

Berkshire Local Transport Body – Meeting held on Thursday, 14th March, 2013 at Easthampstead Park Conference Centre

Present:-	Member	Authority
	Councillor Baker	Wokingham Borough Council
	Councillor Brunel-Walker	Bracknell Forest Council
	Councillor T Simpson	West Berkshire Council (Deputising for Councillor Chopping)
	Councillor Hill	The Royal Borough of Windsor and Maidenhead
	Councillor Munawar	Slough Borough Council
	Councillor Page	Reading Borough Council
	Ian Frost	Thames Valley Berkshire LEP
	Robert Lynch	Thames Valley Berkshire LEP
	Philip von Heydebreck	Thames Valley Berkshire LEP
	Observer	
	Tim Smith	Thames Valley Berkshire LEP
Apologies for Absence:-	Councillor Chopping	West Berkshire Council
	Steve Capel-Davies	Thames Valley Berkshire LEP
	Melvyn Hale	Thames Valley Berkshire LEP
	Kathy Matthews	Thames Valley Berkshire LEP

PART 1

1. Election of Chair

Resolved – That Councillor Page be elected Chair of the Berkshire Local Transport Body (BLTB) for the ensuing municipal year.

2. Election of Deputy Chair

Resolved – That Steve Capel-Davies be elected Deputy Chair of the BLTB for the ensuing municipal year.

3. Adoption of Founding Document & Report on Feedback from the DfT

Ruth Bagley advised that the BLTB Founding Document had been forwarded to the DfT. Specific feedback on the Document was still awaited, however, the DfT had given generic feedback on the Founding Document centred around three themes:

1. Funding of the activities of the Board

Ruth Bagley advised that the basic administrative costs of servicing the BLTB would be picked up by Slough Borough Council. However there would be a cost element associated with the necessary independent

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analysis and evaluation of schemes. It was anticipated that neighbouring authorities could be used to assist in this process in a reciprocal arrangement and it was noted that this could include authorities in Surrey and Buckinghamshire. BLTB members agreed that if there was a cash cost in pursuing the independent evaluation the cost would be shared equally amongst the BLTB Board members.

2. A clear evidence based prioritisation methodology needed to be developed. Ruth Bagley advised that this prioritisation methodology would be developed through the BSTF and would then be reported formally to the next meeting of the BLTB. Members of the BLTB noted that their next proposed meeting was to be on the 18th July 2013 and that the prioritised schemes needed to be submitted to the DfT by 23rd July. There was some concern expressed that this was a tight timescale and would not provide sufficient time for the BLTB to finalise the prioritisation of schemes. Ruth Bagley advised that there were two scheduled meetings of the BLTF and officer group before the next formal meeting of the BLTB on 18th July. It was agreed that following the first scheduled officer meeting an additional BSTF meeting would be called if it was felt necessary to give further consideration to the prioritisation of schemes (possibly in June or early July.)

3. Value for money and proportionality in Scheme Assessment

There was a requirement to determine value for money and for proportionality in scheme assessment. The DfT was providing guidance and training on these matters.

Members noted that if further specific feedback was received from the DfT on the Founding Document this would be submitted to the meeting of the BLTB on 18th July 2013.

To date five Local Authorities had formally approved their membership of the BLTB and had adopted the founding document.

The BLTB noted that within its proposed structure and operating principles no quorum for meetings had been identified. It was agreed that the quorum for BLTB meetings would be two local authority members and/or their deputies and two Thames Valley Berkshire LEP members.

Resolved –

- (a) That the Berkshire Local Transport Body's Assurance Framework be as set out in the report be adopted subject to the inclusion of a quorum for the BLTB being identified as two local authority members or their deputies and two LEP members.
- (b) That the generic feedback from the DfT be noted.

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4. BLTB Forward Plan March 2013 - March 2014

Ruth Bagley advised that a forward plan was being developed for BLTB meetings in addition to the BLTB Forward Plan so that members would be able to see the flow of business between the various groups. The Forward Plan would be kept up to date on a rolling basis.

5. Date of Next Meeting - 18th July 2013

Members agreed that future meetings of the BLTB would be held in Slough.

6. Any Other Business

None identified.

Chair

(Note: The Meeting opened at 4.00 pm and closed at 4.25 pm)