



**UNCONFIRMED MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON WEDNESDAY 18 MAY 2011, IN THE LODGE, 90 STATION ROAD, CHINNOR, OXON OX39 4HA, COMMENCING AT 10.30 AM AND CONCLUDING AT 12.50 PM.**

**Present:**

Dr Heather Barrett-Mold	Board Member
Mike Fox	Board Member
Cllr John Griffin	Board Member
Kevin Mayne	Board Member
Cllr Marion Mustoe	Board Member
Cllr Richard Pushman	Board Member
Steve Rodrick	CCB Chief Officer
Chris Smith	CCB Finance Officer
Cllr Bill Storey	Board Member
Mike Woods	Buckinghamshire County Council

**In Attendance:**

Maureen Keyworth	BCC and Clerk to the Board
Deirdre Hansen	Clerk to the Board wef 1 <sup>st</sup> June 2011

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Jeremy Ryman.

**2. DECLARATIONS OF INTEREST**

**Item 13 Chief Officer's Report**

Kevin Mayne declared a personal interest with regard to the Cycleway because he is employed by CTC.

**3. MINUTES**

The minutes of the meeting held on 2 March 2011 were agreed as a correct record, subject to the following amendment:

**Item 12 Review of Members Allowances**

Second paragraph, third line delete 'mileage' and insert 'travel'

**4. MATTERS ARISING**

None.

**5. PUBLIC QUESTION TIME**

No members of the public were present.

## **6. FINANCE REPORT**

1. Members received the report of the Finance Officer the purpose of which was to advise the Committee of the Board's likely financial position at the end of the financial year 2010/11.
2. The following was noted:
  - There was a surplus for the year of £21,570 which was £20,000 more than projected. Funds would be moved into restricted and earmarked reserves.
  - The surplus on the Historic Environment related to receipt of the contribution from Buckinghamshire County Council which was credited in a different year to the expenditure of the Board. This related to work grant aided by BCC which could not be paid for until it was completed. The surplus relating to Getting Close to Nature was part of the Walk and Ride Project where the Board was working with event operators with regard to a share of the gate income for activities.
  - The Red Kite project expenditure is currently more than income because of the need to top up the stocks of merchandise. This project is fed from restricted reserves and cannot be used for anything else.
3. Members congratulated the staff on achieving such positive results.

**The Executive Committee NOTED the likely financial outcome and NOTED that the formal accounts will be presented to the Board in June**

## **7. REPORT OF INTERNAL AUDITOR (2010-2011)**

1. Members received the report of the Finance Officer, the purpose of which was to present the findings from the internal audit annual review.
2. The auditors had checked the financial records and were satisfied with the contents. There were six minor recommendations which have already been, or are in the process of being dealt with and these were set out in the report.

## **RESOLVED**

**The Committee NOTED and AGREED the recommendations of the internal auditor.**

## **8. MEDIUM TERM FINANCIAL PLAN (2011-2015)**

1. Members received the report of the Chief Officer and Finance Officer, the purpose of which was to present an update to the Plan presented to the Board in January 2011 and to seek guidance on the use of the Budget Equalisation Reserve for unplanned expenditure.
2. Since the January 2011 meeting a number of changes have occurred which have largely removed the forecast deficit for 2011-2012 and these are as follows:
  - The planned under-spend in 2010/11 was greater than anticipated;
  - Local Authority final grants were higher than forecast;
  - The rate of reduction in Local Authority grants was not as great as forecast.
3. The Chief Officer suggested that an agreed percentage of the general reserve could be used for unplanned expenditure which could not be accommodated from the annual operating budget, such as the HS2 campaign, the Commons Project, match funding for HLF bids, and to top up the Sustainable Development Fund. It was

suggested a ceiling of 20% for use of reserves should be put in place. Members agreed on the need to keep the SDF going but at a sustainable level.

4. A member asked whether land purchase could be included in unplanned expenditure. and The Chief Officer suggested that it would be appropriate for the Board to debate the issue as it had not arisen before.
5. Members discussed whether to set up a separate reserve to deal with unplanned expenditure and it was agreed that a Development Reserve should be created.
6. Members also discussed whether the four year targets for income generation should be lowered. On balance it was felt they should be retained but a decision would be made on annual basis on whether to retain a link with a salary reward scheme.

#### **RESOLVED:**

##### **The Committee**

1. **NOTED the updated position and NOTED that half yearly updates to the medium term plan (2011-2015) will be presented to the Board**
2. **AGREED to use funding from the General Reserves and Budget Equalisation Reserve to create a Development Reserve**
9. **PROPOSED FINANCIAL MEMORANDUM OF AGREEMENT WITH LOCAL AUTHORITIES FOR 2012-2015**
  1. Members received the report of the Chief Officer which sought views on whether the Board should propose to all 13 Local Authorities that a Memorandum of Agreement covering their financial contribution should be put in place for the period 2012-15. The Chief Officer stated that whilst this would not be a legal document it was a positive move as an expression of good intent by the Local Authorities.
  2. It was suggested that a three year term for the MoA could be put in place but with the Comprehensive Spending Review next year and Local Council elections in 2012 it may be that the term should be reduced to two years.
  3. In discussion, members agreed that a blanket document may not achieve the best results. It may be that a formal agreement would be the best way forward for some local authorities but not for all. Accordingly the Chief Officer was instructed to make individual approaches to the local authorities.

#### **RESOLVED:**

##### **The Committee AGREED**

**That the Board be asked to agree a Memorandum of Agreement with those local authorities that require one;**

#### **10. PROPOSED CHANGE OF CLERKING SERVICES TO THE BOARD**

1. Members received the report of the Chief Officer notifying the Committee that a new clerk to the Board has been appointed with effect from 1 June 2011.

##### **The Committee**

**NOTED that Deirdre Hansen will take up the position of Clerk to the Board with effect from 1 June 2011;**

**Formally thanked Maureen Keyworth for her excellent work and dedication as Clerk to the Board.**

#### **11. REPORT ON PROPOSED CARING FOR THE CHILTERN'S FUND**

1. Members received the report of the Chief Officer and Activities and Learning Officer, the purpose of which was to seek guidance from the Executive Committee on the proposal and whether to develop it for presentation to the full Board.
2. Members agreed that it was an appropriate time to look at such a fund particularly with regard to promoting the work of the CCB with the public, who may like to identify with the work of the Board. It was also suggested that the possibility of accepting legacies should not be excluded.
3. It was thought the best means of promoting the Fund would be to highlight the purposes to which it would be put. The Sustainable Development Fund could also be included under the umbrella of 'Caring for the Chilterns' Fund.

#### **RESOLVED**

**The Committee AGREED that this proposal should be developed further for consideration by the full Board.**

#### **12. REPORT ON HS2 - PUBLIC CONSULTATION RESPONSE**

1. Members received the report of the Chief Officer, the purpose of which was to inform the Committee of current HS2 related activity and to seek agreement to the basis of the Board's formal response to the HS2 consultation.
2. The Chief Officer stated the Board's submission has been sent to the Transport Select Committee and also circulated to Board Members and other interested groups. He was unsure whether the Board would be called to give evidence and whether if they were invited, they should attend.
3. The Terms of Reference for the Select Committee are robust, but the inquiry will centre around the business case only, which did not take account of the environmental aspects. The Committee's report will be published prior to the announcement of the outcome of the public consultation.
4. It was noted that the Treasury has set up a Major Projects Authority, because it considered there was not enough scrutiny of prominent projects, such as the NHS reorganisation. It may be that HS2 will also be included. The MP Cheryl Gillan has been alerted to this and Officers from the Board will be meeting with her to discuss this further.
5. The consultation exhibitions were now under way but many of those manning the events did not appear to be well informed or were unwilling to answer some of the questions. There was concern that much of the information presented lacked balance and essential information. For instance, it was noted that the Landscape Panel had not shown that the Chilterns was an AONB.
6. The impact of the spoil was discussed and it was noted that the transporting the material would involve several hundred thousand lorry movements on local roads. It was not clear where the material would be taken to.
7. In discussion the following was noted:

- Only four MPs are directly affected in the Chilterns and concern was expressed that there may not be enough support if Parliament was to vote on this issue. It was hoped that those living in the area would encourage their friends and relatives in other parts of the country to write to their MPs expressing concern regarding HS2 and the fact that it will affect everyone. In this connection, it was noted that a £54m subsidy will be required from each constituency to fund HS2.
- The public consultation deadline was 29 July and the draft response from the Board would be sent out earlier so that the information can inform those wishing to respond independently.
- Lawyers commissioned by local groups are working on challenging the legality of the consultation. Freedom of Information requests have also not been dealt with adequately and this will also be challenged.
- Government policies on carbon emissions and bio diversity will need to be examined. HS2 appears to be inconsistent with commitments and policies on both.

## The Committee

### 1. NOTED the activity of the Board

### 2. ENDORSED the basis of the formal response to the HS2 consultation

### 3. NOTED that a written submission has been made to the Transport Select Committee

## 13. CHIEF OFFICER'S REPORT

1. The Chief Officer commented on the announcement by the DCLG relating to the 'burden of legislation', which will include examination of environmental legislation. Concern was expressed because of the inclusion of the wording: 'and any other legislation we may want to change' and the Board will lobby government with regard to acts such as the CRoW Act because it believes it is a backward step..
2. In discussion the following was noted:
  - **Wycombe Community Sports Stadium.** A member stated that with so much opposition, it was difficult to see it going to application stage.
  - **LEADER Programme.** The programme ends in 2013.
  - **Cycleway.** A member informed the Committee that there is now a fund called the Sustainable Transport Fund of £540 million for which the Local Authorities could bid. on issues relating to congestion, carbon emissions and health and social inclusion. Only local authorities can bid but government has included National Parks in this provided local authorities bid on their behalf. The member suggested the Board may wish to put in an expression of interest for a Chilterns bid linked to promotion of the Chiltern Cycleway and linked routes. Expressions of interest needed to be submitted by the end of June, with a firm proposal by the end of November. If the Board was successful it could benefit from hosting the project, by having a cycling development officer based at the CCB offices. Matched funding can be provided through volunteers. The CTC will take a contribution for helping to manage the Development Officer and provide training in areas such as cycle skills.
  - **Web Site Development.** Work on the web site is ongoing and the numbers of those visiting the site is growing. This work forms part of the income generation plan for the Board. The site will be managed in house with each member of staff taking responsibility for their own area.

## 14. ANY OTHER BUSINESS

None.

**15. DATE OF NEXT AND FUTURE MEETINGS**

The next meeting of the Executive Committee will be held on Tuesday 13th September 2011  
***(Please note change of date).***

Dates of future meetings:

7 December 2011

**CHAIRMAN**