential to erode its special qualities. The CPRE maps do illustrate a marked contrast between the Chilterns designated area and its urban neighbours, with a stark division, at times, between the brightest and darkest colour band ranges. These national maps (available at <https://nightblight.cpre.org.uk>) divide into categories (known as **the Bortle Scale**)¹⁰, ranging from 1 (darkest) to 9 (brightest), which are mapped using satellite data and then graded using 400m x 400m grids. The impact of development adjacent to the boundaries of the National Landscape is magnified by various factors, the combination of which is unique to the Chilterns. These factors include: the relatively long and convoluted boundaries of the National Landscape, the fragmented nature of the designated areas, and the proximity of existing high-density urban development and transport infrastructure.

1.10 In **2020 Dr Chris Kyba** led research to understand the contribution of well-designed and operated street lighting on the night sky and especially skyglow. Dr Kyba used satellites to measure what fraction of the total light emissions were due to streetlights across the city of Tucson, Arizona. At 01.30 every morning for ten days, the city dimmed its streetlights, increasing the percentage of dimming each night. His light-from-space experiment, published in the journal *Lighting Research & Technology*¹¹, showed that most of the artificial light wasted - by being sent upwards into space, rather than illuminating a sign, street or building on Earth - does not actually come from streetlights, but from other sources. Illuminated advertisements, floodlighting installations, lit buildings, facade lighting,

⁹ Extract from The Royal Commission on Environmental Pollution (2009) *Artificial Light in the Environment*. London: The Stationery Office Limited

¹⁰ John E. Bortle created the scale and published it in the February 2001 edition of *Sky & Telescope* magazine to help amateur astronomers compare the darkness of observation sites.

¹¹ Direct measurement of the contribution of street lighting to satellite observations of nighttime light emissions from urban areas published in *Lighting Research and Technology*, Vol 53 (3) and available at <https://doi.org/10.1177/1477153520958463>

parking lots and sports lighting are the types of installations responsible for most of these light emissions. Dr Kyba advised that:

"This is really important information for policymakers and light pollution activists"

"...this does make it more difficult to solve, because there are so many contributors. It means everyone has to get together to decide what lights need to be lit at night, and how brightly."

This research demonstrated that key contributors to the problem are other lighting systems, sports lighting, security (commercial and domestic), illuminated advertisements, light emitted from commercial and 'grand projets' with large glass facades and windows.

1.12 The advent of ever more sophisticated and energy-efficient technologies coupled with the removal from the market of inefficient lamp-based sources has resulted in lighting getting **brighter** and **whiter**. Astronomers and coordinators of the British Astronomical Association's Campaign for Dark Skies stated that

*'Sadly, far too many LEDs are very bright – too bright for the lighting task and their excess light reflects from the ground into the sky. Also, many LED lights have a blue-rich spectrum mimicking daylight, which is bad news for nocturnal wildlife and for humans trying to get to sleep. The least damaging types of LED would be amber or some other less white colour. If white, 'warm white' (colour temperature about 2700-3000 Kelvin) is preferable to blue-rich (4000 Kelvin)'.*¹²

1.13 All light sources can contribute to skyglow effects, especially if housed in a luminaire with poor optical control and / or mounted inappropriately. This has perhaps become more evident with LEDs as the overall light source consists of several point light sources within a luminaire, and white light tends to reflect a greater extent from particulates within the air than other types of light, such as orange low-pressure sodium lights.

2.0. Lighting Assessments to support planning applications

2.1. A lighting assessment that supports a planning application must include an appraisal, including necessary details on ecological issues, design details, and lighting levels, as applicable. Any such assessment must also consider operational and mitigation requirements (such as curfews and smart, also called "switch" technology). We deal with these below, including lighting areas used for recreational activities, such as sports pitches and multi-use games areas (MUGAs).

2.2. Various areas of content may include:

(a) Impacts on ecology

2.2.1. National Landscapes (AONBs) sit squarely within the Government's aspirations for delivering a 'nature recovery network' (NRN), itself a significant commitment in the Environment Act 2021 and the 25-year Environment Plan. Julian Glover's Landscape Review (2019) and the Government's Consultation Response (2022) respectively promoted AONBs as leaders in the creation of NRNs and very much at the heart of their delivery¹³.

¹² Lecture by the late Bob Mizon March 2016 Lighting, types, qualities, and impacts, (Commission for Dark Skies).

¹³ See The Environment Act 2021 Part 6 deals with nature and biodiversity. In the Government's response to the Glover Landscapes Review the ambition was set that, 'We want our national landscapes to work together with big ambitions, so they are happier, healthier, greener, more beautiful and open to everyone'. Landscaped review (Glover Report) Final Report 2019 and DEFRA policy paper - Landscapes review (National Parks and AONBs): government response (chapter 2), Published 15 January 2022

2.2.2. Lighting impacts a vast range of species and their habitats – bats, amphibians, reptiles, invertebrates, and birds (including migratory birds) and mammals¹⁴. Please see the appendices to this technical guidance for a detailed list of resources. Lighting will impact ecology, especially in relation to habitats, such as roof voids and niche roosts for bats in buildings, woodland, ponds, trees, and hedgerows, which provide habitat for nocturnal and crepuscular wildlife and opportunities for roosting bats. A detailed assessment will be required of the ecological sensitivity of the location and the specification of the proposed technology. Light spill and glow have the potential to, for example, interrupt feeding patterns and force the fledging of birds.

2.2.3. In 2020 Touzot studied the impact of artificial light on common toads¹⁵. The common toad is not as common as its name suggests and is protected in the Wildlife and Countryside Act 1981. This study found that: *'The fertilisation rate of 5 lux-exposed males was reduced by 25%' in males exposed to light during breeding*'.

2.2.4. Research undertaken by the Bat Conservation Trust (BCT) and the Institution of Lighting Professionals (ILP) concluded that lighting in the vicinity of a **bat roost**, causing the disturbance and abandonment of the roost, could constitute an offence (see ILP/Bat Conservation Trust 2023¹⁶). Any lighting strategy and its design must demonstrate how it avoids, reduces, and mitigates light spills where bats are present. A detailed assessment must follow BCT and ILP guidance. Whilst great care is required when scrutinising technology, design detail and other forms of mitigation must not be used to permit what is otherwise harmful to the AONB's inherent ecology and ecological connectivity by virtue of glint, glare, or glow.

(b) Design details

2.2.5. Any design proposals should, at concept stage and throughout the design process, aim to remove, reduce, and mitigate unnecessary light pollution, unnecessary energy consumption, nuisance light spill, glow, or glare onto neighbouring land, including the AONB and within its setting. White light consists of a spectrum of colours that range from violet blue (380-495 nanometers, or nm) to red (620 - 750 nm). The **colour correction temperature** (CCT, most often expressed as Ra) index is a measure of how much blue is contained in the white light mix. Many new white light sources are above 4000 kelvin and even as high as 5500 kelvin. The resulting light is a harsh '**blue-white**' light which reflects from the grass, trees and foliage and scatters high into the atmosphere. This causes a greater sky glow impact than predecessor sodium-based lights.

2.2.6. LED lighting may be proposed. LED lighting with a correlated colour temperature of **2700 Kelvin** or less may be recommended. It should be noted that LED light sources contain no UV wavelengths and the warmer colour temperatures reduce the light emitted beyond the 550 **nanometer wavelengths** (or nm). In other words, the section of the electromagnetic radiation spectrum that is visible to the human eye. This is often referred to as the spectrum of **white light**.

¹⁴ For general effect on wildlife: <https://www.nature.com/articles/d41586-018-00665-7>, <https://www.darksky.org/light-pollution/wildlife/>, <https://onlinelibrary.wiley.com/doi/full/10.1002/jez.2157>

¹⁵ Touzot M, Lengagne T, Secondi J, Desouhant E, Théry M, Dumet A, Duchamp C, Mondy N. Artificial light at night alters the sexual behaviour and fertilisation success of the common toad. *Environmental Pollution*, Vol 259, April, 113883.

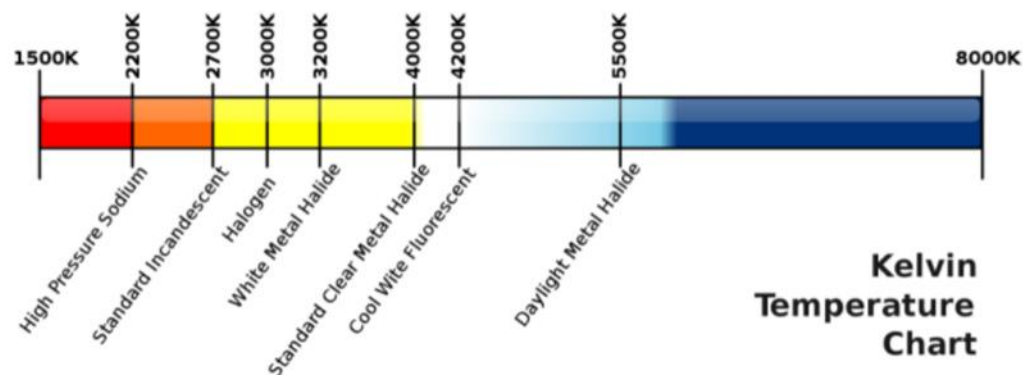
¹⁶ See Bat Conservation Trust (BCT) and Institution of Lighting Professionals (ILP) (2023) Guidance Note 08/18, Bats and Artificial Lighting in the UK – Bats and the Built Environment Series. BCT: London. Also see BCT website for lighting updates at www.bats.org.uk.

Colour Rendering Scales

2.2.7. All light sources have an associated colour temperature, which is a measure of how cool or warm the colour appears (denoted in kelvin). Therefore, lighting which appears warm with a red, amber or orange hue, exhibits a lower colour temperature, usually from around 2,000 kelvin. With an increase in the colour temperature, so does the appearance. At around 3000K to 4000 kelvin, the lighting appears neutral. When it reaches 5000 kelvin it takes on a blue tinge and appears ‘cooler’. Above that threshold it appears brighter and ‘whiter’.

2.2.8. As a rule of thumb, the higher the colour temperature, the increased levels of blue light (itself shorter wavelength) are present in the distribution. This is shown below in the **chart dealing with visible light spectrum**.

2.2.9. Within a National Landscape, best practice requires using warmer light sources when trying to limit short wavelength (‘blue’ or ‘violet’) output to create a more comfortable environment for humans and an acceptable installation ecologically. This is shown in the **kelvin temperature chart** below.



GRAPHICS

By courtesy of WSP (WSP Global Inc) 2023

The Visible Light Spectrum	
Color	Wavelength (nm)
Red	625 - 740
Orange	590 - 625
Yellow	565 - 590
Green	520 - 565
Cyan	500 - 520
Blue	435 - 500
Violet	380 - 435

GRAPHICS

By courtesy of WSP (WSP Global Inc) 2023

(c) Lighting levels and mitigation measures

2.2.10. Artificial lighting may be required for specific reasons which may or may not coincide with the best interests of the National Landscape (AONB). Such reasons may include amenity, safe passage, security, and health and safety requirements during periods of darkness. The potentially obtrusive light effects towards surrounding light-sensitive receptors can be controlled by design, location, technology, and operational duration. Where such lighting serves such a public benefit, an appropriate commentary is required, including discussing necessary mitigation.

(d) Assessments of impact, including operational requirements.

2.2.11. These must be judged against the environmental zone classification in the ILP guidance. Detailed assessments must evaluate the following:

- (1) The resulting change in **sky 'glow'**,
- (2) Any resulting increase in the **light 'glare'** which may influence the visual comfort of residents. In residential schemes, this may predominantly be highway lighting.
- (3) The consideration of **mitigation** (screens and cowls) and **alternatives** such as solar way markers and **low-impact technologies**, e.g., the Solar Eye system for way marker lighting, including footways and cycle routes.
- (4) It is common practice to expect manufacturers and lighting designers to provide **contour diagrams of light intensity**, which demonstrate the lighting intensity and the spatial cover of the light fitting. Technical documents and a detailed lighting assessment should cover these matters.

We recommend the use of a **non-technical summary**, to assist all parties to a planning application. Without this assistance such information can be difficult to decipher.

2) Terms used in describing good lighting, and waste light not directed to the area to be lit

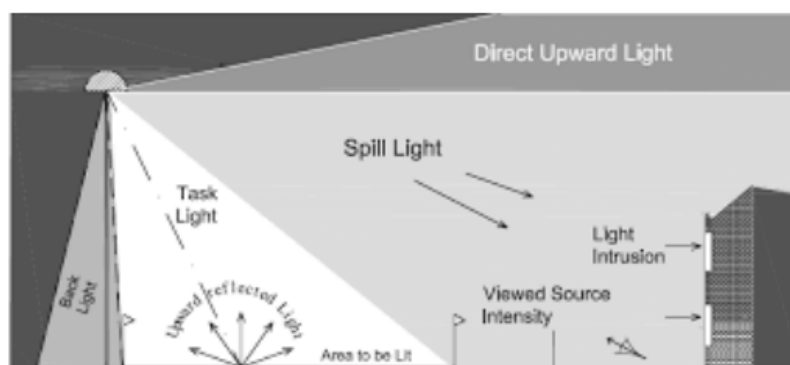


Diagram courtesy of the Institution of Lighting Professionals

(ILP Guidance Notes for the Reduction of Obtrusive Light)

GRAPHICS We need to produce our own version of this? A sketch format would be fine.

(e) Areas used for Recreational Activities

2.2.12. Various recreational uses, such as golf-driving ranges, artificial ski slopes, tennis courts including Padel tennis, shooting ranges, multi-use games areas (MUGAs) and 3G sports pitches, are often designed for evening use and include illumination. A 5m high mast lighting with a 4000 Kelvin correlated colour temperature (CCT) is not uncommon. Any impact assessment for a 3G sports pitch will require a categorisation from the relevant British Standards.

2.2.13. The top-lit illumination of multi-use games areas or **MUGAs / sports pitches** within or near an AONB exhibits the potential to create glare and glow. Great care and attention are required, but it may simply be the case that a MUGA near or within the AONB is resisted and avoided altogether. In all such applications, reference should be made to the ILP guidance notes on light pollution.

3.0. Best Practice Case Study - Missenden School Car Park Lighting Project

3.1. The Missenden School car park project is located within the Chilterns National Landscape (AONB). Buckinghamshire Council, working through their planning officers and project managers, were alert to the sensitivity of this location when designing new car parking and a bus turning area. The proposal comprised the resurfacing of an existing semi-formal car park, including the creation of 37 formalised car parking spaces and a two-way carriageway, a new pedestrian footpath and new pedestrian accesses. New low-level lighting would be installed and formed a part of the project.

3.2. The project team engaged the Chilterns Conservation Board at the earliest opportunity and before any planning submission was made. The design thinking started from the baseline of a relatively dark skies site on the edge of the existing settlement, adjoining a large green space that separates the school from Great Missenden. The need for student safety, when alighting from a school bus, or making their way to the stop, was of paramount importance.

3.3. The design team identified a safe route, kerbed in and with low-impact, low-level bollard lighting, towards the safe refuge where students would join or disembark from their school buses. The accompanying design and access statement was clear: *'The lighting design has considered the use of 4m high lamp columns as opposed to low-level lighting. However, a low-level design is proposed as this has been deemed more in keeping with the conservation area and nature of the site. The lighting will be motion activated to minimise the need to light the car park when it is not in use'.*

3.4. Twenty-three, one-metre-high, lighting columns were proposed to light the safe paths around the parking in order not to floodlight the whole parking area. A concise and straightforward lighting appendix illustrated this technology and denoted the radii of lighting around the columns, reinforcing that they lit the pathways and refuges. The wider parking area for parents would remain unlit.

3.5. Planning permission was granted for this project in June 2021, with completion ahead of the new academic year, the following September. A planning condition (number 3) stated that, *'the development hereby approved shall be implemented in accordance with the lighting scheme as set out in the approved drawings and in the Planning Statement (Appendix A). No high-level lighting columns above 1m in height shall be inserted without prior written approval of the Local Planning Authority. Reason: To ensure that any lighting columns above 4m in height are properly controlled, in the interests of the visual amenity of the area, highway safety and ecology'.*

SITE IMAGES / PHOTOS to add ?

4.0. The use of planning conditions.

We consider these conditions as best practice, emanating from a scheme in the Chilterns National Landscape at Kidmore End Memorial Hall, Reade's Lane, Sonning Common, South Oxfordshire District (approved August 2021 under reference P20/S4912/FUL):

4.1. Location

"The location of the lighting columns hereby approved shall be as that shown on drawing Horizontal Illuminance (lux) *[lists the approved plans]*.

Reason: To secure the proper planning of the area in accordance with Development Plan policies."

4.2. CCT details

"The Correlated Colour Temperature for the MUGA lighting shall not exceed 3000 Kelvin (warm white) and the Correlated Colour Temperature for the wayfaring lighting shall not exceed 2700 Kelvin (very warm white) as set out in the Lighting Assessment *[refers to such details]*. The luminaires for the MUGA and the wayfaring lighting and the columns upon which that are mounted shall accord with specification for the luminaires and columns as set out in the Lighting Impact Assessment *[refers to such details]*.

Reason: To protect the appearance of the area and wider AONB landscape, the environment and wildlife, and local residents from light pollution in accordance with Policies ENV1 and ENV12 of the South Oxfordshire Local Plan 2035."

4.3. Lighting controls and timing

"The lighting controls for the MUGA lighting (on-demand button) and the wayfaring lighting (motion sensor controls) shall be implemented to accord with the lighting control details set out in the Lighting Assessment *[refers to such details]* and thereafter maintained in accordance with these details unless otherwise agreed in writing. The motion sensors shall

be designed and calibrated to ensure they shall only be activated by a person or vehicle entering the floodlit area. The use of the external lighting shall be restricted to between 16:00 and 21:30 daily.

Reason: To protect the appearance of the area and wider AONB landscape, the environment and wildlife, and local residents from light pollution in accordance with Policies ENV1 and ENV12 of the South Oxfordshire Local Plan 2035.”

4.4. Mitigation Controls Design Details (Shields)

“The MUGA lighting lanterns hereby approved shall be fitted with Lighting shields as set out in the Lighting Assessment Addendum [*refers to such details*]. Rear lighting shields shall be fitted to the MUGA lighting columns as set out in the Lighting Assessment Addendum [*refers to such details*]. The rear lighting shields shall be the Cranked Tespa Banded Light Shields or equivalent approved to the following specification (as examples):

- Designed for column mounting or bespoke mounting to Philips CLEARFLOOD LED Luminaire.
- Manufactured from S235JR grade mild steel or equivalent.
- Galvanised in accordance with BS EN ISO 1461:2009 or equivalent.

The lantern shields and rear lighting shields shall be implemented and maintained in accordance with these details.

Reason: To protect the appearance of the area and wider AONB landscape, the environment and wildlife, and residents from light pollution in accordance with [*refer to policy details, as may apply*].”

Appendix Two - TECHNICAL GLOSSARY

Absence of darkness	Artificial light makes experiencing natural night-time lighting conditions impossible in many parts of the country. The Royal Commission on Environmental Pollution (2009) The Royal Commission on Artificial Light in the Environment. The Stationery Office: London.
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Light clutter	Excessive grouping of lights, the combined or cumulative impact of which becomes a dangerous distraction to motorists. Source: The Royal Commission on Environmental Pollution (2009) The Royal Commission on Artificial Light in the Environment. The Stationery Office: London.
Light pollution	<i>Light pollution, the brightening of the night sky above our towns, cities and countryside, Glare the uncomfortable brightness of a light source when viewed against a dark background, and Light Trespass, the spilling of light beyond the boundary of the property or area being lit, are all forms of obtrusive light which may cause nuisance to others, waste money and electricity and result in the unnecessary emissions of greenhouse gases. Source: The Institution of Lighting Engineers (2021 and as updated) Guidance Note 1 for the reduction of obtrusive light.</i>
Light profligacy	Over-illumination, with unnecessary use of energy and money. Source: The Royal Commission on Environmental Pollution (2009) The Royal Commission on Artificial Light in the Environment. The Stationery Office: London.
Light nuisance	Unwanted light emanating, for example, from adjacent properties and activities. Source: The Royal Commission on Environmental Pollution (2009) The Royal Commission on Artificial Light in the Environment. The Stationery Office: London.
Lighting – Colour (CCT) expressed in Kelvin and illuminance or LUX.	Kelvin is a metric that measures colour (sometimes CCT, Colour Coordinated Temperature). The best practice strives for a warmer white light at around 2,700K LUX measures illuminance or the amount of light falling on a surface.
Lighting – Watt and Lumens	Watts are a unit of power and measure the rate of power consumption. The ' lumen ' (expressed as lm) is the power output of a bulb. Present-day light-emitting diode (LED) bulbs emit far more lumens using far less power than old filament or sodium bulbs.
Sky glare	The excessive contrast between bright and dark areas in the field of view. Source: The Royal Commission on Environmental Pollution (2009) The Royal Commission on Artificial Light in the Environment. The Stationery Office: London.
Sky glow	<i>Sky glow: A combination of reflected and refracted light from the atmosphere. A major effect of sky glow at night is to reduce contrast in the sky. This is the most pervasive form of light pollution and can affect areas many miles from the original light source. Source: The Institution of Lighting Engineers (2021 and as updated) Guidance Note 1 for the reduction of obtrusive light.</i>

Sky trespass	<i>The trespass of light spilling beyond the property or area being lit. Although this pollution generally relates to windows and intrusion into private property, light intrusion also applies to habitats and areas of high species interest. Source: South Downs National Park (2021) Dark Skies Technical Advice Note version 2.</i>
Visible Light Transmission (VLT)	VLT expresses the amount of light transmitted through glazing, often expressed as a percentage.

Appendix Three – LEGISLATION and POLICY (other than town and country planning legislation or policy)

Environmental Protection Act 1990 / Clean Neighbourhoods and Environment Act 2005

In 2005 the Clean Neighbourhoods and Environment Act (CNEA 2005) made light pollution a form of **statutory nuisance** within the scope of the Environmental Protection Act 1990 (often referred to as the 'EPA'). The CNEA 2005 legislation was amended in 2006 to include the following in the definition of nuisance: "*artificial light emitted from premises so as to be prejudicial to health or nuisance...*"

Guidance produced on sections 101 to 103 of the CNEA by the Department of Environment, Food and Rural Affairs (DEFRA) in April 2006 extends the duty on local authorities to ensure their areas are checked periodically for existing and potential sources of statutory nuisance including nuisance arising from artificial lighting.

The CNEA 2006 sections 101, 102 and 103 amend sections 79, 80 and 82 of the Environmental Protection Act 1990 to extend the statutory nuisance regime to include two new statutory nuisances (statutory nuisance from insects and **statutory nuisance from artificial light**). Should a statutory nuisance from artificial light be claimed, the Local Authority must take reasonable steps to investigate complaints of such nuisance. If satisfied that a statutory nuisance has occurred, may occur, or even recur, the Local Authority must issue an abatement notice. These powers are set out in section 80(2) of the Environmental Protection Act (1990). Such abatement notices will require the nuisance to cease and provide a timescale for its enforcement.

Department of Environment, Food and Rural Affairs Guidance (DEFRA)

The DEFRA guidance (2006) deals with the overlap with planning and states:

Statutory Nuisance and Planning

Paragraph **21** '*Prevention is better than cure, and it is preferable to address potential statutory nuisances at the planning stage.*

Paragraph **22** '*The Courts have ruled that lighting itself is not 'development'. However, planning permission is required for lighting if it materially alters the appearance of a building. It has been possible since 1997 for local authorities to consider lighting as part of the planning process for new buildings, both residential and commercial. Local authorities can decide to regulate lighting under planning permission and set planning conditions for lighting to prevent light pollution....However, the existence of planning permission does not mean that a statutory nuisance cannot then exist. Circumstances and local environments change. Statutory nuisance can occur whether or not planning permission is in place either expressly or implicitly permitting lighting'. (Our emphasis) ¹⁷*

This DEFRA guidance is useful on some background definitions (see also our Glossary at the end).

¹⁷ DEFRA 2006 Statutory Nuisance from Insects and Artificial Light).

Paragraph 84 *'In order to understand what may be termed a statutory nuisance in lighting, an understanding of some lighting terminology is required: Light (or luminous flux) is a type of radiation and forms part of the electromagnetic spectrum visible to the eye. It is measured in lumens (lm) (not 'watts', which is only a measure of electrical consumption). The amount of light falling on a surface is known as **illuminance** and is measured in lumens per square metre or **lux**. While 'illuminance' is easy to calculate and measure and is therefore widely used, the eye does not see illuminance, but rather **the light radiated or reflected off a surface** which is known as luminance, or brightness. It is measured in candelas per square metre (cd/m²) and if the surface is glossy, can differ with the angle of view. The term candela (cd) or (Kcd = 1000 cd) is by itself a measure of light intensity. Whether this light 'intensity' is seen as glare or not depends on the surrounding 'luminance', as can be noted when comparing a road lighting luminaire or floodlight lit during the day and again at night.*

Paragraph 85 *'Local authorities have a duty to take reasonable steps, where practicable, to investigate any complaints of artificial light nuisance; it is expected that the following sources will generate most complaints: • Domestic security lights • Commercial security lights • Healthy living and sports facilities • Domestic decorative lighting • Exterior lighting of buildings and decorative lighting of landscapes • Laser shows / sky beams / light art'*

Road Humps The provision of any new road humps might require lighting arrangements. In England and Wales, the Highways (Road Hump) Regulations 1999 are relevant.

The Highways Act 1980, section 97, empowers a Highway Authority to provide lighting for any **highway** or proposed highway for which they are or will be the Highway Authority. District Councils and many Parishes or Town Councils also have the power to provide lighting as local lighting authorities. This power is given by the Public Health Act 1985, or the Parish Councils Act 1957. Where such Councils wish to provide lighting on a highway, the consent of the Highway Authority is required, under the Local Government Act 1996, section 29.

When lighting is provided on a previously unlit road or access entrance, it is likely that certain **traffic signs** will have to be illuminated. In England, Wales and Scotland, the Traffic Signs Regulations and General Directions 2002 are relevant.

Relevant British Standards

The following British Standards (BS) for lighting that relates to the proposed development are:

- **BS 5489-1** Code of practice for the design of road lighting Part 1: Lighting of roads and public amenity areas.
- **BS 12464-2** Light and Lighting - Lighting of Workplaces. Outdoor Lighting. Recommendations for the design of lighting for all types of highway and public thoroughfares, including those specifically for pedestrians and cyclists, and for pedestrian subways and bridges.

Institution of Lighting Professionals (ILP), Bat Conservation Trust Lighting Guidance (updated 2023)

The Bat Conservation Trust and the ILP produced a paper in 2018, "Bats and Lighting in the UK", discussing the appropriate lighting levels, types of lamps and the most appropriate colour temperatures which are suitable for lighting areas where there are bats. The guidance states *'This latest guidance recommends a working partnership between the Lighting Profession and the Ecologists who specialise in bats where lighting is required, and bats may be impacted. The GN considers bats roosting, foraging, and commuting needs in greater details than ever before. Some bat species have been shown to be impacted by significantly lower lighting levels than others, certain colour temperature environments also play a factor in the level of impact. However, all bats require dark roosting areas, corridors through the landscape and habitats to feed'*. A new edition of the guidance was published in 2023.

Institute of Lighting Professionals (ILP) Guidance Notes for the Reduction of Obtrusive Light (2021 and as updated). The ILP sets guidance, commonly recognised as the 'industry standard'. This states that, **Obtrusive light** (*more commonly, light pollution*) *refers to any light emitted in any direction in which it is not required nor wanted. This light is, therefore, considered to be detrimental to other users.*

This guidance sets out a series of six environmental zones of protected, natural, rural, suburban, and urban. Many local planning authorities cross-refer to these zones in Local Plan policies and in development management decisions. Within this guidance **AONBs fall within 'Relatively uninhabited rural areas, National Parks, Areas of Outstanding Natural Beauty, IDA buffer zones, etc.'** The latter refers to an international dark sky, as designated by the International Dark Skies Association.

Lighting Designers – When implementing projects and addressing obtrusive lighting.

CIE 150:2017 Guide on the Limitation of the Effects of Obtrusive Light from Outdoor Lighting Installations (International Commission on Illumination, 2017)

CIE 126:1997 Guidelines for Minimizing Sky Glow (International Commission on Illumination, 1997)

Institution of Lighting Professionals (ILP) Professional Lighting Guide 04, Guidance on Undertaking Environmental Lighting Impact Assessments (PLG04) (ILP, 2013) Guidance Note 01/21, Guidance Notes for the Reduction of Obtrusive Light (GN01) (ILP, 2021) (this document supersedes and improves on the guidance provided in the 2020 version), and

Bat Guidance Note Bats and artificial lighting in the UK (ILP, 2023)

The Society for Light & Lighting (SLL)-Lighting Handbook (2018), Lighting Guide 1: The Industrial Environment (2018), Lighting Guide 6: The Exterior Environment (2016), SLL Lighting Guide 18: Lighting for Licensed Premises (2018)

Appendix Four – SOURCE MATERIAL and BIBLIOGRAPHY

General Sources

Institution of Lighting Professionals: www.theilp.org.uk

Dark Skies Association: www.darksities.org.uk

Specific Resources

CPRE (2013 onwards) Night Blight – Reclaiming our Dark Skies, campaign resources and literature. See <https://www.cpre.org.uk/what-we-care-about/nature-and-landscapes/dark-skies/>

Dark Skies Association LED Practical Guide, available at <https://www.darksities.org/our-work/lighting/lighting-for-citizens/led-guide/>

Department for Environment, Food and Rural Affairs Artificial Light in the Environment Policy Update December 2013, available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/269402/pb14108-artificial-light-progress-dec2013.pdf

The Royal Commission on Environmental Pollution (2009) The Royal Commission on Artificial Light in the Environment. The Stationery Office: London.

National Landscape (AONB) Lighting Design Guides / Supplementary Design Guides (not an exhaustive list but many contain useful examples)

Dedham Vale National Landscape (2023) Lighting Design Guide,

A helpful 'Planners Checklist' (see page 51), which we acknowledge and have utilised for the Chilterns in this publication.

<https://dedhamvale-nl.org.uk/2023/08/07/new-landscape-lighting-design-guide-published/>

North Pennines Blog <https://northpennines.org.uk/keeping-dark-places-dark/>

Describes the 'green lungs' of AONB designations and how, taken together, 53% of England's pristine dark skies are found within such National Landscapes (AONB).

A helpful narrative as to why this topic is so important.

<https://northpennines.org.uk/keeping-dark-places-dark/>

Cotswolds Conservation Board Position Statement Dark Skies and Artificial Light.

A helpful position statement containing a vision (outcome) linked to a policy itself supported by a set of background principles covering landscape character, enjoyment and understanding, wildlife, heritage, human health and well-being, and economic benefits.

Outcome 7 (Dark Skies) states *'The dark skies of the Cotswolds AONB will have been conserved and enhanced, with fewer areas being affected by light pollution'*.

Policy **CE5**: Dark Skies states,

- (1) *'Proposals that are likely to impact on the dark skies of the Cotswolds AONB should have regard to these dark skies, by seeking to (i) avoid and (ii) minimise light pollution.'*
- (2). *Measures should be taken to increase the area of dark skies in the Cotswolds AONB by (i) removing and (ii) reducing existing sources of light pollution.*
- (3). *Consideration will be given to seeking a formal dark sky designation for those parts of the Cotswolds AONB that are least affected by light pollution.*

<https://www.cotswolds-nl.org.uk/wp-content/uploads/2019/03/Cotswolds-Dark-Skies-Artificial-Light-Position-Statement.pdf>

North York Moors National Park. Dark Skies – A Careful Approach to Lighting Local Plan Supplementary Planning Document (SPD) – December 2023

This SPD links to the North York Moors Local Plan Policy **ENV4 Dark Night Skies**.

The darkness of the night skies above the National Park will be maintained and where possible enhanced.

All development will be expected to minimise light spillage through good design and lighting management and the following lighting principles will be applied:

- (1). *No external lighting will be permitted in Remote Areas;*
- (2). *In Open Countryside proposals that involve external lighting will only be permitted where it can be demonstrated that the lighting is essential for safety or security reasons and the lighting details meet or exceed those set out in any lighting guidelines adopted by the Authority;*
- (3). *Within settlements listed in the Authority's settlement hierarchy, proposals that involve external lighting will be permitted where it can be demonstrated that the lighting is essential for safety, security or community reasons and the lighting details meet or exceed those set out in any lighting guidelines adopted by the Authority.*

https://www.northyorkmoors.org.uk/_data/assets/pdf_file/0040/496984/Dark-Skies-SPD-final.pdf

A useful checklist is presented as 'The Careful Lighting Checklist'

1. Is the application for development within a 'Remote Area'?
2. Is the lighting needed?

3. Does the lighting have a colour temperature of 2700K or less or, where this is not practicable, does not exceed 3000K?
4. Is the lighting effectively shielded regardless of light output?
5. Is the lighting fitted with a sensor or timer appropriate to the intended function of the lighting?
6. Does the development include large areas of new glazing?

North Wessex Downs “Guide to Good External Lighting” 2021

Paragraph 3.2 sets out the **Principles of good lighting** to minimise light pollution; first, ask yourself, ‘*Is lighting really needed at all?*’ If it is, then follow these four main principles:

Principle 1: How MUCH light is needed?

Principle 2: WHEN is light needed?

Principle 3: How WARM is the light?

Principle 4: Is the light WHERE it is needed?

https://www.northwessexdowns.org.uk/wp-content/uploads/2021/11/Lighting_Guide_07-05_MEDRES.pdf

Malvern Hills AONB “Guidance on Lighting” May 2024

A series of case studies (pages 60 onwards) illustrate best practice principles.

<https://www.malvernhillsonline.org.uk/wp-content/uploads/2024/06/2024-MHNL-Guidance-Documents-Lighting-FINAL.pdf>

Blackdown Hills Light Pollution and Dark Skies in the Blackdown Hills Area of Outstanding Natural Beauty: A Good Lighting Guide 2017

A useful statement of purpose, set out as ‘*The Blackdown Hills AONB’s position Building on the adopted AONB Management Plan and mindful of the simple improvements that can be made to provide good and adequate lighting without prejudicing dark skies, the Blackdown Hills AONB Partnership takes the position that all artificial external lighting within its borders, or within the setting of the AONB, should be muted, screened, and the minimum required. It acknowledges that there are occasions when special features, such as the Wellington Monument, are lit for celebrations and particular effects for limited periods of time.*

<https://blackdownhillsonline.org.uk/wp-content/uploads/2018/04/blackdown-hills-good-lighting-guide.pdf>

Cranborne Chase – various documents.

Cranborne Chase became the first National Landscape in the country to be designated in its entirety as an International Dark Sky Reserve in 2019. A series of groundbreaking principles and guidance.

Useful flowcharts including a home lighting assessment flow chart.

<https://cranbornechase.org.uk/our-work/dark-night-skies/>

South Downs National Park Dark Skies Technical Advice Note 2021

A comprehensive technical advice note, starting with general lighting principles and including guidance on temporary planning permissions.

New lighting should not adversely degrade the sky quality beyond the immediate area to be lit

- Angle Lights Downward – no unnecessary light above or near the horizontal
- Lamps of 500 lumens and less are appropriate for most domestic purposes
- Lamps above 500 lumens should be installed in dark sky friendly fixtures that prevent unnecessary upward light
- Point where the light is needed not in a direction that causes a nuisance to neighbours or wildlife
- Switch off when not needed. Use proximity sensors. Avoid dusk-till-dawn sensors
- Light to the appropriate illuminance – do not over light needlessly
- Avoid bright white and cooler temperature LED's
- Install at the lowest possible height to achieve lighting levels
- Use and shut the curtains at night

<https://www.southdowns.gov.uk/wp-content/uploads/2021/06/DNS-TAN-2021-Main-Documents-External-Lighting.pdf>

Also see the useful South Downs National Park Authority's guidance on "Glazing – Internal Light Spill at <https://www.southdowns.gov.uk/wp-content/uploads/2021/06/DNS-TAN-2021-Appendix-Glazing-Internal-Light.pdf>

Ecological Resources

For **Bats** see: <https://www.bats.org.uk/about-bats/threats-to-bats/lighting>

For **migratory birds**, see: <https://theconversation.com/cities-can-help-migrating-birds-on-their-way-by-planting-more-trees-and-turning-lights-off-at-night-152573>

For **mammals**: <https://onlinelibrary.wiley.com/doi/abs/10.1002/jez.2173>

For **amphibians and reptiles**:

Perry, G Buchanan, B Fisher, R Salmon, M and Wise, S (2008) -Effects-of-night-lighting-on-urban-reptiles-and-amphibians. Journal of Herpetological Conservation 3: 239-256.

For **plants**: <https://besjournals.onlinelibrary.wiley.com/doi/full/10.1111/1365-2745.12551>

For **invertebrates**: https://cdn.buglife.org.uk/2019/08/A-Review-of-the-Impact-of-Artificial-Light-on-Invertebrates-docx_0.pdf

Moths: <https://www.science.org/doi/10.1126/sciadv.abi8322>

<https://resjournals.onlinelibrary.wiley.com/doi/10.1111/icad.12447>

Item 2.2.5 Governance Review: Review of the Constitution

Author: Matt Thomson, Deputy Monitoring Officer

Purpose of Report: To identify priorities for the review of the Constitution, including a Scheme of Delegation, for approval in December, and to seek approval for some structural and in-principle amendments and updates that could be made in the shorter term to enable re-publication of the Constitution.

Background

1. CCB's current Constitution is in urgent need of review, as it is currently unfit for purpose, inaccessible, and not entirely compliant with legislation and good practice.
2. As reported to the Board in June, the Deputy Monitoring Officer (Head of Strategy & Planning) has taken over the review of the Constitution, working with the Governance TFG, that was previously being undertaken by the former Monitoring Officer with the former Clerk under the supervision of the Head of Operations. Responsibility for review of those parts of the Constitution relating specifically to financial matters (sections 4-6, as set out below) remains with the Finance Officer working with the CEO and Head of Operations.
3. In June the Board agreed that the Deputy Monitoring Officer should provide an assessment of the priorities for the review of the Constitution, including identifying what matters should be covered by the Constitution (what is missing from the current Constitution, and what would be better covered elsewhere), and any decisions that the Board has made that have not been reflected in the Constitution yet.
4. Under paragraph 7f of the current Code of Governance, decisions on constitutional matters are reserved to the Board, and, under para 2b, changes to the Code of Governance itself must be made through a full meeting of the Board.

The Current Constitution

5. The current version of the Constitution (dated October 2023) is technically titled "Standing Orders and Regulations" and runs to some 83 pages. It has the following sections:
 - 1) Role of Monitoring Officer
 - 2) Code of Conduct
 - 3) Register of Interests
 - 4) Standing Order on Financial Regulations
 - 5) Standing Order on Financial Instructions
 - 6) Contract Standing Order
 - 7) Code of Governance and Scheme of Delegation
 - 8) Feedback and Complaints Procedure
 - 9) Members Allowances
6. Working with the Board chair, officers have undertaken a detailed assessment of the current Constitution's contents (see annex 1).
7. A copy of the current Constitution can be provided to Members on request.

Discussion

8. The outcome of that assessment is that the following issues are recommended as a priority for examination by officers and the TFG with initial recommendations on urgent changes and next steps to be taken to the Board in December:
 - a) Checking the legal compliance of the Members' Code of Conduct, and recommend any changes necessary to regularise the Code.
 - b) Remove the Register of Interests Form from the Constitution, but ensure there is an appropriate reference to the form in the section relating to the Code of Conduct and elsewhere.
 - c) Draft a Scheme of Delegation for inclusion in the Constitution, and propose amendments to the existing Code of Governance consequent to the drafting of the Scheme.
 - d) Ensure that all amendments made by the Board to the Code of Governance since 2021 are included in the Code (and/or in the Scheme, as appropriate).
 - e) Remove the Feedback and Complaints Procedure from the Constitution (noting its ongoing review separately from the review of the Constitution).
9. Officers have identified a revised contents structure for CCB's Constitution, which is set out in Annex 2, including a broad assessment of how the current sections of the Constitution would be mapped onto that structure.
10. It is proposed to progressively move to the new structure at such time as it would be expedient, with a priority on doing so as the relevant sections of the current Constitution are reviewed.

Recommendation

1. That the Board **APPROVES** the priorities for the review of the Constitution set out in paragraph 8 above, and instructs officers, working with the Governance TFG, to develop the necessary amendments for subsequent approval by the Board.
2. That the Board **APPROVES** the proposed revised structure for the Constitution set out in paragraph 9 and Annex 2, with a view to progressively moving to this structure as the sections of the Constitution are reviewed.

Annex 1: Constitution Review RAG assessment

Current Constitution	Considerations
1: Role of the monitoring officer.	<p>Last updated: March 2023. Review priority: AMBER</p> <ul style="list-style-type: none"> • Rendered out of date by the change of Monitoring Officer and Clerk since last updated. • Stated workload for the Monitoring Officer is significantly underestimated. • Inconsistent with other descriptions of the role of the MO and DMO. • Unhelpful, but not unlawful. • Recommend rolling into a section describing the roles of Chairs, Members, statutory officers, etc, providing a link between the purposes/authority of the Board and the Scheme of Delegation.
2: Code of conduct	<p>Last updated: September 2021 Review priority: RED</p> <ul style="list-style-type: none"> • Contains a mixture of text that is defined as being a part of the Constitution, and text that is explanatory and not “part of the Code”. • Only a Code of Conduct for members. • Potential conflict due to repetition of content in the Code of Governance and EO. • Includes descriptions of officer functions, including the Deputy Monitoring Officer, which appear inconsistent with Section 1. • Claims to be a legal requirement under the Localism Act, but this does not apply to CCB? If it is, the section needs to include definition of procedures to address breaches of the Code. • Possibly unlawful. • Recommend checking legal references and identify necessary changes as soon as possible. In the longer term review in context of applying code of conduct to officers and volunteers (or separate codes for these).

Current Constitution	Considerations
3: Register of interests	<p>Last updated: May 2021 Review priority: RED (quick fix)</p> <ul style="list-style-type: none"> • Section includes a form that is different from that being issued to new members, and contains numerous errors. • The form would be better kept separate from the Constitution, enabling it to be updated without a resolution of the Board. • The form refers to “accompanying notes”, which are not present, other than a short glossary. • Recommend removing form from the Constitution but include links etc when reference is made to interests, e.g. in the Code of Conduct. Rationalise the various other versions of the form, making reference to the Code of Conduct in the Constitution. • Quick fix for the Constitution – more work needed to update the form itself.
4: Financial Regulations	<p>Last updated: January 2022 Review priority: GREEN</p> <ul style="list-style-type: none"> • Responsibility for review rests with Finance Officer. • Includes some matters, especially delegations, that might need updating further to other reviews, e.g. of Scheme of Delegation. • Recommend working with Finance Officer and Head of Operations to keep up-to-date.
5: Financial Instructions	<p>Last updated: January 2005 Review priority: GREEN</p> <ul style="list-style-type: none"> • Responsibility for review rests with Finance Officer, who may have a different view of the priority for updating this section given its antiquity. • Includes some matters, especially delegations, that might need updating further to other reviews, e.g. of Scheme of Delegation. • Recommend working with Finance Officer and Head of Operations to keep up-to-date.

Current Constitution	Considerations
6: Contract Standing Orders: "Updated and agreed" June 2023.	<p>Last updated: June 2023 Review priority: GREEN</p> <ul style="list-style-type: none"> • Responsibility for review rests with Finance Officer. • Includes some matters, especially delegations, that might need updating further to other reviews, e.g. of Scheme of Delegation. • Recommend working with Finance Officer and Head of Operations to keep up-to-date.
Section 7: Statutory Requirements and Code of Governance (listed incorrectly in the contents as "Code of Governance and Scheme of Delegation").	<p>Last updated: April 2021, minor revisions June & December 2023 (other approved changes not made). Review priority: RED</p> <ul style="list-style-type: none"> • Odd mixture of principles and procedures. • Does not include a "Scheme of Delegation". • The "statutory requirements" are cherry-picked from parts of the Establishment Order, and are by no means either complete or accurate. • Frequently confusing, internally inconsistent, and/or unworkable, and some parts are unlawful. • Since 2021 the Board has approved several changes to the Code, not all of which have been applied. • The Board has already approved the Governance TFG's recommendation that a Scheme of Delegation be produced. • Recommend that outstanding approved changes to the Code are made (for clarity) in advance of the full review of the Code and creation of the Scheme of Delegation.
Section 8: Feedback and Complaints Procedure Not updated since Jan 2005.	<p>Last updated: January 2005 Review priority: RED</p> <ul style="list-style-type: none"> • Reviewing this Procedure has already been agreed as a priority by the Board, and is being undertaken separately by the Head of Operations and Communications Manager. • Such a procedure is not included in Cotswolds or Bucks Constitutions, and it is recommended that the Procedure is taken out of the Constitution.
Section 9: Members' Allowances Scheme Last updated in 2016. (Version on our website was updated in 2017.)	<p>Last updated: 2016 (in Constitution) – the version circulated to members and available online was updated in 2017. Review priority: AMBER</p> <ul style="list-style-type: none"> • Includes various issues and inconsistencies.

Annex 2: Proposed revised structure for the Constitution

Proposed Constitution section	Content Notes	Sources in current Constitution ¹
<u>Part 1 Context</u>		
1.1 Purpose, Duties, Powers and Functions	Setting out our statutory role, from the CROW Act and our EO: factual, accurately relating the legislative provisions, and should not include the Board’s own policies etc, but should reference relevant articles of the Constitution where appropriate.	Section 7 “Statutory Requirements”
1.2 Membership		
1.3 Authority of the Board		
<u>Part 2 Articles of the Constitution</u>		
2.1 Roles	Broad description of the <u>roles</u> (but not delegated functions) of Chair of the Board and Deputy Chair, Chairs and Deputy Chairs of Committees, Members, Co-opted Members, statutory officers (CEO, Finance Officer, Monitoring Officer), other officers, officers generally	
2.2 Decision Making, including Delegation Principles	Broad principles of decision-making.	Section 7 “Code of Governance” (parts)
2.3 Scheme of Delegation	Discharge of particular powers and functions by Committees, Sub-Committees and Officers.	New content, but also parts of Section 7 “Code of Governance”
2.4 The Role of Advisory, Deliberative or Working Groups	Self-explanatory. Should include a template for TORs for such groups, but <u>not</u> the actual TORs for each group.	Section 7 “Code of Governance” (parts)
2.5 Finance, Contracts and Legal Matters	Broad overview, referencing other sections. May not be necessary.	
2.6 Review, Revision and Suspension of the Constitution	Self-explanatory.	Section 7 “Code of Governance” (parts)
2.7 Interpretation and Publication of the Constitution	Self-explanatory.	Section 7 “Code of Governance” (parts)

¹ Some matters will be determined by the CROW Act and our Establishment Order (EO).

Proposed Constitution section	Content Notes	Sources in current Constitution¹
<u>Part 3 Procedure Rules and Regulations</u>		
3.1 Board Procedure Rules	How Board meetings operate, including interpretation of the EO procedures. (Detailed process guides maintained by Head of Operations.)	Section 7 "Code of Governance" (parts)
3.2 Committee and Sub-Committee Procedure Rules	How the Board's committees and sub-committees operate, including interpretation of the EO procedures. (Detailed process guides maintained by Head of Operations.)	Section 7 "Code of Governance" (parts)
3.3 Rules on Motions and Debates	Rules for the submission to and consideration of motions at Board or (sub-)committee meetings, and how debates should be conducted and resolved.	Section 7 "Code of Governance" (parts)
3.4 Access to Information Procedure Rules	Rules regarding access by members, officers and the public to information about the operation of the Board and its committees etc., including meeting papers and minutes, and publicity of the same.	Section 7 "Code of Governance" (parts)
3.5 Budget and Policy Framework Procedure Rules	Self-explanatory. Any review will need to be undertaken working with the Finance Officer, Head of Operations and Finance Advisory Group.	Sections 4-6 of existing Constitution
3.6 Financial and Contract Regulations	Self-explanatory. Any review will need to be undertaken working with the Finance Officer, Head of Operations and Finance Advisory Group.	Sections 4-6 of existing Constitution
3.7 Officer Employment Procedure Rules	(Similar sections included in Cotswolds NL and Bucks Council's constitution – more research needed.) If included, this may be related to ongoing reviews of HR policies and the staff handbook, and should be undertaken working with the Head of Operations, HR adviser and HRAG.	New text?
<u>Part 4 Codes and Protocols</u>		
4.1 Principles of Public Life	Overview of the Nolan Principles.	Section 2 "Code of Conduct"

Proposed Constitution section	Content Notes	Sources in current Constitution¹
4.2 Members' Code of Conduct	Self-explanatory.	Section 2 "Code of Conduct"
4.3 Register of Interests	Overview of Register of Interests requirements and process (not the form).	Section 2 "Code of Conduct"
4.4 Officers' Code of Conduct	Self-explanatory. This will be related to ongoing reviews of HR policies and the staff handbook, and should be undertaken working with the Head of Operations, HR adviser and HRAG. Consideration also to be given to a volunteers' code of conduct.	New text required.
<u>Appendices</u>		
I Member Allowances		Section 9 "Members Allowances"
II Contacts		New text.
III Glossary		Partly new text, part amalgamation of existing glossaries.

Item 2.2.6 Management Plan Refresh

Author: Matt Thomson, Head of Strategy & Planning

Purpose of Report: To seek approval for the scope of changes to be made to the Management Plan as part of the refresh of the Plan rolling its policy content forward to 2025-30.

Background

1. CCB's officers have been working on the first stage of the 'Orientation/Deep-Dive' Phase of the Management Plan Review (MPR), with the objective of identifying which parts of the Management Plan it would be "expedient" to amend for the 'Refresh' process.
2. This analysis focused on the general intention to avoid changing the Plan unnecessarily but to consider:
 - a) Identifying factual information (e.g. evidence and data) and references to external sources (e.g. government policy and advice, names and contact details for stakeholders, etc.) that requires updating, including suggesting replacement data or text (or the potential source for that material).
 - b) Assessing objectives, policies and actions in terms of whether they have been achieved or need updating in relation to progress.
 - c) Identifying opportunities to emphasise objectives, policies and actions that relate to the identified new priorities (nature recovery, climate adaptation, EDI), including how these might be emphasised.
 - d) Identifying opportunities to embed Defra's new Targets and Outcomes Framework into the Management Plan.
 - e) Testing the "golden thread" and internal consistency of objectives, policies and activities (including with the current Vision).
3. The outcome is presented in the form of a schedule (see annex 1). The schedule format is helpful since the final outcome of the Review exercise will also be presented in a schedule format, setting out the changes that the Board intends to make to the Plan. The schedule attached to this paper is a summary of the full schedule, which the MPR TFG have considered in detail, focusing on those parts of the Management Plan where it is considered expedient to propose significant change. The schedule must be read alongside the current Management Plan.
4. The parts of the plan not included in this schedule may still be subject to small amendments (see also below) including changes that reflect our recent rebranding (e.g. changing "AONB" to "National Landscape") and updates to statistics and references to external information (including weblinks) that are not considered to alter the meaning or interpretation of policy or actions.
5. It is emphasised that, at this stage, the objective has been to identify which parts of the Plan should be amended, and not yet to identify what the exact amendments should be, which will be the next stage of the process. We are therefore seeking the Board's approval for the principles of which parts of the Plan it is proposed to significantly amend.
6. The schedule is very much a work in progress, but at least one officer has looked at each part of the Plan and assessed its content against the criteria previously agreed.

7. In addition to these, officers have weighted their consideration with the intention of making as few changes as possible to the key parts of the Plan (i.e. the Vision, Strategic Objectives, Policies and Key Actions), but to be more flexible about changes to other text, enabling us to draw out and emphasise current and new priorities without necessarily changing the meaning of existing policy content.
8. Each component part of the Plan has now been categorised as to the nature of the amendments that it is considered it would be expedient to make. Those categories are:
 - a) NO CHANGE¹: no change other than rebranding (e.g. changing “AONB” to “National Landscape”).
 - b) MINOR change(s)¹: inconsequential changes, mostly corrections, branding and factual updates that do not change the meaning of key text, and can include some more significant changes to “non-key” text.
 - c) KEY MAJOR change(s) (RED): significant changes to key text, which may change the meaning of a policy, take it in a different direction or delete it.
 - d) NON-KEY MAJOR change(s) (PURPLE): large-scale changes to non-key text (this mostly relates to indicators and monitoring proposals, i.e. the impact of the PLTOFs).
 - e) Change(s) with UNCERTAIN impacts (AMBER): where it is unclear what the impact of a change might be, depending on what amendments need to be made.
9. The boundaries between these categories can be fuzzy as there is some margin for interpretation on what sorts of changes would be major or significant.
10. The components marked as “KEY MAJOR” changes require the most attention. Consideration might be given to whether these components should be the subject of discussion with key stakeholders (e.g. the thematic groups identified through the Chilterns National Landscape Forum).
11. The significant “NON-KEY MAJOR” elements mostly relate to chapters 3 and 11, and are largely concerned with how the PLTOFs are to be embedded into the Plan. Another area of significant change will be in the Introduction, where the impact of the rebranding and recent legislative changes will be felt most strongly. We will be working with the Comms team on new boilerplate text for use both in this section, and more widely, e.g. on our website.
12. A number of general points have also been raised by the exercise of undertaking this initial assessment. In no particular order these are:
 - a) Providing a clearer, overarching representation of the “golden thread” relationship between the statutory purpose of National Landscapes, CCB’s statutory purposes and duties, the “Headline Indicators” (and/or the PLTOFs), Strategic Objectives, Policies and Actions.
 - b) For engagement materials we need a general statement on rebranding changes: we propose to present the schedule of proposed amendments without including amendments arising only from the rebranding, and then apply the rebranding changes separately later.
 - c) Reducing the reliance on footnotes in the Plan. There are a number of mis-matched and missing footnotes in the published Plan. Many would be better presented in-line with the relevant text.

¹ As noted in paras 3-4, the schedule provided to the Board excludes elements identified as “no change” and “minor change” (coloured green and blue in the original schedule).

- d) Reduce the reliance on internal cross-references and instead include a caveat at the beginning of the Plan that it must be read as a whole (as is used e.g. in para 3 of the NPPF). Having a diagrammatic representation of the relationship between different parts of the plan, as envisaged in point (a) above, would reduce the need for cross-references.
 - e) Reframe some or all “policies” as “actions”. A central theme of both the existing and draft guidance on preparing Management Plans is to include objectives and actions to deliver those objectives, rather than policies.
 - f) Provide sources for quoted statistics, etc. more consistently.
13. **The Board’s view is especially sought on point (e).** It would appear to be advantageous to implement to be more compliant with the guidance, but doing so could result in unintended alterations to the meaning and interpretation of the Plan’s content.

Next steps

- 14. The next step in the process is for officers, working with the MPR TFG to begin to work up the wording of the key changes set out above and in annex 1, and to provide the updates to statistics, references, etc. in the other parts of the Plan.
- 15. Producing some of these amendments may benefit from careful engagement with stakeholders through the emerging thematic groups of the Chilterns National Landscape Forum.
- 16. It will be necessary for us to move quickly to a stage where we can formally consult our local authorities and other stakeholders on proposed changes, and this will need to have at least started before the next Board meeting in December, in order for us to move to approving a schedule of amendments to the Plan before the end of March.
- 17. A detailed work programme, including risk assessment, will be circulated separately from this paper in advance of the Board meeting.

Recommendations

- 1. **That the Board APPROVES the outline of areas of the Plan considered expedient to amend, as set out in Annex 1, with any further observations as agreed at the meeting.**
- 2. **That the Board AUTHORISES officers to draw up details of the proposed amendments for consultation before the end of 2024, subject to the approval of the Management Plan Review Task and Finish Group, with final sign-off by the Board Chair.**

Management Plan Refresh 2025-2030 – Schedule of elements identified for amendment

Board, 19 September 2024.

Page	Current Management Plan Text	Change	Amendment notes for the Refresh
7	1. Introduction [whole section]	NON-KEY MAJOR	Significant rewriting to reflect updates relating to changes to law and interpretation of law, as well as branding and new CCB/CNL boilerplate.
12	The Landscape Character Landscape Character Assessment (LCA) is a tool to help understand what the landscape is like today, how it has come to be like that and how it may change in the future. LCA documents identify and explain the unique combination of elements and features that make landscapes distinctive by mapping and describing character types and areas. There is no single LCA for the Chilterns AONB. A number of county and district-based LCAs cover the whole of the AONB. These have been undertaken using similar (but not identical) specifications. These give us four broad types of landscape in the Chilterns: [each illustrated with representative photographs]	NON-KEY MAJOR	Insert text relating to National Character Areas (NCAs) that was approved for inclusion in 2019, but then omitted.
17	2. The State of the Chilterns [whole section]	NON-KEY MAJOR	Major update, including branding and updates to statistics etc. Key change is the replacement of the “Headline Indicators” with the PLTOFs (some of the current headline indicators may be retained as local indicators).
24	National Park Status and Boundary Review National parks are extensive tracts of country designated because of their natural beauty and the opportunities they afford for open-air recreation ²¹ . The Chilterns meets both criteria. National Park status could help raise the Chilterns’ profile as a landscape of national (even international) significance, which the CCB is unable to do alone. General Policy 1 Explore the case for and against the Chilterns having enhanced status or being designated a National Park. [²¹ National Parks and Access to the Countryside Act, 1949, Section 5(2)]	KEY MAJOR	Suggest delete heading. Reflect current CCB position Rename as “GP1” and put policy before supporting text, to be consistent with rest of plan.
24	An application was made in 2013 to Natural England to consider adding areas of the chalk landscape that were missed from the Chilterns AONB designation. This application is still pending.	KEY MAJOR	Progress update. Reflect current CCB position

Page	Current Management Plan Text	Change	Amendment notes for the Refresh
	General Policy 2 Review the boundary of the protected area to cover the wider area of the Chilterns landscape that merits it.		Rename as “GP2” and put policy before supporting text, to be consistent with rest of plan. Note that not all Chilterns landscapes are necessarily chalk landscapes.
39	<p>[Supporting text to policy NP7]</p> <p>Best practice management is required of all important wildlife habitats. We need to test and develop new ways of sustaining the diversity within our habitats that is characteristic of the Chilterns. For example, we need glades in woodland, bare chalk in chalk grassland and flourishing ground flora at the base of our hedgerows.</p> <p>Regeneration, restoration and active management of the Chilterns’ woodland and trees is needed to preserve the wooded landscape that the AONB is renowned for.</p> <p>There are also places where less active management is required – for example, we need to leave dead wood in our woodlands to provide homes for beetles or fungi.</p> <p>We need to learn from our history of land management whilst developing new and contemporary ways of allowing nature to flourish.</p>	UNCERTAIN	Consider re-wording?
41	<p>Key actions</p> <p>[relates to chapter 5: Nature]</p> <ul style="list-style-type: none"> Develop and secure support for a ‘Chilterns Natural Environment Delivery Plan’ with ambitious five-year and 25-year targets. To include: <ul style="list-style-type: none"> a. Landowner engagement plan – including support for farmer-led initiatives and networking opportunities for land managers b. Baseline mapping – including priority habitat condition and natural capital c. Assessment of resources – especially volunteers, to inform a more coordinated approach d. Strategies for control and/or eradication of non-native pests and diseases Proposals for reintroductions of key species – including pine martin <ul style="list-style-type: none"> e. A suite of projects and site-specific enhancement proposals with landowner support – including flagship biodiversity and green infrastructure initiatives for investment from developer contributions, grant funding and other sources 	KEY MAJOR	Change / correct/ update Remove ref to pine marten.
41	<ul style="list-style-type: none"> Create an ‘Agenda for Chilterns Wildlife’; a set of shared priorities to drive increased engagement and co-ordinated action for wildlife across the Chilterns, and secure support for this agenda across sectors including health, education, research and economic development. 	KEY MAJOR	As above – delete?
41	<ul style="list-style-type: none"> Create a visitor management initiative to assess which areas are robust for recreational pressure and which are likely to be vulnerable, and to promote recommendations for future management and promotion. 	KEY MAJOR	As above – delete?

Page	Current Management Plan Text	Change	Amendment notes for the Refresh
41	<ul style="list-style-type: none"> Secure commitment to ending unsustainable abstraction from Chilterns chalk streams/chalk aquifers. 	UNCERTAIN	
41	<ul style="list-style-type: none"> Develop and deliver landscape scale conservation initiatives including the 5-year Chalk Cherries and Chairs Landscape Partnership Scheme in the central Chilterns, and Chalkscapes in the North Chilterns. 	KEY MAJOR	As above – delete?
47	HP11 Create e-learning resources concerning history and archaeology for primary and secondary school curricula.	KEY MAJOR	WM: delete.
	Following a programme of engagement with school history and geography teachers to hear their opinions on the types of resources they would like, lesson plans and activities will be made available online and artefact handling collections will be offered on loan to schools.	KEY MAJOR	WM: delete.
47	Key Actions [relates to chapter 5: Historic Environment] <ol style="list-style-type: none"> Implement the Beacons of the Past project, working closely with other bodies to: <ul style="list-style-type: none"> Learn more about Chilterns archaeology Increase data sharing Communicate the narrative of Chilterns prehistory to the public Develop heritage walks Work to remove Scheduled sites from the At Risk register Empower local groups to conduct further research and more effectively protect heritage assets 	KEY MAJOR	Key Actions 1. Maximise benefit of Chilterns Heritage & Archaeology Partnership (CHAP) initiative to further engage and enhance cultural heritage and archaeological assets across the national landscape, including supporting and feeding into targeted and bespoke projects with heritage components.
47	<ol style="list-style-type: none"> Implement the Chalk Cherries and Chairs Landscape Partnership Scheme, engaging the public in cultural heritage projects (e.g. Woodlanders, Cherry Orchards, Routes to the Past, Grim's Ditch) and traditional skills training. 	KEY MAJOR	2. Complete delivery of the heritage themes of the NLHF funded Chalk Cherries and Chairs Landscape Partnership Scheme, and legacy-building from networks created.
47	<ol style="list-style-type: none"> Make the Chilterns Historic Landscape Characterisation project data accessible online for communities, local history societies, schools and decision makers. 	KEY MAJOR	3. Produce a Heritage Research Framework for the AONB to identify key areas of focus for projects and local groups, in order to grow our understanding of the Chilterns' rich past.
47	<ol style="list-style-type: none"> Offer new history and cultural trails at Walking Festivals and integrate information on public transport links with heritage routes. 	KEY MAJOR	4. Establish an annual field school for training people from all audiences in archaeological investigation, recording, and interpretation.

Page	Current Management Plan Text	Change	Amendment notes for the Refresh
47	5. Make the Chilterns Building Design Guide available to Parish Councils.	KEY MAJOR	WM: This is a Matt issue – do we still do this? It might sit better in planning actions? (MT agrees. It's a stupid action anyway.) WM: 5: In collaboration with CCSP, develop and secure funding for Not Bourne Yesterday, a potentially NLHF funded suite of projects relating to the past, present and future of chalk stream communities in the Chilterns
50	<p>Chalk Streams: The porous chalk rock of the Chilterns Hills forms part of the most significant aquifer in the south east of England. Water levels within the aquifer supplying the internationally important Chiltern chalk streams, normally fluctuate with the changing seasons. Groundwater recharge occurs with the steady seepage of rainwater through farm and woodlands in the winter months. However, utility companies extract drinking water for millions of people – residents of the Chilterns and far beyond. The Chilterns has one of the highest levels of water use per head of population in the UK.</p> <p>In addition, the chalk streams are particularly vulnerable to impacts of new development. Not only do flows suffer, when abstraction is increased to supply the increased demand for drinking water, but also there is an increased flood risk. Rainwater runs off quickly from paved surfaces, collects pollutants from the drainage system and, with increasing numbers of extreme weather events, can lead to flash flooding and poor water quality.</p> <p>Unpredictable and extreme weather conditions, a result of climate change, also reduce the effectiveness of groundwater recharge from farm and woodland. Heavy rain fall runs quickly off valley sides and can carry silt from arable fields into the chalk streams if field margins or other measures aren't present to arrest the flow.</p> <p>Poor recharge and unsustainable abstraction combine to impact rivers and, in particular, their headwaters (winterbournes). Effectively, this means that the length of chalk stream habitat within the Chilterns is declining. Currently, the underlying groundwater and all nine chalk streams that flow through the AONB are failing to attain the Water Framework Directive (WFD) objective of Good Ecological Status (GES) or Potential (GES/P). This failure is primarily due to over-abstraction of groundwater and low flows in chalk streams.</p>	UNCERTAIN	Allen to review this section.
51	<p>Farming, forestry, utility companies all depend on the natural capital resources provided by the Chilterns. We all have a duty to protect and, where degraded, improve these resources – our soils (prone to erosion), our chalk aquifer and chalk streams (vulnerable to over-abstraction and diffuse pollution), our air (that benefits from ammonia and carbon uptake by trees and grassland) and the diverse range of plant and animal life these resources support.</p> <p>Many farmers and woodland owners do their best to protect the land they work on and look after the wildlife it supports. Many organisations and an increasing army of members of the public, volunteer to protect reserves, habitats and the countryside they enjoy.</p> <p>After leaving the European Union and, therefore, the Common Agricultural Policy (CAP), an 'agricultural transition' period in England will help farmers prepare for new trading relationships and a new</p>	UNCERTAIN	Update

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	environmental land management system. We hope this Management Plan will influence government thinking and the allocation of funds that, in future, will assist land managers and foresters protect and enhance the Chilterns landscape.		
52	LP4 Ensure landowners and land managers continue or re-introduce favourable grazing management on all areas of Chilterns chalk grassland.	KEY MAJOR	Farmers can be 'encouraged to', 'supported to', measures to make grazing more viable might be taken, but can we ensure?
54	The ongoing work of the Environment Agency's 'Restoring Sustainable Abstraction' programme, together with an abstraction licencing scheme that provides appropriate protection of the water environment, will be essential for the long-term health of the area's chalk streams. <i>See also Nature (NP4, Key Action 4), Development (DP4)</i>	UNCERTAIN	Allen to review
57	[Action 3]: Work with stakeholders and seek funding to establish a freely accessible website (E-hub) to promote good practice (including, management advice for chalk streams, woodland, sustainable farming, biosecurity measures), ³⁴ publicise training and technical innovation to local businesses; provide information to the public and promote the Chilterns AONB. [³⁴ GB Invasive Non-Native Species Strategy http://www.nonnativespecies.org/index.cfm?sectionid=55 Check Clean Dry campaign http://www.nonnativespecies.org/checkcleandry/ Forestry Commissions' 'Keep It Clean' campaign https://www.forestry.gov.uk/forestry/bee-h-a6tek3]	KEY MAJOR	Delete? Question whether this is ever going to be feasible or desirable? Argument that its best to direct people to sector expertise.
59	3. Enjoyment and Understanding The Chilterns has long been a place for leisure and recreation. Since the time of 'Metroland' (when the Metropolitan Railway arrived in the early 20th Century), good public transport has allowed Londoners to take the train out of the city and into the countryside. This ease of access to the opportunities the Chilterns offers makes it a valuable recreational resource. It is a place for physical activity and an escape from busy and pressured lives. It is a landscape ideal for walking, cycling, horse-riding and an array of outdoor activities. There is an extensive rights of way network, two National Trails and dozens of promoted routes. The Chilterns provides an accessible natural health service, with health walks and green gym activities on offer. Organised events and endurance challenges have become increasingly popular over the last few years and new initiatives have developed such as Park Runs. There has been a notable increase in road cycling over the last few years, though walking is still by far the most popular activity.	NON-KEY MAJOR	Re-write and strengthen EDI
60	EO5 Encourage greater use of the Chilterns countryside by those from surrounding urban communities who currently have little connection with the AONB.	KEY MAJOR	Strengthen EDI not just urban communities but underserved communities – EDI Ambition.
61	EP4 Expand opportunities for volunteering and lifelong learning and ensure it is better coordinated across the Chilterns.	KEY MAJOR	Strengthen EDI

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61	EP6 Broaden public engagement activity to attract new audiences and increase understanding and enjoyment of the AONB, targeting urban communities.	KEY MAJOR	Strengthen EDI
61	Many residents from towns adjoining the Chilterns do not visit the special landscape on their doorstep. Awareness of the AONB as a protected landscape is low, especially outside the AONB. Events can attract new and diverse audiences and stimulate an interest in the Chilterns.	NON-KEY MAJOR	Strengthen EDI
62	People need to be aware of the potential effects their activities can have on both sensitive habitats and on other recreational users. Although some anti-social behaviour will always occur, education can go a long way to minimising the problems. It can also stimulate an interest in the landscape around them and encourage people to take practical steps to help care for the Chilterns, from reducing water use to following the Countryside Code	KEY MAJOR	Re-write
62	EP11 Develop and secure support for a visitor management strategy for the Chilterns	KEY MAJOR	See above – support for visitor management but not a single strategy
	Increased recreational use of the Chilterns countryside must be managed in order to protect vulnerable sites. It requires a visitor management strategy which links in with the surrounding urban and growth areas. A key aim of the strategy will be to address the uneven spread of visitor pressure in the Chilterns. The first step will be to secure commitment and resource from partners to gather and commission data and research that will contribute to the development of the strategy.	KEY MAJOR	
63	Key Actions <ol style="list-style-type: none"> 1) Seek funding to develop and deliver a new large-scale Chilterns public engagement programme, with a focus on urban audiences. 	KEY MAJOR	<p>All Key Actions need completely reviewing and some new ones added- EDI focus.</p> <p>Partly achieved (CCC), focus now on north Chilterns and Landscapes connections...update and re-write. EDI FOCUS</p>
63	<ol style="list-style-type: none"> 2) Develop a visitor management initiative to provide new and improved access while protecting the most vulnerable sites. To include: <ul style="list-style-type: none"> • An assessment of carrying capacity, identifying which areas are potentially robust to recreational pressure and which are likely to be vulnerable • Identify priority sites for new greenspace and new access links, to create recreational space close to where people live • Enhanced walking and cycling routes from town centres to the countryside to encourage more non-car-based visiting to the Chilterns 	KEY MAJOR	Review and either delete or substantially amend.
63	<ol style="list-style-type: none"> 3) Expand and develop the Chilterns Walking Festival and make it sustainable once Leader funding has stopped (October 2019). 	KEY MAJOR	Delete – consider replacing

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63	4) Coordinate a review and analysis of data relating to leisure use of the Chilterns, with a view to commissioning (and getting funded) a new Chilterns Leisure Visitor Survey. This will include a survey of non-users, especially those from urban areas surrounding the Chilterns.	KEY MAJOR	Review and substantially update or delete
65	4. Social and economic wellbeing <p>The Chilterns is a living and working landscape, shaped, worked and enjoyed by people living in and around the AONB: 80,000 people live within the AONB and a further 1.6 million live within 8km. Communities and businesses within and beyond the Chilterns AONB enjoy many benefits from the landscape. From resources provided by its natural capital to cultural and recreational activities. There are tangible benefits from its natural resources such as clean water, fresh air and wood for fuel. And it is a place for relaxation, exploration and inspiration, offering a rich cultural heritage, contact with nature, a sense of place and numerous opportunities for leisure, recreation and learning. However, there is low awareness of the Chilterns AONB and its value to society is not fully realised especially to health and wellbeing. In addition, communities and businesses do not always recognise and value the importance of being in the Chilterns or the part they can play as custodians of this heritage.</p> <p>This can be changed by measuring and demonstrating the value of the Chilterns, building the brand and profile of the area, and securing support and investment for the AONB. By doing this, we can bring even greater benefits to the communities and businesses in and around the Chilterns, and more resources to help protect the Chilterns for the future.</p>	NON-KEY MAJOR	Re-write - EDI focus and general update
66	SO3 Ensure that the natural capital of the Chilterns and its contribution to society is understood and valued by all decision makers and used to lever funding.	UNCERTAIN	Update Natural Capital
68	SP8 Expand opportunities for volunteering and lifelong learning and ensure it is better coordinated across the Chilterns. <p>Provide opportunities for local people and visitors to learn about the Chilterns and to help care for its environment and heritage. Volunteering can bring multiple health benefits; it can increase people's skills and confidence, and it can decrease health inequalities and isolation. There is great potential to attract a wider range of volunteers to reflect the diversity of communities within and close to the Chilterns.</p>	KEY MAJOR	Strengthen EDI- make it more accessible
69	Key Actions 1) Develop a partnership approach to access health and outdoor activity funds.	KEY MAJOR	Review and update- EDI
69	2) Explore and access alternative sources of funding to deliver more outdoor activity programmes and benefit more people (including personal health budgets, social or green prescribing and spending commitments by Sport England to encourage physical activity).	KEY MAJOR	Review and update - EDI
69	3) Seek funding for a range of Chilterns visitor projects based on the priority themes of Food & Drink, Arts & Culture, History & Heritage.	KEY MAJOR	Delete – much has been achieved.

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69	4) Support and promote a rolling programme of Chilterns Festivals throughout the year, including the Walking Festival, Food & Drink Festival, Heritage Festival.	KEY MAJOR	Review and update
71	<p>5. Development</p> <p>Areas of Outstanding Natural Beauty are outstanding landscapes whose distinctive character and natural beauty are so precious that it is in the nation's interest to safeguard them. Special planning controls apply in the AONB. The planning system protects AONBs in order to conserve and enhance their natural beauty. In this chapter, we set out policies for development in the Chilterns AONB to help look after it for current and future generations and ensure that anything that is built genuinely enhances the AONB.</p> <p>In the AONB the planning priorities are conservation and enhancement of landscape and scenic beauty, and the conservation of wildlife and cultural heritage (see the National Planning Policy Framework³⁵, paragraph 172). Whilst nationally there is a need for development, there is also a need to protect the most special places, the finest and most beautiful parts of the countryside. This is particularly true for the Chilterns, an irreplaceable green lung for London and the south east.</p> <p>The Chilterns AONB is split across thirteen local authorities³⁶ which have the responsibility for housing allocations and development decisions through planning policy and development management functions. Local authorities have a legal duty to have regard to conserving and enhancing the natural beauty of the AONB³⁷. They also have the power to take all such action as appears to them expedient to accomplish this³⁸. Conservation Boards are well placed to work with local planning authorities in an advisory role, we bring understanding of local landscape character, sensitivities and capacity for accommodating change.</p> <p>We comment as consultees on all emerging plans and major planning applications and we prepare guidance for householders, architects and developers. We bring together those who make plans and determine planning applications in the Chilterns to encourage cross-boundary thinking and cooperation over the AONB.</p> <p>[³⁵ www.gov.uk/government/publications/national-planning-policy-framework—2]</p> <p>[³⁶ www.gov.uk/find-local-council]</p> <p>[³⁷ Section 85 of Countryside and Rights of Way Act 2000]</p> <p>[³⁸ Section 84 of Countryside and Rights of Way Act 2000 www.legislation.gov.uk/ukpga/2000/37/section/84]</p>	NON-KEY MAJOR	<p>Updates. Branding.</p> <p>Delete first sentence.</p> <p>Review with particular reference to NPPF changes and s.245 of the LUR Act 2023.</p>
71	<p>This AONB Management Plan is not part of the statutory development plan, but it may be a material consideration in planning application decisions³⁹ and planning weight can be appropriately attached. This AONB Management Plan should be considered when developing local plans and neighbourhood plans within or affecting the Chilterns AONB. It provides evidence on the characteristics of the Chilterns and objectives for development in the Chilterns.</p> <p>It is the only plan for the whole AONB. It should be read along with government policy for the AONB set out in the National Planning Policy Framework, and policies in local authority development plans and communities' neighbourhood plans.</p>	NON-KEY MAJOR	<p>Updates. Branding.</p> <p>Review with particular reference to NPPF changes and s.245 of the LUR Act 2023.</p>

Page	Current Management Plan Text	Change	Amendment notes for the Refresh
	[³⁹ National Planning Practice Guidance section on Natural Environment www.gov.uk/guidance/natural-environment]		
73	<p>Key Issues</p> <p>Pressure for development: The Chilterns is a highly desirable area in which to live, within easy commuting distance of London. Research shows a four-fold increase in the number of new homes granted planning permission each year in the Chilterns AONB⁴¹. Local authorities face pressures when preparing their local plans and some, with a shortage of alternatives, are proposing significant housing allocations in the AONB. Government policy confirms that the presence of AONBs can restrict development in order to help achieve sustainable development⁴² and that “the scale and extent of development within these designated areas should be limited”⁴³.</p> <p>[⁴¹ Independent Review of Housing in England’s AONBs (2017) shows the number of homes permitted in the Chilterns AONB rose from an average of 82 per year before 2012, to over 386 per year during 2015–17 (the 386 figure is an under-count because the 2015–17 figures exclude smaller sites of less than 10 units).]</p> <p>[⁴² National Planning Policy Framework para 11 and footnote 6 make it clear that the requirement for local plans to meet objectively assessed needs does not apply in AONBs]</p> <p>[⁴³ National Planning Policy Framework para 172.]</p> <ul style="list-style-type: none"> • 	NON-KEY MAJOR	Updates (esp. re NPPF). Branding. Rewording.
73	<p>Small-scale changes: Small piecemeal changes to land and buildings can harm the natural beauty of the Chilterns AONB. Examples include pony paddocks, garden extensions, newly landscaped grounds, the spread of fencing, replacement windows, new external lighting, private leisure buildings, trampolines and children’s play equipment. Electric gates, high fencing and CCTV over public rights of way make the area feel more exclusive, and people feel excluded. They change the distinctiveness, heritage and character of the landscape, and leave less space for nature. The Board has prepared advice in the Chilterns Buildings Design Guide⁴⁴ and supplementary technical notes to help householders and landowners to make well-informed choices so that changes are appropriate to the special qualities of the Chilterns AONB. The advice covers all aspects of building renovation, extensions, appropriate materials, outbuildings, boundary treatments etc. Our series of Chilterns Landowners’ Guides⁴⁵ include information on appropriate native species for new hedgerow and tree planting in the Chilterns, and advice for horse owners.</p> <p>[⁴⁴ www.chilternsaonb.org/conservation-board/planning-development/buildings-design-guidance]</p> <p>[⁴⁵ www.chilternsaonb.org/about-chilterns/farmingland-use/guidance-for-landowners]</p> <p>[⁴⁶ www.chilternsaonb.org/conservation-board/planning-development/position-statements]</p>	NON-KEY MAJOR	Updates (esp. re NPPF). Branding. Rewording.
73	<p>Permitted Development: AONBs have traditionally been excluded from permitted development, but in recent years these rights have been widened, reducing councils’ ability to control and secure appropriate forms of development. However, where permitted development rights threaten harm to the AONB, local planning authorities can invoke powers to remove them using Article 4 Directions.</p>	NON-KEY MAJOR	Branding

Page	Current Management Plan Text	Change	Amendment notes for the Refresh
74	<p>DP1 Ensure planning decisions take full account of the importance of conserving and enhancing the AONB and the great weight given to its protection in the NPPF.</p> <p>The purpose of designating an area of countryside as AONB is to conserve and enhance its natural beauty. That is the single and only purpose in law. An AONB must be treated differently from the wider countryside; it has the highest status of protection for its landscape and scenic beauty, equal to National Parks. Government policy is that great weight⁴⁴ should be given to conserving and enhancing landscape and scenic beauty in AONBs. The conservation of wildlife and cultural heritage are also important in AONBs. This requirement applies to all sizes of planning proposal, large and small.</p> <p>The term 'natural beauty' covers a wide range of elements, including landform and geology, plants and animals, landscape features, and the rich history of human settlement over the ages⁴⁵. Put together these elements make the area distinctive. How the landscape looks is therefore only part of what must be considered in order to conserve and enhance natural beauty. Planners must assess impacts on natural beauty which are both direct, like loss of habitat for construction or a proposed new building of unsympathetic design, and indirect, like a new development affecting traffic levels, air quality, chalk streams and tranquillity in the AONB.</p> <p>[Footnotes 44 & 45: not included in published pla73n, and not related to footnotes 44 & 45 on p.73.]</p>	UNCERTAIN	<p>Branding</p> <p>Footnotes issue</p> <p>Consider re-wording policy to more accurately reflect purposes & s.85 duty.</p> <p>Re-word supporting text to avoid repetition/conflict with reference to purposes and natural beauty elsewhere in the Plan.</p>
75	<p>DP3 Refuse planning permission for major development in the AONB unless there are exceptional circumstances and where there is a clear demonstration it is in the public interest.</p> <p>Government policy requires that planning applications for major developments in AONBs should be refused "other than in exceptional circumstances, and where it can be demonstrated that the development is in the public interest"⁴⁷.</p> <p>Planning law establishes quantitative size thresholds to distinguish between major and minor development, but the NPPF explicitly states that these thresholds should not be used to identify major development in National Parks and AONBs. Here a more qualitative assessment is needed⁴⁸. Whether a proposal is major development in an AONB is a matter for the decision maker, normally the local planning authority or in the case of appeals, a planning inspector. Developments below the size of the usual thresholds for major development could constitute major development in the AONB, for example a single large house in a prominent location on the Chilterns escarpment. The protocol for when to consult to Board (see box on page 72) may be a useful indication of types of development more likely to major.</p> <p>In deciding whether a proposal constitutes major development in the AONB, the Board recommends that decision makers consider whether the proposal, by reason of its nature, scale and setting, has the potential to have a significant adverse impact on the purpose of conserving and enhancing natural beauty, and on the special qualities of the Chilterns AONB (see introduction pages 7, 10 and 11). The potential for adverse impact will include the consideration of both the impact of cumulative development and the individual characteristics of each proposal and its context.</p> <p>If a proposal is major, the decision maker will need to assess against the considerations in the NPPF para 172. Major housing schemes are unlikely to be acceptable because the need could be met outside the Chilterns AONB, elsewhere in the housing market area. Similarly for large economic development, energy and other major proposals. If it is considered that exceptional circumstances exist and</p>	UNCERTAIN	<p>Branding</p> <p>Consider rewording supporting text to be more punchy.</p> <p>Update NPPF references.</p>

Page	Current Management Plan Text	Change	Amendment notes for the Refresh
	<p>development would be in the public interest, all opportunities to conserve and enhance the special qualities should be sought, by following policies DP1 to DP15.</p> <p>[⁴⁷ National Planning Policy Framework para 172. Deciding whether a proposal is ‘major development’ is a matter for the decision maker, taking into account its nature, scale and setting, and whether it could have a significant adverse impact on the purpose of conserving and enhancing the natural beauty of the AONB.]</p> <p>[⁴⁸ See box in this Plan’s Introduction ‘What is natural beauty?’]</p>		
76-77	<p>DP4 In the setting of the AONB, take full account of whether proposals harm the AONB. For example, development of land visible in panoramic views from the Chilterns escarpment, or which generates traffic in or travelling across the AONB, or which increases water abstraction from the chalk aquifer, thereby reducing flow in chalk streams.</p> <p>A development outside the AONB boundary can cause harm to the AONB, even if it is some distance away. The local authority’s legal duty towards the AONB⁴⁹ applies when a proposal affects land in the AONB, regardless of where that effect originates (inside or outside the AONB). We have produced special advice in a Position Statement on Development Affecting the Setting of the Chilterns AONB⁵⁰. The setting of the AONB is not a geographic zone that can be mapped, nor does it cover a set distance from the AONB boundary. Tall structures like chimneys that break the skyline or large growth proposals even far away can have an impact on the AONB, and so fall within the setting. Adverse impacts are not only visual, a noisy development may impact adversely on the tranquillity of the AONB even if not visible from the AONB. We consider that the setting of the Chilterns AONB is the area within which development and land management proposals (by virtue of their nature, size, scale, siting, materials or design) may have an impact, either positive or negative, on the natural beauty and special qualities of the area.</p> <p>Outside the AONB, the Chilterns is surrounded by large settlements, many of which are planned to expand. For example, Aylesbury has been designated a Garden Town and will grow by at least another 13,500 homes. Growth is also being planned for Luton, Princes Risborough, High Wycombe, Hemel Hempstead and Chinnor, to name just a few. Some of these expansion plans include land within the AONB and many include land in its setting. The vast scale of the nearby Oxford to Cambridge growth corridor will change the strategic geography of the region, making it even more important that the Chilterns is protected to play its role in the health and wellbeing of that future population.</p> <p>The Chilterns chalk aquifer serves as the major source for drinking water for the AONB and wider sub-region. Over-abstracting this resource has contributed to chronic low flows in Chilterns chalk streams⁵¹. Drying up is shortening their functioning length, for example one Chilterns chalk stream, the River Ver, no longer flows at all in the AONB. Current levels of abstraction are unsustainable and need to be reduced to restore chalk stream ecology, chalk stream natural function, and the value of chalk streams to landscape character. Development in the setting of the AONB and the future growth arc will require construction of new strategic water resources (e.g. reservoirs, water transfers and desalination plants) elsewhere in the south east of England, to avoid further serious harm to chalk streams and to help restore flows.</p> <p>[⁴⁹ in Section 85 of the CRoW Act.]</p>	KEY MAJOR	<p>Branding</p> <p>Updates</p> <p>Rationale for and detail of policy & supporting text could be reduced in view of new setting policy in the NPPF.</p> <p>“For example” currently in policy doesn’t really belong there.</p> <p>Reframe final para on aquifer/chalk streams to explain that this is one of the ways in which development in the setting can affect the NL (and note s.38 of the 1968 Act). Para currently reads like a policy itself. <u>Should it be?</u> Check with Allen.</p>

Page	Current Management Plan Text	Change	Amendment notes for the Refresh
	<p>[⁵⁰ www.chilternsaonb.org/conservation-board/planning-development/position-statements]</p> <p>[⁵¹ See also Nature (Policy NP4) and Land, Woodland & Water (LP13, LP21, Key Action 5)]</p>		
77	<p>DP6 Support sustainable farming and forestry, nature conservation and facilities for visitors appropriate to the special qualities of the AONB.</p> <p>Planning policies and decisions should encourage the Chilterns' role as a haven for wildlife, a place to experience history and enjoy the outdoors. Types of developments most likely to benefit from the AONB, and in return bring benefits to the AONB, are those that are most compatible with conserving and enhancing its character and supporting public appreciation. These include sustainable farming and forestry, tourism businesses (e.g. accommodation, food and drink, visitor attractions, health and adventure challenges), tourismrelated businesses (e.g. retail, arts and crafts, diversified farm businesses), industry reliant on resources unique to the Chilterns (e.g. Chilterns brickworks), countryside trades and rural skills (e.g. woodcrafts, flint working), businesses which directly benefit the environment (e.g. nature conservation and vernacular building repair) or that showcase its beauty and history (e.g. the Chilterns as a film location).</p> <p>Conversely, developments most likely to be disadvantaged from an AONB location include those with no particular reason to be in the area, especially those offering little or no benefit to conserving and enhancing the character of the AONB. These tend to detract from public appreciation and blur the distinction between the AONB and outside. These include large new greenfield housing estates, large industrial activities, distribution and haulage, waste processing, and businesses with extensive built footprints that develop and grow rapidly.</p>	UNCERTAIN	<p>Branding.</p> <p>Updates.</p> <p>Reduce repetition with other DP policies, esp. DP12 (merge these?)</p>
80	<p>DP10 Make sure that all development that is permitted in the AONB or affecting its setting delivers a net gain for the Chilterns by</p> <p>a. on-site improvements for biodiversity, landscape, the rights of way network, AONB visitor facilities, and/or</p> <p>b. financial contributions, secured through s106⁵⁵, CIL⁵⁶, or offsetting schemes, towards wider green infrastructure projects that enhance the AONB by meeting the aims of this AONB Management Plan.</p> <p>The introduction of the Community Infrastructure Levy and use of biodiversity accounting provide a way for developments to fund green infrastructure and biodiversity projects. Using these mechanisms, individual developments can contribute to conservation and restoration projects, and help offset the incremental increases each bring like traffic, recreation pressure, path erosion, and habitat reduction and severance. Avoiding harm, reducing harm and compensating for it is likely to play an increasing role. Delivering on-site enhancements should come first before off-site contributions are considered. The government is moving to an environmental net gain principle for development, with mandatory biodiversity net gain in the short term, and longer-term plans for environmental net gain. The CCB recommends environmental net gain in nationally protected landscapes should include funding projects that connect people to the natural environment, maintain and expand the rights of way network, and restore and enhance natural beauty of the AONB.</p>	KEY MAJOR	<p>Branding</p> <p>Updates, esp wrt NPPF & legislation. BNG.</p> <p>Reduce if possible.</p>

Page	Current Management Plan Text	Change	Amendment notes for the Refresh
	<p>All development in and affecting the AONB should contribute through on-site conservation and enhancement of the AONB, and/or (depending on its scale and impacts) contribute financially to projects which assist with delivering AONB Management Plan aims. For example, largescale housing and growth proposed near the AONB will mean extra near neighbours of the Chilterns. This investment could repair and connect habitats, strengthen the AONB's capacity for accommodating additional visitors without damage, create new walking and cycling green infrastructure links into the AONB, and provide suitable alternatives to visiting the Special Areas of Conservation.</p> <p>We will work with partners to develop a menu of green infrastructure AONB projects to be funded by development (see section 11, Implementation).</p> <p>[⁵⁵ Section 106 agreements are legal agreements between a planning authority and a developer, or undertakings offered unilaterally by a developer, that ensure that certain extra works related to a development are undertaken (under section 106 of the 1990 Town & Country Planning Act).</p> <p>[⁵⁶ The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support development.]</p>		
81	<p>DP12 Support sympathetic proposals that enhance the Chilterns as a place to visit, live, explore and enjoy. Protect existing visitor and community facilities, such as rural pubs, public transport, B&Bs, youth hostels, village shops and cafes. Support sensitively designed new visitor facilities.</p> <p>Small-scale, carefully-sited and well-designed proposals that provide or enhance community facilities are likely to be welcome. Proposals that involve active travel into and across the Chilterns by walking, cycling, horse riding, bus and train, rather than private car are the most compatible with AONB designation purposes.</p> <p>Existing facilities, such a rural pubs, shops, public transport and community buildings, should be protected from loss or change of use. They are important assets and once lost are hard to replace.</p>	UNCERTAIN	Branding. Updates. Consider merging with DP6.
82	<p>DP14 Avoid new or upgraded infrastructure (roads, railways, airports, pylons, masts etc.) which harm the AONB landscape, nature, air quality, tranquillity or the visitor experience. Fully assess impacts on the AONB, including increased recreation pressure, traffic, overflying and severance of ecological connectivity in the AONB. Avoid, mitigate and compensate to achieve a net gain for the AONB.</p> <p>In recent years, growing traffic volumes, speeding and rat running through the AONB have brought more noise, motion, air pollution into the AONB. Wildlife-rich verges and ancient sunken lanes are being eroded and damaged by vehicles passing one another. Our most highly protected natural habitats in the Chilterns, the three Special Areas of Conservation, are all sensitive to air pollution and are all exceeding critical loads, which may lead to a loss of rare species. There are also safety risks for those wanting to enjoy the Chilterns on foot, bicycle and horseback.</p> <p>Unsympathetic, over-engineered road schemes and excessive street lighting can further harm the AONB. We have produced design advice on sympathetic management of Chilterns Highways in guidance produced with the County Councils⁵⁹.</p> <p>Railways offer sustainable travel options to the Chilterns but also involve noise and, in the case of rail electrification, visual intrusion to beautiful landscapes. A whole new railway, HS2, will be constructed</p>	UNCERTAIN	<p>Branding</p> <p>Updates</p> <p>Overlap with DP2?</p> <p>Reframe mitigation hierarchy references (so that they are explicitly a sequential approach.)</p> <p>Reference to BNG.</p>

Page	Current Management Plan Text	Change	Amendment notes for the Refresh
	<p>through the Chilterns AONB at its widest point, bringing severance and major permanent impacts on the landscape. On its own, this is enough change for the Chilterns to accommodate for a century. However, other pressures continue, like airport expansion at Heathrow and Luton which could result in more aircraft over-flying the AONB and harm its tranquillity. The effects on the Chilterns AONB must be assessed in full and cumulatively with other projects early in the decision-making process.</p> <p>Harm to nationally designated landscapes is not something that can be offset, it is not possible to create a landscape of this unique natural beauty elsewhere as a substitute. The mitigation hierarchy in environmental policy and best practice prioritises 1) the avoidance of harm; before 2) identifying all possible mitigation; and only then deals with 3) compensatory measures in relation to residual impacts. Compensation is a last resort. Large national projects like HS2 are triggering a requirement for major investment in landscape to compensate (in some way) for harm.</p>		
83	<p>2. Apply the CRow Act 2000 Section 85 duty⁶¹ and refer to it when making decisions on planning proposals in or affecting the Chilterns AONB</p> <p>[⁶¹ www.legislation.gov.uk/ukpga/2000/37/section/85]</p>	KEY MAJOR	Branding (Or merge into policy DP1→action)
83	3. Apply the advice in the Chilterns Buildings Design Guide to ensure high quality sympathetic development.	KEY MAJOR	Merge into policy DP7→action
83	4. Encourage innovative mechanisms for rural affordable housing compatible with conserving and enhancing the natural beauty of the AONB.	KEY MAJOR	Branding Merge into policy DP11→action
85	<p>6. Implementation and Monitoring</p> <p>[whole section]</p>	NON-KEY MAJOR	Major re-working in light of PLTOFs etc (see Chapter 3, pp.17 et seq)

3.1.1 Finance Report

Author: Graham Hurst, Finance Officer

Summary: Finance Report

1. The financial report for Quarter One incorporates the results for the 4 months to 31 July 2024 and are appended to this report. Overall, the Board received Income of £1,568,783 and had expenditure of £798,378 resulting in an excess of income of £770,404. This excess is not “profit” but results from the timing differences from receiving income in advance of expenditure. Overall, the CCB is operating within its budget.
2. **Core year summary:**
 - Core Income and Expenditure compared to Budget for the period are appended to this report. The report which compares actual to budget adjusts for the timing differences to negate the timing effect of funding.
 - Income was £672k compared to budget of £295k. This is mainly due to receipt of £315k DEFRA funding in advance of expenditure. After adjusting for timing effects, the adjusted income is £306k and in line with expectations.
 - An analysis of how this income arose and commentary are noted in the appendix.
 - Expenditure was £289k against budget of £292k so is in line with expectations. An analysis of how this income arose and commentary are noted in the appendix.
 - The Core surplus is £16k.
3. **Projects year summary**
 - Income from projects for the four months to July was £898k and expenditure was £509k resulting in a £389k surplus arising from the timing effect of receiving income in advance of expenditure. In particular, the Chess Smarter Water Catchment Project received a total for £658k, largely funded by Thames Water

Recommendation

1. **To note the CCB financial position at 31 July 2024**

Profit and Loss

Chilterns Conservation Board

For the 4 months ended 31 July 2024

Account	Apr-Jul 2024	Core	Projects
Turnover			
Access Grant	196,035.43	196035.4	0
Advertising Income	7,791.00	7791	0
DEFRA	371,197.06	371197.1	0
Donations Received	60.00	60	0
Interest Income	25,882.00	4882	21000
Local Authority Contribution	56,166.41	28934.4	27232.01
Project Income	911,338.20	61700	849638.2
Sale of merchandise	312.94	186.82	126.12
Total Turnover	1,568,783.04	670786.7	897996.3
Gross Profit	1,568,783.04	670786.7	897996.3
Administrative Costs			
Access grant expenditure	9,482.00	9482	0
Advertising & Marketing	1,243.20	1165.2	78
Bank Fees	36.68	36.12	0.56
Board Meetings	163.80	163.8	0
Chess SWC Landowner Grar	16,675.31	0	16675.31
Cleaning	1,237.42	1237.42	0
Computer and IT Equipment	1,384.59	1384.59	0
Consulting	11,056.82	10699.9	356.92
Employers National Insurance	29,022.66	16977.17	12045.49
Event costs	6,685.25	643.46	6041.79
Finance costs	642.00	642	0
FiPL Grant Year 3 23/24	77,173.77	0	77173.77
FiPL Grant Year 4 24/25	5,966.60	0	5966.6
General Expenses	79,381.93	1125.89	78256.04
HLF Equipment and materials	901.56	0	901.56
HLF Evaluation	10,362.50	0	10362.5
HLF Full Cost Recovery	3,089.00	0	3089
HLF Irrecoverable VAT	5,512.01	0	5512.01
HLF New building work	3,423.51	0	3423.51
HLF New Staff Costs	49,044.45	15.6	49028.85
HLF Other costs	(525.00)	0	-525
HLF Other costs (activity)	8,754.08	0	8754.08
HLF Professional fees relating	54,441.58	0	54441.58
HLF Professional fees relating	80.00	0	80
HLF Publicity and promotion	83.33	0	83.33
HLF Repair and conservation	2,250.00	0	2250
HLF Training for volunteers	1,050.64	0	1050.64
HLF Travel and expenses for	31.20	0	31.2
HLF Travel for staff	393.05	0	393.05
Insurance	4,386.84	4386.84	0
IT Software and Consumable	3,670.61	2946.92	723.69
IT support and maintenance	3,232.20	2735.4	496.8
Legal Expenses	6,000.82	6000.82	0
Light, Power, Heating	1,641.66	1641.66	0
Magazine costs	13,608.00	13608	0
Medical Insurance	1,725.93	1539.15	186.78
Members Allowances	2,181.32	2181.32	0
Nature Recovery	11,061.40	0	11061.4
Office Equipment	169.37	169.37	0
Pensions Costs	52,142.43	29281.22	22861.21
Postage, Freight & Courier	94.67	22.12	72.55
Printing & Stationery	2,043.00	1037.66	1005.34
Rates and Water rates	2,741.56	2741.56	0
Recruitment	298.80	298.8	0
Rent	9,250.00	9250	0
Repairs & Maintenance	1,606.40	1606.4	0
Research and survey expendi	5,671.69	0	5671.69
Salaries	281,933.06	158271	123662
Staff expenses	237.61	23.81	213.8
Staff Training	9,376.70	5876.7	3500
Subscriptions	155.32	127	28.32
Telephone & Internet	1,966.95	1246.45	720.5
Travel Expenses	3,732.01	551.44	3180.57
Website running costs	405.89	405.89	0
Total Administrative Costs	798,378.18	289522.7	508855.5
Operating Profit	770,404.86	381264	389140.9

Chilterns Conservation Board
1 April 2024 to 31 July 2024

Version 7Aug24

	2024 / 25 Annual	Budget to July 24	Actual to July 24	Adjustments	Adjusted to July 24	
Income						
Access grant	0.00	0	196035.43	-186553.00	9482.43	Access grant received £196,035, restricted in accounts to that used
Advertising Income	7020.00	2340	7791.00	-5194.00	2597.00	Years advertising £7791 v budget £7130
DEFRA	628144.00	209381	371197.06	-123732.00	209381.00	Six months received £371,197, restricted to 4 months, Includes capital grani
Donations Received	0.00	0	60.00		60.00	
Fee Income and recharge to projects	117428.28	39143	0.00	39143.00	39143.00	To adjust quarterly / monthly going fwd
Interest Income	12408.00	4136	4882.00		4882.00	Net of est for MTG interest
Local Authority Contribution	120826.00	40275	28934.40	11340.60	40275.00	
Project Income	0.00	0	61700.00	-61700.00	0.00	Contribution to Landowner and Farming officer
Sale of merchandise	266.67	89	186.82			
Total Income	886093	295364	670786.71	-326695.40	305820.43	
Less Operating Expenses						
Access grant expenditure	0.00	0	9482.00		9482.00	
Advertising & Marketing	302.13	101	1165.20		1165.20	Branding banner £475
Bank Fees	206.00	69	36.12		36.12	
Board Meetings	1200.00	400	163.80		163.80	
Cleaning	2389.60	797	1237.42		1237.42	
Computer and IT Equipment	0.00	0	1384.59		1384.59	Possible DEFRA capital spend funding
Consulting	51640.00	17213	10699.90		10699.90	
Employers National Insurance	41977.52	13993	16977.17		16977.17	
Event costs	3650.00	1217	643.46		643.46	
Finance costs	5665.00	1888	642.00		642.00	
General Expenses	4451.00	1484	1125.89		1125.89	
Insurance	10793.58	3598	4386.84		4386.84	
IT Software and Consumables	11386.00	3795	2946.92		2946.92	
IT support and maintenance	5063.91	1688	2735.40		2735.40	
Legal expenses	10500.00	3500	6000.82		6000.82	Review of SWC contract
Light, Power, Heating	7866.00	2622	1641.66		1641.66	
Magazine costs	16749.86	5583	13608.00		13608.00	
Medical Insurance	2509.00	836	1539.15		1539.15	
Members Allowances	12638.00	4213	2181.32		2181.32	
Nature Recovery	2000.00	667	0.00		0.00	
Office Equipment	220.01	73	169.37		169.37	
Pensions Costs	80506.39	26835	29281.22		29281.22	
Postage, Freight & Courier	458.56	153	22.12		22.12	
Printing & Stationery	1545.00	515	1037.66		1037.66	
Rates and Water rates	8200.00	2733	2741.56		2741.56	
Recruitment	3500.00	1167	314.40		314.40	
Rent	18500.00	6167	9250.00		9250.00	
Repairs & Maintenance	5437.00	1812	1606.40		1606.40	
Research and survey expenditure	0.00	0	0.00		0.00	
Salaries	533617.09	177872	158271.02		158271.02	
Staff expenses	978.50	326	23.81		23.81	
Staff Training	13019.00	4340	5876.70		5876.70	
Subscriptions	7014.94	2338	127.00		127.00	
Telephone & Internet	4156.00	1385	1246.45		1246.45	
Travel Expenses	3834.00	1278	551.44		551.44	
Website running costs	4116.00	1372	405.89		405.89	
Total Operating Expenses	876090	292030	289522.70	0.00	289522.70	
Net Loss / Profit	10003	3334	381264		16297.73	

Item 3.2**Quarter 1 Delivery Report****Author:**

Andy Brock-Doyle, Head of Operations

Purpose of Report:

To update the Board on the progress of the Chilterns National Landscape team between Apr-Jun 2024 against the FY24-25 Delivery Plan

Changes in Report Format

- Whilst the Delivery Report (this paper) remains consistent with last year – reporting on overall progress, key changes in delivery status and a RAG status of each Delivery Line changes have been made to the supporting Narrative Report in line with the Executive Committee request to keep papers shorter.
- The Narrative Report which allows Board members to understand actual progress made and some of the key risks and issues we are addressing, has been reduced in length by 50% by reporting at the delivery area level (e.g. 3.3 Water) rather than reporting at the delivery line level (e.g. 3.3.6 Smarter Water Catchment – Invasive Non-Native Species)

Overall Progress

- The Delivery Plan that was approved for this year was split into 5 workstreams containing 28 delivery areas and a total of 105 delivery lines (now reduced to 104 delivery lines as one line has been subsumed into another line)
- In Q1(Apr-Jun 2024)
 - 59 delivery lines reported as progressing on track (57%)
 - 26 delivery lines reported as being slightly delayed (25%)
 - 7 delivery lines reported as being significantly delayed (7%)
 - 10 delivery lines were not due to start work in Q1 (10%)

Breakdown by Workstream

- Workstream 1 (Improve Strategic Alignment) reported 5 delivery lines on track, 5 slightly delayed and 2 significantly delayed, being:
 - 1.1.4 Protected Landscape Reform where there is uncertainty over the status of all National Landscape strategic programmes with a newly elected government
 - 1.2.1 Governance Review where there is limited capacity to convene the Governance TFG and to review the Constitution
- Workstream 2 (Increase Operational Effectiveness) reported 8 delivery lines on track, 7 slightly delayed and 4 significantly delayed, being
 - 2.1.6 Organisation Design and Development where it has taken longer than planned to go out to recruitment for agreed roles
 - 2.2.1 HR Processes and Procedures where the Head of Operations has a lack of capacity, it was decided to delay the recruitment of an HR Officer and work has focused on the development of HR policies and the Employee Handbook
 - 2.3.1 HR System where the Head of Operation has a lack of capacity and work has focused on the development of HR policies and the Employee Handbook
 - 2.4.1 Financial Management where a number of transformational changes have been put on hold due to a lack of capacity until the Senior Finance Manager is recruited

- Workstream 3 (Conserve and Enhance Natural Beauty) reported 27 delivery lines on track, 11 slightly delayed and 1 significantly delayed, being:
 - 4.1.2 Climate Adaptation where there has been a lack of capacity for the Head of Landscape to engage due to work around the Local Nature Recovery Strategies and the considerable amount of time needed to lead the Landscapes team
- Workstream 4 (Improve Understanding & Enjoyment / Social & Economic Wellbeing) reported 13 delivery lines on track and 2 slightly delayed
- Workstream 5 (Effectively Communicate) reported 6 delivery lines on track and 1 slightly delayed

Recommendation

To NOTE and offer feedback on progress made in Quarter 1 against the Delivery Plan

Status of Individual Delivery Lines

Key

Delivered (Everything against this line has been delivered with nothing else left to deliver)
On Track
In Progress (Slightly delayed / slightly limited in effectiveness)
In Progress (Significantly delayed / significantly limited in effectiveness)
Not scheduled to have started

Delivery Area / Delivery Line	Q1 (Apr – Jun)	Q2 (Jul – Sep)	Q3 (Oct – Dec)	Q4 (Jan – Mar)
Workstream 1: Improve Strategic Alignment				
1.1 Strategic Development				
1.1.1 Management Plan Review				
1.1.2 Long Term Vision				
1.1.3 Boundary Review				
1.1.4 Protected Landscape Reform				
1.2 Organisational Governance				
1.2.1 Governance Review				
1.3 Strategic Engagement / Influence				
1.3.1 Local, Regional & National Government & Agencies				
1.3.2 Protected Landscapes Network				
1.3.3 Chilterns National Landscape Forum and Strategic Partners				
1.4 Monitoring & Evaluation				
1.4.1 Management Plan Evaluation	Subsumed under 1.1.1 Management Plan Review			
1.4.2 CNL Team Evaluation Framework				
1.4.3 Defra Protected Landscape Target Outcomes Framework				
1.4.4 CNL State of the Environment Indicators				
1.5 Financial Stability				
1.5.1 Funding Strategy				
1.5.2 Fundraising Activity				
Workstream 2: Increase Operational Effectiveness				
2.1 People				
2.1.1 HR Strategy				
2.1.2 Employee Handbook				
2.1.3 Staff Engagement				
2.1.4 Working Environment				
2.1.5 IT Equipment				
2.1.6 Organisation Design and Development				
2.2 Process & Procedures				
2.2.1 HR				
2.2.2 Finance				
2.2.3 Governance				
2.2.4 Operations (inc Health & Safety)				
2.3 Systems				
2.3.1 HR System				
2.3.2 Finance System				
2.3.3 Governance System				
2.3.4 Health & Safety System				
2.4 Policies and Internal Governance				
2.4.1 HR Policies				
2.4.2 Finance Policies				
2.4.3 Governance Policies				
2.4.4 Operations Policies (inc Health & Safety)				
2.4.5 Annual Planning				
2.4.6 Financial Management				
2.4.7 Internal Monitoring and Reporting				
2.5 Information Management				
2.5.1 Contact Management				
2.5.2 Image Library				
2.5.3 Internal Information Management				

2.6 Programme & Project Management				
2.6.1 Managing Successful Programmes				
2.6.2 Programme Finances				
2.6.3 Programme Governance				
Workstream 3: Conserve and Enhance Natural Beauty				
3.1 Core Strategy Development				
3.1.1 Nature Recovery				
3.1.2 Climate Adaptation				
3.2 Farming & Landowners				
3.2.1 Strategy Development				
3.2.2 Farming Clusters				
3.2.3 HS2 Landscape and Biodiversity Connectivity				
3.2.4 FiPL				
3.2.5 CCC				
3.2.6 MTG				
3.3 Water				
3.3.1 Strategy Development				
3.3.2 SWC: Involving People				
3.3.3 SWC: Working Together				
3.3.4 SWC: Managing the Flow				
3.3.5 SWC: Water Quality				
3.3.6 SWC: Invasive Non-Native Species				
3.3.7 SWC: Wildlife Corridors				
3.3.8 CCSP				
3.3.9 CCC				
3.3.10 MTG				
3.4 Woodland				
3.4.1 Strategy Development				
3.4.2 Deer Management				
3.4.3 Treescapes				
3.5 Landscape Character				
3.5.1 Strategy Development				
3.5.2 UK Power Network				
3.5.3 HS2 Review Panel				
3.5.4 MTG				
3.6 Heritage				
3.6.1 Strategy Development				
3.6.2 CHAP				
3.6.3 Heritage Advice				
3.6.4 CCC				
3.6.5 SWC				
3.7 Citizen Science				
3.7.1 Strategy Development				
3.7.2 Tracking the Impact				
3.7.3 CCSP				
3.7.4 SWC				
3.8 Planning				
3.8.1 Planning Policy				
3.8.2 Development Management				
3.8.3 Planning Support				
3.8.4 HS2 Review Planning				
3.8.5 CCC				
4. Improve Understanding & Enjoyment / Social & Economic Wellbeing				
4.1 Strategy Development				
4.1.1 Strategy Development				
4.2 Access & EDI				
4.2.1 Defra Access Fund				
4.2.2 Walking festival				
4.2.3 Information Provision & Promotion				
4.2.4 Partnership projects				
4.2.5 CCC				
4.2.6 MTG				

4.2.7 SWC / CCSP				
4.3 Engagement				
4.3.1 Partnership Engagement				
4.3.2 Nature Calling				
4.3.3 Local Business & Partnerships Promotion				
4.3.4 CCC				
4.4 Health & Wellbeing				
4.4.1 Health & Wellbeing				
4.5 Volunteering				
4.5.1 New Shoots				
4.5.2 CCC				
4.5.3 Volunteering Network				
5. Effectively Communicate				
5.1 Communications Strategy & Ways of Working				
5.1.1 Strategy Development				
5.1.2 Ways of Working				
5.2 Communications Delivery				
5.2.1 Strategic Communication				
5.2.2 Ongoing Communications Delivery				
5.2.3 Project Communications				
5.3 Brand & Profile				
5.3.1 Brand & Profile				
5.4 Internal Communications				
5.4.1 Internal Communications				

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CCC = Chalk, Cherries and Chairs Landscape Partnership
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Workstream 1: Improve Strategic Alignment

Delivery Area	Progress in Quarter	Key Risks / Issues
1.1 Strategic Development	<ul style="list-style-type: none"> Management Plan 'Refresh' started with 'orientation' (officer assessment of plan content) and improved understanding of statutory requirements. Internal and external comms on the Refresh identified as needing attention in Q2. Slide deck for initial stakeholder engagement on Vision developed. Boundary Review subject to slight further delays due to funding and complexity of assessed area. Natural Beauty assessment complete, with desirability assessment close to completion. Consultation now expected in new year. Discussion of Burnham Beeches issue initiated with NE and Corporation of London. 	<ul style="list-style-type: none"> Issue: Uncertainty over status of all National Landscape strategic programmes with the new Government and risk of progress being derailed by new national priorities. Risk: Public and formal consultation on Boundary Review now scheduled for winter 2024/25. Potential for further work following consultation risks pushing programme back further. Risk: Potential for delay or harm to integrity of Boundary Review proposals due to legal issue with Burnham Beeches being excluded from designation.
1.2 Organisational Governance	<ul style="list-style-type: none"> Approach to creation of Chilterns National Landscape Forum and initial TORs agreed by the Board in June. Progress on Scheme of Delegation and Constitution Review limited, but Board Chair and Governance TFG have improved understanding of scale of task. Future activity revised to focus on identifying priorities for review, starting with the Scheme of Delegation. 	<ul style="list-style-type: none"> Issue: Officer capacity to convene the Chilterns National Landscape Forum and review the Constitution is limited.
1.3 Strategic Engagement / Influence	<ul style="list-style-type: none"> CEO has had productive meetings with chief officers and political leaders including at Luton and Buckinghamshire Councils, Ofwat, Defra and Natural England. Seven team members, including the CEO, attended the National Landscapes Association (NLA) Conference, and the CEO attended a national conference on the future of the countryside chaired by Julian Glover. Ongoing engagement with NLA, notably on funding / green finance and engagement of parliamentarians. Active relationships with partners / stakeholders, including starting on Chilterns National Landscape Forum and North Chilterns Partnership. 	<ul style="list-style-type: none"> None identified

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1.4 Monitoring & Evaluation	<ul style="list-style-type: none"> Government have been slow to develop and implement the PLTOF, but we have collated our baseline indicators and submitted to Defra, and are ready to continue contributing to their development, and to embed them in the refreshed Management Plan, along with updated local indicators. 	<ul style="list-style-type: none"> None identified
1.5 Financial Sustainability	<ul style="list-style-type: none"> Engaged with and supported: launch of new National Lottery Heritage Fund Landscape Connections funding programme, NLA discussions of green funding, NLA position on future funding. 'Mandate' process now actively in use to strategically manage new funding proposals. Secured funding from sources including Affinity Water and Rebel Restoration. Expressions of interest submitted for HS2 Associated Projects funding. 	<ul style="list-style-type: none"> Risk: Continued uncertainty of core grant from Defra for FY25-26 and beyond Issue: Continued pressure on capacity to prepare funding applications that will ensure we can deliver the full programme of work

Workstream 2: Increase Operational Effectiveness

Delivery Area	Progress in Quarter	Key Risks / Issues
2.1 People	<ul style="list-style-type: none"> HR implementation plan developed and agreed in May New handbook drafted by HR Advisor and initial internal review conducted Office / store clear out taken place to improve working space (full ski of old information / equipment disposed of) Capital item budget developed to spend Defra Capital Uplift budget for FY24-25 replacement laptops and new stand-up desks purchased 	<ul style="list-style-type: none"> Issue: Lack of capacity and support for the Head of Operations and need to focus on non Operations elements of role means progress in this area is slower than planned Issue: Significantly more time commitment looking at HR policies is slowing ability to address other operational areas Issue: Lack of capacity in the Senior Management Team mean that recruitment is slower than planned
2.2 Process & Procedures	<ul style="list-style-type: none"> Work to clarify and log required processes across the organisation is underway but slightly delayed Key governance processes have been documented but need aligning to changing working practices 	<ul style="list-style-type: none"> Issue: Lack of capacity and support for the Head of Operations and need to focus on non Operations elements of role means progress in this area is slower than planned Issue: Significantly more time commitment looking at HR policies is slowing ability

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		<p>to address other operational areas</p> <ul style="list-style-type: none"> Issue: Lack of capacity in SMT is leading to work not being aligned in some instances
2.3 Systems	<ul style="list-style-type: none"> 3 HR systems have been demonstrated but yet to be followed up Risk Fluent commissioned to provide CNL with support around health and Safety including development of new Health and Safety system (Risk Assessor) to improve our compliance in this area. Work to commence in August Draft Interim Operating Procedure developed to improve the way in which the approval of POs and invoices is undertaken across CNL 	<ul style="list-style-type: none"> Issue: Lack of capacity and support for the Head of Operations and need to focus on non Operations elements of role means progress in this area is slower than planned
2.4 Policies & Internal Governance	<ul style="list-style-type: none"> All required HR policies identified and plan for development agreed with HRAG Drafts of generic HR policies produced by the HR Advisor Finalised delivery plan and revised budget for FY24-25 approved and signed off by Board in May 24 Internal recharges identified ,collated and agreed with Finance Officer in transparent manner for first 	<ul style="list-style-type: none"> Issue: Lack of capacity and support for the Head of Operations and need to focus on non Operations elements of role means progress in this area is slower than planned Issue: Policies produced by HR Advisor very generic and therefore requiring more time to review than originally anticipated <p>Issue: Lack of clear financial tracking across the organisation (happening only at a high level every quarter)</p> <ul style="list-style-type: none"> Issue: Lack of capacity of the Finance Officer means that that there are delays in addressing operational finance issues and a lack of focus on improving financial ways of working Issue: Lack of capacity in the Senior Management Team mean that there is not yet effective scrutiny of progress and key risks and issues Risk: Lack of capacity means that the budget and delivery plan have not been socialised amongst staff as much as they should have meaning there is less understanding and

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		ownership of these documents than is ideal
2.5 Information Management	<ul style="list-style-type: none"> Following agreement of proposed structure (fields) for HubSpot work moving to implementing proposed fields and preparing the contact management system for import of existing data A new structure for image library has been identified which will be communicated to staff next quarter A training PowerPoint on "remaining copyright compliant online" has been prepared for staff team and training will be delivered next quarter 	<ul style="list-style-type: none"> Issue: A strategy and framework for the management of information is not in place leading to lack of certainty where specific documents are stored Issue: There continues to be a lack of clear understanding of how GDPR compliant we are as an organisation
2.6 Programme & Project Management	<ul style="list-style-type: none"> Work programmes and project budgets for FY23-24 agreed and signed off Agreement reached with partners to aim to extend Mend the Gap to 2028 Discussions ongoing with project Steering Group and National Lottery Heritage Fund re potential to use underspend (c. £25k) on Chalk, Cherries and Chairs for legacy work after Nov 2024 First year that all FY23-24 recharges identified and agreed with budget holders / agreement in place for Admin team to release income and expenditure reports monthly to all budget holders by end of 2nd week each month 	<ul style="list-style-type: none"> Issue: Lack of oversight of some project budgets / lack of consistency in ways these are managed (to be addressed following recruitment of Senior Finance Manager) Risk: As CCC comes to an end there is a risk that budgeted spend may not be invoiced in time Risk: As CCC comes to an end there is a risk that the project partnership will not be able to agree a way forward and secure funding for legacy work

Workstream 3: Conserve & Enhance Natural Beauty

Delivery Area	Progress in Quarter	Key Risks / Issues
3.1 Core Strategy Development	<ul style="list-style-type: none"> Continuing to draft Nature Recovery Plan (NRP) and work with external organisations through working group (second meeting held). Climate adaptation work has not yet commenced. 	<ul style="list-style-type: none"> Issue: Lack of capacity for Head of Landscape hinders timely development of Nature Recovery Plan
3.2 Farming & Landowners	<ul style="list-style-type: none"> Cluster case study commissioned to showcase outcomes from Central Chilterns Farmer Cluster work funded by CCC Funding secured from Affinity Water for a North Chilterns farming adviser to free up time for Nature Recovery Manager South Chilterns farmer cluster under development using FiPL funding 	<ul style="list-style-type: none"> Issue: Strategy development depends on Head of Landscape capacity Risk: Failure to recruit new North Chilterns farming adviser to free up capacity for Nature Recovery Manager

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	<ul style="list-style-type: none"> 77% of Q1 FiPL budget allocated in this quarter 	<ul style="list-style-type: none"> Risk: Not all FiPL funding will be allocated by year end
3.3 Water	<ul style="list-style-type: none"> Funding for SWC (Apr 24 – Apr 25) secured from Thames Water and transferred to CNL Thames Water funding for CCSP (2023/2024 and 2024/2025) transferred to CNL Landowner grant scheme is operational and first application window completed / funds awarded Multiple SWC milestones are underway and on track; CCSP progressing Mending the Misbourne initiative, but lack of progress with 5-yr business plan; MTG have agreed strategic focus on wetland projects in the area 	<ul style="list-style-type: none"> Risk: Progress with 5-year business plan for CCSP and engagement with future funders stalls due to lack of capacity
3.4 Woodland	<ul style="list-style-type: none"> Outline of proposed woodland strategy is now agreed with delivery plan as next step Treescapes output is being re-focused to the 'TreeHub' resource and the implications for the Nature Recovery Plan are under consideration 	<ul style="list-style-type: none"> Risk: TreeHub resource may no longer fit aspirations of CNL for Nature Recovery Plan
3.5 Landscape Character	<ul style="list-style-type: none"> Major funding opportunity for CCSP identified through HS2AP MTG has set up 2-yr contract with FWAG to manage planting for screening in area 	<ul style="list-style-type: none"> Risk: Limited engagement from UK Power Network limits opportunities for funding
3.6 Heritage	<ul style="list-style-type: none"> Flaunden event successfully delivered as well as tree-felling and public talk on Crossing Paths with History (Bledlow Cross) Expression of interest put into FiPL for Whiteleaf Cross First draft of funding strategy has been produced for review by SMT SWC milestones underway 	<ul style="list-style-type: none"> None identified
3.7 Citizen Science	<ul style="list-style-type: none"> Funding secured from Rebel Restoration for citizen science co-ordinator to take lead on Tracking the Impact Chess Citizen Science event hampered by storm tank discharges to river; 	<ul style="list-style-type: none"> Risk: Failure to recruit to Citizen science co-ordinator post to free up capacity for Nature Recovery Manager
3.8 Planning	<ul style="list-style-type: none"> Proactive engagement with stakeholders not undertaken due to capacity. Consultation responses submitted on policy, development management and HS2 matters as reported to Planning Committee. Progress on Lighting Position Statement and CCC Neighbourhood Planning Toolkit (anticipated completion of both in Q2) and work started with CCSP/SWC on River Chess planning guidance. 	<ul style="list-style-type: none"> Issue: Lack of capacity in the Planning Team continues to be an issue. Risk: Effectiveness of consultation responses always depends on decision-maker, but officers' monitoring of 'traction' is generally positive.

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Workstream 4. Improve Understanding & Enjoyment / Social & Economic Wellbeing

Delivery Area	Progress in Quarter	Key Risks / Issues
4.1 Strategy Development	<ul style="list-style-type: none"> Good progress made on some substantial EDI projects which are making an important contribution to EDI and learning across the CCB, including strategy development. Progress on our EDI vision (including contributing to the revised Management Plan) and CTOP fundraising limited due to capacity Advertising for a north Chilterns Engagement & Partnership officer based in Luton will happen shortly, an essential role providing additional capacity to take forward our EDI aspirations. 	<ul style="list-style-type: none"> Issue: Lack of core staff capacity hindering progress with significant time involved in managing major projects such as Nature Calling and Defra Access fund
4.2 Access and EDI	<ul style="list-style-type: none"> Work in this area in progress representing a significant increase in our access / EDI work with a big array of projects commissioned through CCC, MTG and the Defra Access fund – including youth engagement, diversifying citizen science and accessibility projects. Projects are achieving important outputs – engaging audiences, learning, piloting and developing new approaches, improving access and inclusion. 	<ul style="list-style-type: none"> Issue: Limited core staff capacity to support opportunities in this area
4.3 Engagement	<ul style="list-style-type: none"> Extensive stakeholder / partnership relationship building especially in north Chilterns linked to Nature Calling and EDI work generally. (Defra Access funding). Nature Calling progressing well in line with project plans. It is valuable working with other National Landscapes on a national project. We are benefitting from shared learning and training opportunities are coming up for the wider staff team. Local business engagement not a priority due to lack staff capacity, but still maintaining links through projects and partnerships – Chilterns Tourism Network event held in June. CCC exhibition opened in May at Wycombe Museum (till Feb 2025) and legacy film almost complete 	<ul style="list-style-type: none"> None identified
4.4 Health & Wellbeing	<ul style="list-style-type: none"> This work is embedded in and being delivered through our Projects and through our engagement work, such as the Chilterns Walking Festival linking in with national awareness initiatives (e.g. Mental Health Awareness Week). 	<ul style="list-style-type: none"> None identified

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4.5 Volunteering	<ul style="list-style-type: none"> Funding for New Shoots for the year was secured, recruitment undertaken and 18 young people are now involved in the programme. CCC volunteering research carried out by Community Impact Bucks is well underway, with very high response rates achieved to date. Focus groups are being carried out. Reporting to follow next quarter. Volunteering network not progressed. 	<ul style="list-style-type: none"> None identified
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Workstream 5. Effectively Communicate

Delivery Area	Progress in Quarter	Key Risks / Issues
5.1 Communications Strategy & Ways of Working	<ul style="list-style-type: none"> Four of the six one-hour audience insights interviews have taken place. The two audience types remaining are a local authority and a Partner organisation. Initial plan for restructuring comms information has been created – looking to review with comms team 	<ul style="list-style-type: none"> Issue: Cannot progress with audience personas until final interviews have taken place. Need support from senior team to be able to progress this.
5.2 Communications Delivery	<ul style="list-style-type: none"> Strategic comms support provided to team this quarter including boundary review of Nature Recovery strategy comms planning, FIPL comms, Management Plan updates. Outstanding magazine published and distributed on time. (Letter and hard copy to partners still to be sent.) Social media posts, monthly newsletters, ongoing blog schedule and website updates all delivered as per objectives. Project Support delivered by comms team includes various activities for: FiPL, New Shoots, Nature Calling, Walking Festival, CCSP (Hamble Brook video), Access 4 All as well as assisting with promotion of tenders and events. Core comms team also supporting CCC with external comms due to sabbatical of Assistant Project Manager and CCC Comms Officer leaving in May. CCC Legacy planning for website delayed, will happen Sept-Nov. MTG has had a massive increase in coverage with new PSO in post and social media gaining traction, CNL Comms Manager helping with comms plan. Photo database now over 400 professional photos for the MTG area including Chalk Grassland plants, Thames landscapes, people and animals. CCSP on track with e-newsletter, website updates and social media posts being published regularly. Annual report has been written but 	<ul style="list-style-type: none"> Issue: Fewer comms now being published on CCC due to reduced resource

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	<p>cannot yet be published as awaiting end of year accounts.</p> <ul style="list-style-type: none">CHAP has focussed on engaging with the wider public this quarter, using CNL social channels to promote the Sarrat excavation.	
5.3 Brand & Profile	Research undertaken and first drafts produced around sponsorship, advertising and merchandising offering.	<ul style="list-style-type: none">None identified
5.4 Internal Communications	Comms team meeting has taken place with brainstorming for areas of improvements along with suggested ideas for implementation. Next step is to write up proposal for discussion with EK.	<ul style="list-style-type: none">None identified

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Item 3.3 Funding Strategy Update

Author: Elaine King, CEO

Purpose of Report: To update the Board on progress with delivering the Funding Strategy.

Background

At the end of last year, the Board approved a new Strategic Funding Model and a process by which the CCB identifies, develops, and signs off proposals for new work and new funding streams, along with a framework for documenting developing and submitted funding applications.

A clear approach for assessing new work and potential funding applications is now bedding in well, with new proposals being brought to the SMT at an early stage for review and discussion. The result is greater visibility of potential funding streams and a more consistent approach to developing funding applications.

This paper provides an update on the CCB's Funding Strategy and sets out key observations on the current pipeline of externally funded projects.

Funding pipeline

The Funding Pipeline is populated and regularly updated and reviewed by the SMT. The bullet points below highlight some key observations that we believe will be of interest to the Board, focussing especially on risk.

Heritage and nature recovery

- **Affinity Water (Secured):** Affinity Water is funding a Farming and Landowner Adviser – a new full-time role for 12 months - to support the CCB's Nature Recovery Manager, Nick Marriner, in continuing to develop and deliver work with the emerging North Chilterns Farmer Cluster. The closing date was 12 September, and interviews are scheduled for w/c 23 September.
- **Rebel Restoration (Secured):** Funding from the charity Rebel Restoration (which receives its funding from Rebel Energy) is being used to employ a member of staff for 6 months from October 2024 to support continuation of the 'Tracking the Impact' citizen science monitoring programme, initially established through the Chalk, Cherries and Chairs project. Rebel Restoration has also confirmed its appetite to provide longer-term funding (an additional 12 months) should funds become available in November 2024. The role will be advertised as an 18-month post.

Risk: The senior team considers that the risks to CCB of the applications above are relatively small. The funding was sought because both the Rothschild Foundation bid to support Central Chilterns Cluster when CCC ends, and an earlier large FiPL bid to support a North Chilterns farmer cluster (which was submitted prior to our new approach) were both successful leading to additional workload for our Nature Recovery Manager, Nick Marriner. So a primary purpose for this new post is to provide staff capacity to support Nick. In the short term this may increase his workload, but in the longer term should reduce workload.

- An application for the Development Phase of the CCB's proposed project, **Not Bourne Yesterday (Secured)**: was submitted to the National Lottery Heritage Fund

(NLHF) in February. We are very pleased to report that the application was successful and the CCB has been awarded £351,083 to develop the project over an 18-month period. Unfortunately, the CCB remains ineligible full cost recovery (FCR) under current NLHF guidelines, but we have ensured that we maximise opportunities to make the funding work as best as possible for us.

We joined the NLHF and our independent advisor for a kick-off meeting on 6 September and expect to be advertising for the Development team (two people) in the next couple of weeks. The meeting included discussion of feedback from the team that assessed the application, which included the comments that it was a strong resubmission from an applicant experienced in establishing landscape partnerships, and which responded well to challenge and support. The heritage value of chalk streams and their critical condition was also noted, along with the potential role of water companies and the timeliness of the project, given greater public awareness of water quality and their relationships with water. It was also noted that the project has potential to provide learning for the benefit of future landscape projects.

- **HS2 Associated Projects (Under development):** Two Expressions of Interest were drafted earlier this year for HS2 AP funding (i) to create, connect, and improve woodland and wildlife friendly habitats across the Misbourne valley (including ecological assessments) and (ii) for river catchment planning. The HS2 AP panel subsequently requested a single, combined application, which Chiltern Chalk Streams Project Manager, Allen Beechey, is now developing to present to the HS2 Review Group in the autumn. Timescales for evaluating any applications are unclear, so this funding may take some time to secure.
- **Big Chalk (Under development):** is an ambitious partnership programme involving over 150 organisations including 12 National Landscapes (including the Chilterns), two National Parks and eight National Trails, that aims to restore a mosaic of habitats in the south of England. The project is a bold vision for nature's recovery that aims to connect and enhance the chalk and limestone landscapes of 24,867 sq. km across southern England. A recent three-day conference, attended by several of our team, marked a significant milestone in the partnership's journey. More detail can be found in a [blog](#) from the partnership's Chair, Nick Johannsen.

Ahead of the Big Chalk conference, the CCB's Head of Landscape co-presented with Bruce Winney of the National Landscapes Association at [BES Symposium 2024](#) (24/25 June) on the potential contribution of Chilterns National Landscape to 30x30, and at the same time raising visibility of the Big Chalk initiative.

Big Chalk is funded by the Protected Landscapes Partnership and Defra, and the partnership is exploring other sources of funding, including the NLHF's new Landscape Connections programme.

- **FDRI initiative - citizen science to support chalk stream management (Under development):** The [Floods and Droughts Research Infrastructure](#) team (UK CEH, BGS, Imperial, Uni Bristol) are continuing their preparatory work on the River Chess which will be the location of one of their three national observatories. Our Head of Landscape and the River Chess Association are meeting with the team in September to explore future opportunities, including potential funding. A MSc student from Imperial College has recently independently evaluated our citizen science activities on the Chess for the FDRI team.
- **Farming in Protected Landscapes (FiPL)** – as reported elsewhere, the grant funding element of the [FiPL](#) programme ends in March 2025 (while continued funding is allocated for staff to provide technical support in this area for a further 18 months).

In 2024/25 the CCB was allocated £944k. £779.5k has been approved and allocated, with a further pipeline of projects meaning that we are on track to spend the remaining budget by year end.

The Defra FiPL team has also this month invited Protected Landscapes submit requests for additional funding, using remaining underspend on the project pot. We are currently exploring opportunities to apply for this additional funding.

Equality, Inclusion and Diversity

- **Defra Access for All funding:** this programme is aimed at improving access to protected landscapes for people of all ages, abilities, and backgrounds. In the first year of the three-year programme (2022/23), the CCB distributed £227k and £54k in year 2. This financial year we will receive and distribute £261,480. To date, £105k has been allocated this financial year. There are several grant applications currently being reviewed.
- Projects funded this financial year include: producing online information and videos for eight easy-access walks; a networking event on access for all for businesses across the Chilterns, with a more in-depth accessibility workshop in November; wheelchair accessible gates at Woodoaks Farm to enable mobility vehicles to access a circular walk around the farm; and a new Boardwalk at Withymead Nature Reserve.
- More information and detail of projects funded are on our [website](#).
- An internal Defra report on Year 1 of the Access for All programme outlines results and lessons learned from the programme. The report shows that the Chilterns National Landscape was allocated the greatest amount across all protected landscapes in Years 1 and 2, in large part due to Defra's allocation criteria which take into account data on local populations and the Index of Multiple Deprivation.

Risk: The SMT consider risk to be low, as we have a clear track record of successful delivery of and reporting on the programme, having allocated funding in years 1 and 2 to a wide range of impactful projects.

- **Nature Calling:** This [project](#) brings together the 34 National Landscapes in England, local arts organisations, and community groups to find creative ways to connect and deepen people's engagement with the countryside on their doorstep. The CCB has been selected as one of six 'hubs', and we will be focussing on communities in the Luton area, including Marsh Farm, Bury Park, Farley Hill and Lewsey.
- Arts Council England is providing £532k over two years and Defra has committed £300k match funding. The project was [launched](#) nationally in early September and provided an opportunity for us to publicise the project, which includes working in partnership with [Revoluton Arts](#), who will facilitate the artistic and writing commissions and engage with the local community.
- **Risk:** the CCB is required to contribute 40 days staff time over two years and each hub is also required to contribute £20,000 cash match funding across two financial years 24/25 and 25/26. We are actively seeking match funding and have recently submitted a funding application to a local charitable trust. We are also creating staff capacity to support this work and will this month be advertising for a North Chilterns Engagement & Partnerships Officer to take forward our EDI engagement in the Luton area, including the Nature Calling project.

- **Chalkscapes:** At its meeting in March 2024, the Board heard from Professor Gurch Randhawa, Professor of Diversity in Public Health & Director of the Institute for Health Research, University of Bedfordshire, on their research report, commissioned by the Chilterns National Landscape as part of its Chalkscapes project, *Co-creating Spaces for Supporting Diverse Communities to use Greenspaces and the Countryside*.
- The research explored the barriers facing ethnic communities in accessing greenspace and the countryside and recommended that a next step be to implement a Collaborative Targeted Outreach Programme (CTOP) in Luton and High Wycombe. Limited staff capacity to develop funding applications for this work means that we are still seeking funding, though more time should be available now initial work is complete on the Nature Calling project. In the meantime, exploratory conversations have been held with Buckinghamshire Council about a CTOP in High Wycombe.
- **Landscape Connections:** Launched in July 2024, [Landscape Connections](#) is the NLHF's new 10 year, £150m grants programme, focussing on nature recovery, heritage and people in protected landscapes. We are currently exploring with the team, other protected landscapes and partners how we might collaborate on an ambitious application to the programme, and the part it might play in our overarching funding strategy. Further detail is set out in the CEO Update (item 3.4).
- **Green Finance:** Members of the team continue to explore the opportunities offered by green finance, which includes discussions with the National Landscape Association, attending workshops led by experts at Finance Earth and following up on recent discussions at the Big Chalk conference. Our Head of Landscape and Landowner & Farming Engagement Adviser are also attending a two-day knowledge exchange session in September run by the National Parks Partnerships.

Recommendation:

1. To NOTE and offer feedback on updates on delivering the Funding Strategy.

Item 3.4**CEO Update**

Author: Elaine King, CEO

Purpose of Report: To update the Board on key areas of work during the last period.

Background

This report comprises highlights from another very busy period since the last Board meeting on 20 June 2024. The Senior Management Team (SMT) continues to meet weekly to plan, monitor, and deliver work across a range of areas. As for previous reports, many of the areas of work that I am either overseeing, or contributing to, are addressed as specific items in the agenda.

During this period, these items include developing a suite of HR policies, finalising plans to utilise the Defra capital uplift, exploring new funding opportunities - especially green finance and the National Lottery Heritage Fund's (NLHF) new Landscape Connections grant programme - and collaborating with the National Landscapes Association on a number of areas, including engaging with the new government, progressing development of the government's Targets and Outcomes Framework and developing the NLA's future strategy and priorities.

Future Funding

- One of the key issues facing all protected landscapes, is uncertainty over future government funding. This financial year marks the final year of a three-year flat settlement from Defra and, now we have a new government in place, the National Landscape Association (NLA) – on our behalf – is reinvigorating discussions with Defra regarding a new funding model. We also continue to liaise directly with Defra officials and provide evidence to support the case for greater and more long-term funding.
- The NLA has recently increased their staff capacity and capability in the area of corporate finance, with a view to helping National Landscapes access new sources of funds. Following an initial discussion, in which we briefed them on our current sources of corporate finance (primarily Thames Water, Affinity Water and Rebel Restoration) one of their team is coming to the Chilterns to explore how we might generate further funds from these sources.

Diversifying income

- Inevitably, the uncertainty created by lack of a future funding model makes more urgent the need to diversify our sources of funding in the medium to long term. Key to this, is to secure funds that enable us to recharge to cover core overheads. During this period, considerable time has therefore been spent by the team exploring and applying for funding for various areas of our work, in many cases in collaboration with partners, and with some success. More details can be found in the Funding Update.
- A specific area to note is the implications of the [Water \(Special Measures\) Bill](#), introduced into Parliament on 4 September 2024 to address concerns about underinvestment by water companies in infrastructure, levels of pollution, and failures to address illegal spills of sewage. The Bill includes strengthening the power of Ofwat and the Environment Agency, ensuring monitoring of every sewage outlet and putting failing water companies under special measures. The bill is part of the government's commitment to transform the water sector, and separate measures are planned to address pollution from road run-off and agriculture.
- With nine chalk streams in the Chilterns and all affected by the threats that the Bill intends to tackle, we will be exploring opportunities to secure funding to continue and scale up our

[existing](#) work to monitor the threats, such as sewage and chemical pollution, exemplified by the [Smarter Water Catchment](#) project on the River Chess.

- At the same time, increasing focus is being paid to new opportunities to fund nature-based solutions in river catchments, for example through private finance, with various markets developing around regulatory frameworks, for example nutrient neutrality, water quality and Biodiversity Net Gain. The team is currently discussing this with a number of people and organisations, and includes attending workshops, including a very informative session by Finance Earth on Nature Based Solutions for Water, held in early September for all Protected Landscapes. Our Head of Landscape is also attending a two-day workshop on 16/17 September.
- I am encouraged by our fundraising successes to date but must point out that the often-short-term nature of funding perpetuates challenges including being unable to offer permanent roles, making posts more difficult to fill. It can also be difficult to secure full cost recovery (FCR). For example, the National Lottery Heritage Fund confirmed that they continue to take the view that we are not eligible for FCR, and this remains the case for their new, 10-year, £150m Landscape Connections programme, launched on 22 July. We will continue to discuss FCR with NLHF.
- The NLHF's new Landscape Connections initiative is, nevertheless a gamechanger for protected landscapes. The programme focuses on nature recovery, heritage and people in protected landscapes. We were very pleased to be invited to help the NLHF with the launch. In their [press release](#) they wanted to showcase a successful project that they have previously funded. A film crew, including a drone pilot, visited us for the day and took footage over the Central Chilterns area and interviewed our colleague, Harriet Bennett, and Andrew Stubbings, one of the 18 farmers in the hugely successful Central Chilterns Farmer Cluster, established as part of the NLHF funded project, Chalk, Cherries and Chairs. Andrew conducted a number of media interviews explaining the benefits of the funding to him and the other farmers in the cluster, including a very informative [Farmers Weekly podcast](#), which also heard from Julian Glover, a NLHF trustee and lead author of the [Landscapes Review](#). We are now exploring next steps with the team and partners, with a view to applying to the fund.
- **Defra's Access for All programme** continues to be another gamechanger in the Chilterns National Landscape. Having distributed £280,973 in years 1 and 2, our allocation for this year is £261,480. We have already awarded around £100k to a whole host of projects, helped in large part through our Head of Engagement and Partnerships' well-established networks and great work by our communications team to publicise the programme. Many of the grants awarded directly support and advance our ambitions to be an exemplar for inclusion – for example funding access audits to ensure that more people, regardless of their abilities, age, or background, can experience and benefit from the Chilterns.
- We are also using some of the grant to produce eight Easy Access walks with supporting accessibility information and videos aimed at 'Access for All' or 'Access for Many' audiences, to replace old-style leaflets and web content. Initial work will include undertaking accessibility audits of the routes, producing a video and transcript for each walk and setting out actions required to make the route more accessible. More information on the grant programme [here](#).

Recruitment

- We are currently recruiting for two posts. An **Engagement and Partnerships Officer**, North Chilterns (closing date 7 October) is an exciting new role aimed at developing more inclusive access to the countryside in the North Chilterns. In addition, we will sadly be saying goodbye

to Sarah Hebbes, our **Project Support Officer for the Mend the Gap programme**, and so are recruiting to replace her (closing date 23 September).

- All current vacancies are posted on our [website](#) and social media platforms. We would be grateful if Board members can share details with their networks.
- The application window for the **Landowner and Farmer Engagement Advisor** closed on 12 September and interviews will be held w/c 23 September.
- We interviewed for a **Senior Finance Manager** in early September. Working to the Head of Operations and liaising with our Finance Officer this new, core-funded post will lead on financial management including budget-setting, forecasting and financial planning.
- We will shortly be advertising for a part time **Planning Officer** to support our exceptionally busy planning team, and a full-time 18-month **Citizen Science Coordinator** to support continuation of the 'Tracking the Impact' Citizen Science monitoring programme established as part of the Chalk, Cherries and Chairs project.

Flagship Projects

- We are delivering a number of projects that are reported on elsewhere, but one collaboration that is set to have a significant impact is the flagship [Nature Calling Arts in the Landscape](#) - a £2 million groundbreaking national initiative funded by Defra and Arts Council England. We are one of six National Landscape hubs involved in this national programme. The project was officially launched on 10 September. More [here](#) and in Funding Update (item 3.3).
- The Mend the Gap programme, a joint venture with the North Wessex Downs National Landscape, continues to make good progress in delivering enhancement and community projects to help heal the scars caused by the electrification of the Great Western Railway mainline. The project's timeline has been extended to 2028 to enable full delivery of the larger enhancement projects. More on the programme [here](#).
- The hugely successful Chalk, Cherries and Chairs project, funded by the NLHF, comes to an end in November. The partnership is currently organising various celebratory events, including one on 25 September at Bucks New University (a project partner) to which all Board members have been invited. Plans are also being drawn up to support continuation of the relationships and key initiatives developed as part of the project, such as Tracking the Impact and New Shoots. Latest news from the project team is [here](#).
- One key aim of the Chalk, Cherries and Chairs project is to engage a wider diversity of people with the landscape and the project has recently carried out some valuable work with underserved young people aged 14-18 in High Wycombe. Workshops, involving a total of 60 young people across nine sessions, were held with youth groups who have currently had minimal interaction with greenspaces or conservation to help understand their awareness of nature and heritage and their motivations to take part in nature and heritage activities.
- The Chalk, Cherries and Chairs team also issued a contract to research how we can best diversify citizen science and ensure that more people from a wider range of backgrounds, abilities and ages can volunteer and help us collect vital information across our activities. Researchers have collated data and information from the staff team and key partners. A community workshop was held on 24 July to explore citizen science with community groups and local residents, and the results will be available soon.

Collaborating with other National Landscapes

- In recent months, the National Landscape Association (NLA) has expanded its staff team, largely with additional funding from Defra, and is in a better position to support and drive work with the network of National Landscapes. We are currently working with the NLA on a range of areas including Nature Recovery, Planning, Defra's Targets and Outcomes Framework for Protected Landscapes, and inclusion and diversity.
- The Protected Landscapes [Targets and Outcomes Framework \(PLTOF\)](#) was published by the government in January 2024 and establishes 10 ambitious targets for National Parks and National Landscapes. Recognising the crucial role these nationally important landscapes play in achieving positive changes for nature, climate, people and place, the PLTOF builds on new legislation in the Levelling Up and Regeneration Act (LURA) that strengthens how relevant authorities must further the purposes of Protected Landscapes and help develop and implement management plans. The targets are for the 'place' and will be delivered by a range of partners through our statutory management plans.
- We are currently liaising with the NLA, Defra and Natural England over apportioning specific targets in the Chilterns. This work must be complete by July 2025 but will be completed as far as possible to ensure inclusion of some detail in the Chilterns AONB Management Plan by its completion date of March 2025.
- More information on the PLTOF can be found on the [project hub](#). Slides from recent workshops can also be provided to Board members on request.
- Collaboration with other National Landscapes included several staff members attending the NLA's annual conference in July, hosted by the Shropshire National Landscape, and the Big Chalk conference in September, in part made possible through increasing further the training and development budget following the Defra uplift. Members of the staff team also hosted a site visit for around 20 delegates to showcase our river restoration and partnership work on the Hamble Brook and the River Chess.

Boundary Review

- The team - largely Neil Jackson and Matt Thomson - continues to support Natural England with its project to explore an extension to the Chilterns AONB boundary. The Natural Beauty Assessment has been revised to include areas requested by stakeholders at the November workshops. Natural England is currently considering its consultants' (LUC) final 'Desirability to Designate' assessment of the candidate areas as potential new boundaries will be based on this assessment.
- As the timetable has slipped, we are now expecting the formal and public consultation to take place this winter and possibly not before January 2025. There is also uncertainty over the approach the new government will take to protected landscapes and our boundary review but, in the meantime, we continue as planned. More information, including an FAQ updated in July 2024, is on our website [here](#).

Risk management

- The SMT keeps a close eye on, and mitigates where possible, issues that present potential risk to the organisation. These largely focus on finance and personnel.
- A considerable amount of time was spent earlier in the year securing allocated funds from Thames Water for both the Chilterns Chalk Streams Project (CCSP) and the River Chess Smarter Water Catchment pilot (SWC). All funds have now been received.
- Inevitably, we continue to watch the situation closely, especially with the [announcement](#) on 7th August that Ofwat plans to fine Thames Water £104m (9% of turnover) for severe mismanagement of wastewater treatment works, including the operation of storm overflows,

resulting in unpermitted sewage discharges into the environment. I attended a briefing by Ofwat's CEO, David Black, on 6 August regarding its investigation, at which he set out the rationale for the penalties and potential next steps, which include a public consultation on the plans to fine Thames Water and two other water companies (Northumbria Water and Yorkshire Water). David had earlier visited us on 17 June with colleagues to learn more about the challenges and opportunities in protecting the Chilterns' chalk streams and how we engage and work with our local communities.

External Engagement

This period has involved a range of meetings with partners and other stakeholders including the following:

- Site visit on River Chess and Hamble Brook with Ofwat's CEO, Head of Stakeholder Engagement and RAPID lead (17 June)
- Defra/Natural England Protected Landscapes Targets and Outcomes Framework data workshops (24 June, 8 and 22 August)
- Chalk, Cherries and Chairs project Steering Group meeting (25 June and 5 August)
- Opening ceremony for Wendover Arm Trust – we used Defra Access for All funding to contribute to an upgrade of the towpath (28 June)
- Meeting to explore joint working on improving accessibility to greenspace and health outcomes with Luton Council officers (1 July)
- Mend the Gap Steering Group meeting at Withymead Nature Reserve (11 July)
- National Landscape Association meeting to explore green finance and diversifying income (22 July)
- Team walk and visit to the Chilterns' One Climate Centre (14 August)
- Chiltern Society judging panel for their Volunteer Awards 2024 (21 August)
- First site visit and information gathering by Health & Safety consultants, Risk Fluent (23 Aug)
- Induction session for new Board members (3 September)
- Luton Council's Active Environments sub-group meeting (4 September)
- Not Bourne Yesterday project kick-off meeting with NLHF (6 September)
- Walk and lunch with the CCB and Chiltern Society Chairs, Deputy Chairs and CEOs
- Bi-annual meeting with SE Regional Director and Rural Surveyor for the SE at the CLA (11 September)
- Annual fundraising event 'Angel's Den' hosted by the Clare Foundation for charities and voluntary groups in Buckinghamshire (11 September)
- Natural England Boundary Review Management Advisory Group meetings (monthly)

Recommendation:

- 1. To NOTE and provide feedback on the update**