

You are requested to attend the **ANNUAL GENERAL MEETING** of the **AUTHORITY** to be held at **MYDDELTON HOUSE** on:

THURSDAY, 6 JULY 2017 AT 14:00

at which the following business will be transacted:

A G E N D A

Part I

- 1 To note the membership of the Authority:

Constituent Council	Member
Essex County Council	Mike Garnett Valerie Metcalfe Maggie McEwen Simon Walsh
Hertfordshire County Council	David Andrews Derrick Ashley Frances Button Vacancy
Broxbourne Borough Council	Ken Ayling Gordon Nicholson
East Hertfordshire District Council	Linda Haysey John Wyllie
Epping Forest District Council	Mary Sartin Syd Stavrou
London Borough of Barnet	Ross Houston
London Borough of Bromley	Stephen Carr
London Borough of Camden	Heather Johnson
London Borough of Enfield	Christine Hamilton
London Borough of Hackney	Christopher Kennedy
London Borough of Haringey	Peray Ahmet
London Borough of Harrow	Paul Osborn
London Borough of Islington	Claudia Webbe
Royal Borough of Kensington & Chelsea	Tim Coleridge
London Borough of Lewisham	Alan Smith
London Borough of Newham	Zuber Gulamussen
London Borough of Redbridge	Gwyneth Deakins
London Borough of Tower Hamlets	Denise Jones
London Borough of Waltham Forest	Simon Miller

Co-opted Members:

Environment Agency
Canal & River Trust

Debbie Jones
Jon Guest

2 To receive apologies for absence

3 DECLARATION OF INTERESTS

Members are asked to consider whether or not they have disclosable pecuniary, other pecuniary or non-pecuniary interests in any item on this agenda. Other pecuniary and non-pecuniary interests are a matter of judgement for each Member. (Declarations may also be made during the meeting if necessary.)

4 (a) APPOINTMENT OF CHAIRMAN OF THE AUTHORITY

The Lee Valley Regional Park Act 1966, Section 9(1) provides that "The Authority shall at their annual meeting in each year appoint one of their number to be chairman and the chairman shall unless he resigns his office or ceases to be a Member of the Authority continue in office until his successor is appointed."

(b) APPOINTMENT OF VICE-CHAIRMAN OF THE AUTHORITY

The Lee Valley Regional Park Act 1966, Section 9(1) provides that "The Authority may at each annual meeting appoint one of their number to be vice-chairman and the vice-chairman shall unless he resigns his office or ceases to be a Member of the Authority continue in office until immediately after the election of the chairman at the next annual meeting."

5 To approve the Minutes of the meeting held on 27 April 2017 (copy herewith)

6 GOVERNANCE STRUCTURE - PROPOSED COMMITTEES, Paper A/4243/17
PANEL AND GROUPS FOR 2017/18 –
APPOINTMENT OF MEMBERSHIP AND CHAIRMEN

Presented by Beryl Foster, Director of Corporate Services

7 APPOINTMENTS TO OUTSIDE BODIES FOR 2017/18 Paper A/4244/17

Presented by Beryl Foster, Director of Corporate Services

8 CALENDAR OF MEETINGS 2017/18 Paper A/4245/17

Presented by Beryl Foster, Director of Corporate Services

9 WORK PROGRAMME UPDATE

Presentation by Shaun Dawson, Chief Executive

10 NEXT MEETING OF THE AUTHORITY

To note that the next meeting of the Authority will be held on Thursday, 19 October 2017 at 2.00pm at Myddelton House, Bulls Cross, Enfield, Middlesex, EN2 9HG.

11 URGENT BUSINESS

Such other business as in the opinion of the Chairman of the meeting is of sufficient urgency by reason of special circumstances to warrant consideration.

12 EXEMPT ITEMS

Consider passing a resolution based on the principles of Section 100A(4) of the Local Government Act 1972, excluding the public and press from the meeting for the items of business listed on Part II of the Agenda, on the grounds that they involve the likely disclosure of exempt information as defined in those sections of Part 1 of Schedule 12A of the Act as are listed on the Agenda. (There are no items currently listed for consideration in Part II.)

28 June 2017

Shaun Dawson
Chief Executive

LEE VALLEY REGIONAL PARK AUTHORITY

**AUTHORITY MEETING
27 APRIL 2017**

Members Present: Paul Osborn (Chairman) Christopher Kennedy
David Andrews Derek Levy (Deputy for Christine Hamilton)
Derrick Ashley Gerry Lyons
John Bevan Valerie Metcalfe
Stephen Carr Gordon Nicholson
Malcolm Cowan Mary Sartin
Gwyneth Deakins Alan Searing
Zuber Gulamussen Syd Stavrou
Ross Houston Mari Stevenson (Deputy for Linda Haysey)
Heather Johnson Simon Walsh
Denise Jones Lyn White

Apologies Received From: Nick Draper, Christine Hamilton, Linda Haysey, John Knapman,
Graham McAndrew, Sarah McDermott, Maggie McEwen, Alan Smith,
Simon Walsh

Officers Present: Shaun Dawson - Chief Executive
Beryl Foster - Director of Corporate Services
Simon Sheldon - Director of Finance & Resources
Stephen Wilkinson - Head of Planning & Strategic Partnerships
Stephen Roberts - Head of Property
Dan Buck - Head of Sports & Leisure
Cath Patrick - Senior Conservation Officer
Paul Roper - Volunteers Engagement Manager
Nick Powell - Property Surveyor
Sandra Bertschin - Committee & Members' Services Manager
Lindsey Johnson - Committee Services Officer
Karen Edwards - Marketing Manager (Lee Valley Leisure Trust Ltd)
(CE presentation only)

Part I

31 DECLARATIONS OF INTEREST

Name	Agenda Item No.	Nature of Interest	
Mary Sartin	9	Local ward councillor	<i>Non-pecuniary</i>

31 MINUTES OF LAST MEETING

THAT the minutes of the meetings held on 19 January 2017 and 26 January 2017 be approved and signed.

32 PUBLIC SPEAKING

No requests from the public to speak or present petitions had been received for this meeting.

33 REVIEW OF 2013-2017

The Chief Executive gave a presentation on a review of 2013-2017.

The Chairman congratulated all staff on achievements over the past 4 years.

34 BIODIVERSITY

The Senior Conservation Officer gave a presentation on biodiversity.

In response to questions from Members it was advised that:

- invasive species were monitored across the Park and Rangers were proactive in dealing with them;
- to date biodiversity activities had not been stopped due to vandalism.

35 VOLUNTEERING

The Volunteers Engagement Manager gave a presentation on volunteering.

The Chairman and Members commended the work of volunteers and the contribution they made to the Regional Park. The Vice-Chairman remarked that the monetary value analysis of the volunteering contribution should be reviewed to provide a realistic value.

36 FINANCIAL REGULATIONS WAIVERS 2016/17

Paper A/4239/17

The report was introduced by the Director of Finance & Resources.

(1) the report was noted.

37 WRITE-OFF OF IRRECOVERABLE ARREARS 2016/17

Paper A/4241/17

The report was introduced by the Director of Finance & Resources.

(1) the report was noted.

38 PROPOSED ADOPTION OF DRAFT CYCLING STRATEGY

Paper A/4240/17

The report was introduced by the Head of Planning & Strategic Partnerships including that the strategy was a high level document which demonstrated the Authority's commitment to promote cycling within the Regional Park.

Members welcomed the draft Cycling Strategy and commented:

- funding should be made available to allow work to commence as soon as possible on delivering some of the short-to-medium-term action plan measures;
- the food & beverage offer could be improved to attract more cyclists;
- the need for a family-friendly focus;
- whilst supporting the strategy a Member was concerned about references to the Canal & River Trust's Quietways project and potential for the Park's cycle paths to become fast race tracks instead of quiet family cycle rides and the possible loss of hedgerows;
- importance of considerate sharing of pathways by all users;

- that the expert resources of the 2 mini-Holland boroughs within the Authority's membership should be called upon to assist in delivery of the strategy;
- that attendance by the Canal & River Trust at meetings would be welcomed.

The Chairman remarked that concerns expressed would be considered during implementation of the strategy.

(1) adoption of the draft Cycling Strategy was approved.

Syd Stavrou left the meeting during the above discussion.

39 PROPOSAL TO DISPOSE OF PART OF ST PAUL'S FIELD SITE, NAZEING Paper A/4242/17

The report was introduced by the Director of Corporate Services.

Member comments included:

- there were a number of land areas which were not open to the public due to contamination and therefore the proposed disposal was a good compromise to enable public access to the remainder of the site;
- the need to consider biodiversity values of restricted access land areas;
- that an overage clause should be included in the sale contract.

The Chairman commented that the Land & Property Working Group was considering a number of the Authority's land areas in accordance with the Land & Property Strategy and that a series of sites for potential acquisition to achieve priority objectives had also been identified.

- (1) to declare the site shown hatched red on Appendix A to Paper A/4242/17 as no longer required for Park purposes and surplus to Authority requirements; and**
- (2) to market the site for disposal on the open market was approved.**

40 AUTHORITY MEMBERSHIP

Following their decision not to stand for re-election in the 2017 County elections, the Chairman thanked Alan Searing, Malcolm Cowan and John Knapman for their service to the Authority and presented those present at the meeting with membership certificates and photographic mementoes.


Malcolm Cowan thanked Members and wished the Authority every success in the future.

Chairman

Date

The meeting started at 2.00pm and ended at 3.25pm.

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 <p>LEE VALLEY REGIONAL PARK AUTHORITY</p> <p>ANNUAL AUTHORITY MEETING</p> <p>6 JULY 2017 AT 14:00</p>	<p>Agenda Item No:</p> <p style="text-align: center;">6</p> <p>Report No:</p> <p style="text-align: center;">A/4243/17</p>
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**GOVERNANCE STRUCTURE –
PROPOSED COMMITTEES, PANEL AND GROUPS
FOR 2017/18
- APPOINTMENT OF MEMBERSHIP AND CHAIRMEN**

Presented by the Director of Corporate Services

SUMMARY

This report outlines the previously adopted Governance Structure of the Authority which flows from the Lee Valley Regional Park Act 1966. The report also proposes changes to the previous Committee structure in relation to the Authority’s planning responsibilities as defined by s14 of the 1966 Act, the establishment of a new task and finish group (Leisure Services Contract Review Working Group) and seeks decisions on appointments to the following Committees, Panel and Groups and the appointment of a Chairman and Vice Chairman for each:

- Executive Committee;
- Audit Committee;
- Scrutiny Committee;
- Park Development Framework Panel;
- Ice Centre Project Working Group;
- Land & Property Review Working Group;
- 50th Anniversary Working Group;
- Levy Strategy Working Group.

RECOMMENDATIONS

- Members Approve:
- (1) that the previously formed Lower Lee Valley and Upper Lee Valley Regeneration & Planning Committees be replaced by a single Planning Committee;
 - (2) that a Leisure Services Contract Review Working Group be established as outlined in paragraphs 14 to 16 of this report;
 - (3) subject to (1) and (2) above membership of Committees, Panel and Groups for 2017/18 as agreed at the meeting; and

- Members Note: (4) any appointments unfilled at this meeting will be agreed through Group Leaders and reported to the next Authority meeting or Executive Committee.

BACKGROUND

- 1 The Authority is created by its own Act of Parliament, the Lee Valley Regional Park Act 1966 (the 1966 Act) and is able to appoint committees by virtue of the Schedule to the 1966 Act. The previously adopted committee structure was revised in July 2009 (Paper A/4071/09) and it was agreed at the Annual Meeting in July 2010 that this committee structure be retained until after the 2012 London Games and a further review of the committee structure should take place at the annual meeting of the Authority in 2013. This was considered as part of the Review of Standing Orders and Governance report (Paper A/4172/13) and it was agreed that the existing committee structure be retained. Following establishment of the Lee Valley Leisure Trust Limited (the Trust) on 1 April 2015 Members further considered the committee structure at the annual meeting of the Authority in 2015 and agreed that this committee structure be retained. The proposal in this report is that broadly the previous committee structure is retained with consideration to be given to the following proposed changes. Members are reminded that all Members may attend, but not vote at, any committee or working group of which they are not members and, with the agreement of the Chairman, may participate in the discussion.

FULFILLMENT OF PLANNING RESPONSIBILITIES AS DEFINED IN SECTION 14 OF THE LEE VALLEY REGIONAL PARK ACT 1966

- 2 Planning applications referred to this Authority are submitted under the consultative arrangements of Section 14 (4-7) of the 1966 Act. The 1966 Act requires a local planning authority to consult with the Authority on any planning application for development, whether within the designated area of the Park or not, which might affect any part of the Park. The 1966 Act enables the Authority to make representations to the local planning authority which they shall take into account when determining the planning application.
- 3 The Upper Lee Valley and Lower Lee Valley Regeneration & Planning Committees have been in place in the committee structure since 2008 following a Review of Governance.
- 4 The split of geographical areas for planning responsibilities was partly introduced in recognition of the potential regeneration of the Lower Lee Valley through the London 2012 Games and its legacy and partly due to the volume of planning committee matters at that time. Prior to this the Authority had a single Planning Committee. It is now over 4 years since the London 2012 Games, the Authority's legacy venues are fully operational and day to day management of the Authority's major sporting venues has been transferred to the Trust, so there is no longer a strategic need for a split of geographical areas for planning related matters associated with the London 2012 Games.
- 5 The business considered by each of the regeneration and planning committees is reducing and meetings are being cancelled due to lack of business:

Lower Lee Valley Regeneration & Planning Committee

Year	Meetings Held	Meetings Cancelled	Number of planning applications considered
2017 (to date)	1	2	1
2016	2	3	9
2015	4	1	15
2014	3	2	18
2013	5	0	21
2012	6	0	21

Upper Lee Valley Regeneration & Planning Committee

Year	Meetings Held	Meetings Cancelled	Number of planning applications considered
2017 (to date)	3	0	7
2016	5	0	15
2015	5	0	13
2014	3	1	10
2013	3	2	7
2012	5	0	15

- 6 It is therefore proposed not to reform the Lower Lee Valley and Upper Lee Valley Regeneration & Planning Committees and to replace them with a single Regeneration and Planning Committee.
- 7 Proposed Terms of Reference for the Regeneration and Planning Committee:
- Consideration of all planning matters referred to the Committee relating to s14 of the Lee Valley Regional Park Act 1966
 - Comment and make representations on planning applications and proposed policies of the riparian boroughs, regional agencies and national government that will impact the Regional Park
 - Approval of policies and proposals from officers on planning matters for submission to full Authority
 - Endorsement of planning matters dealt with by way of delegation to officers in accordance with approved policy
- 8 Meeting frequency to be 6 weekly (to be subject to review) with a membership of 10. The location of the meeting can be varied and take place either in the north of the Regional Park at Myddelton House or in the south of the Regional Park and depending on the committee business arising.

TASK AND FINISH PANEL/GROUPS

- 9 The Authority's Task and Finish Panel/Groups were set up to ensure Member involvement with and input into major projects and/or strategic review at an early stage. They are not decision making.
- 10 Members on the Panel and Groups are not responsible for directly progressing or delivering the project, which is officers' responsibility, but rather for contributing to the project's development and enabling a more in depth engagement with the project.
- 11 The Panel and Groups for 2016/17 were:

- Park Development Framework Panel;
Contaminated Land Working Group;
Ice Centre Project Working Group;
Land & Property Review Working Group;
Levy Strategy Working Group;
50th Anniversary Working Group.
- 12 The proposal for 2017/18 is as follows:
- Ice Centre Working Group;
Land and Property Review Working Group;
Levy Strategy Working Group;
Park Development Framework Panel;
50th Anniversary Working Group (the work of this group will finish at the end of the anniversary year).
- 13 The work of the former Contaminated Land Working Group is complete and the Strategy and Contaminated Land Policy Statement is in place. It is proposed that any new matters arising can be picked up by the Land and Property Review Working Group.
- 14 Members are asked to consider setting up a Leisure Services Contract Review Working Group. This will be an important group requiring Member input into the review and re-commissioning process ahead of the formal procurement process. The Working Group would initially consider and input into the officer work leading up to the joint (Authority and Trust) 3 year review of the Leisure Services Contract which commenced on 1 April 2017. This is a requirement under the Contract and the formal review will take place on or after 1 October 2017. The Working Group would then be required to work together with the officer group to consider the re-commissioning of the Leisure Services Contract which expires on 31 March 2020. For Members this work would commence in September 2017 and continue until the formal procurement process begins in 2018.
- 15 Proposed Terms of Reference for a Leisure Services Contract Review Working Group:
- To input in to the joint (Authority and Trust) 3 year review as required under the Leisure Services Contract which commenced on 1 April 2015
 - To consider any service amendment proposals, i.e., changes to operation of the contract, to be voluntarily agreed by the Trust for the remaining term of the contract
 - To consider the procurement strategy for the future leisure services contract
 - To consider the sustainability of all Authority venues/services in relation to future leisure services contract/s
- 16 Meeting frequency to be on an as required basis with a membership of 7.
- 17 The Park Development Framework Panel has substantially completed the majority of its work and the next phase consists of the area based proposals. It is proposed however to retain the Panel membership for any further work required and to provide a steer to officers when needed.
- 18 It is hoped that where possible membership of panel and groups will be maintained in view of the knowledge gained by previous Members of each group.

PROPORTIONALITY

- 19 In accordance with its Standing Orders the Authority has adopted the provisions of Local Government legislation concerning proportionality and applies the requirements to its committees.

MEMBERSHIP OF COMMITTEES, PANEL AND GROUPS

- 20 The suggested membership of committees, task and finish panel and groups will be tabled at the meeting after discussion at Group Meetings on the day of the meeting.

UNFILLED VACANCIES

- 21 Remaining vacancies will be agreed through Group Leaders after the meeting. Under Standing Order 47, these appointments will be approved by the next available Authority meeting or Executive Committee. A final list of the membership will then be circulated to Members.

FOR DECISION

- 22 Subject to any approved changes in committee structure and terms of reference, to determine appointments to:
- (1) **Executive Committee**
 - a) 8 Members, including Chairman and Vice-Chairman of Authority (at least 50% to be London Members), 1 Member to be nominated jointly by the non-majority groups
 - (2) **Audit Committee**
 - a) 7 Members
 - b) Chairman & Vice Chairman.
 - (3) **Planning Committee**
 - a) 10 Members
 - b) Chairman and Vice Chairman
 - (4) **Scrutiny Committee**
 - a) 9 Members
 - b) Chairman & Vice Chairman
 - (5) **Park Development Framework Panel**
 - a) 6 Members
 - b) Chairman
 - (6) **Ice Centre Project Working Group**
 - a) 10 Members
 - b) Chairman

(7) Land & Property Review Working Group

- a) 7 Members
- b) Chairman

(8) Levy Strategy Working Group

- a) 8 Members
- b) Chairman

(9) Leisure Services Contract Review Working Group

- a) 7 Members
- b) Chairman

ENVIRONMENTAL IMPLICATIONS

23 There are no environmental implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

24 There are no financial implications arising directly from the recommendations in this report.

HUMAN RESOURCE IMPLICATIONS

25 There are no human resource implications arising directly from the recommendations in this report.

LEGAL IMPLICATIONS

26 There are no legal implications arising directly from the recommendations in this report.

RISK MANAGEMENT IMPLICATIONS

27 There is a risk that if committees/panel/groups are not set up at the Annual General Meeting then decisions will be delayed.

EQUALITY IMPLICATIONS

28 There are no equality implications arising directly from the recommendations in this report.

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APPENDIX ATTACHED

Appendix A Terms of Reference & Membership of Authority, Committees, Task & Finish Panels

TERMS OF REFERENCE & MEMBERSHIP OF AUTHORITY, COMMITTEES, TASK AND FINISH PANELS

AUTHORITY

Meetings 4 times a year (including AGM)

Membership 28 Members - who are elected Members nominated in accordance with the Lee Valley Regional Park Act plus two non voting co-opted Members from the Canal & River Trust and the Environment Agency

Terms of Reference

- Adopting and changing Standing Orders
- Making, amending, revoking, re-enacting or adapting bylaws
- Sets strategic direction for the Authority
- Approve policy framework including all Plans and Strategies such as:
 - Annual Investment Strategy
 - Asset Management Plan
 - Capital Investment Programme
 - Level of Reserves
 - Park Development Framework
 - Performance Management
 - Reserves Policy
 - Strategic Business Plan
 - Treasury Management Policy
- Approve Annual Budget and Levy
- Appoint Chief Executive
- Statutory matters
- Approve borrowing
- Approve virements over £250,000
- Approve Financial Regulations
- Approve waivers of Financial Regulations
- Approve bad debt write-offs
- Receive reports from Executive and Audit Committees
- Nominations of appointments to Outside Bodies which are made on an annual basis other than those made by Executive Committee
- Take urgent decisions on any matter assigned to any committee
- Receive any report from the Monitoring Officer and/or Chief Finance Officer

EXECUTIVE COMMITTEE

Meetings 12 times per year and as required by the business

Membership 8 members, including Chairman and Vice-Chairman of Authority (At least 50% to be London Members) 2 Members nominated jointly by the non majority groups (preferably from one of the London Olympic boroughs)

Terms of Reference

- To lead the preparation of the Authority's policies and make recommendations to Authority such as

- considering capital financing requirements, borrowing limits, the Annual Investment Strategy and any proposals for budget growth.
- Undertake all the powers and duties on behalf of the Authority with the exception of those reserved to the Authority itself or to committees or sub-committees
- To deliver and implement the budget and policies decided by Authority
- Consider and approve the medium term financial plan and funding strategy to support the Authority's strategic direction (as approved by Authority)
- To approve the annual budget timetable and strategy
- Consider annual Levy options and put forward recommendations to Authority
- Within the budget and policy framework set by the Authority set the Capital Investment programme
- Approve details of major capital projects, land acquisitions and disposals
- Review and approve annually fees and charges.
- Monitor and review revenue and capital budget performance (at least 3 times per annum)
- Review, set and monitor annual business plan, priorities, corporate performance indicators and targets
- Consider and approve service development proposals, including a change in mode of delivery, management systems and the introduction of new technology; and recommend to Authority any proposals involving a change in policy
- Consider and approve capital and revenue budget virements between £50,000 and £250,000 in accordance with Financial Regulation 99
- Consider, approve and review the Authority's Financial Regulations, recommending proposed changes to Authority
- To engage with the Queen Elizabeth Olympic Park legacy agenda and to promote and safeguard the Authority's interests within the parameters of the decisions already taken by Authority. Make recommendations to the Authority on its role and position in relation to the Queen Elizabeth Olympic Park legacy
- To nominate a representative/s to Outside Bodies or other groups that require representation
- To establish a dialogue and develop effective working relationships with relevant key political figures relating to the Authority's business
- To approve staffing proposals as they relate to individual employees and department reviews, including early retirements, redundancy and severance arrangements
- The Chairman to carry out the annual appraisal of the Chief Executive by 31 July and consider the individual pay award of the Chief Executive
- To revise and amend as necessary the salary pay award bands for the Chief Executive, Directors and Heads of Service. To agree the individual pay award of the Chief Executive
- To setup Task and Finish Panels/Groups as required

SCRUTINY COMMITTEE

Meetings	3 per year
Membership	9 Members

Terms of Reference

- To review performance and to scrutinise the activities of the Authority
- To make recommendations to the Executive Committee
- To take evidence from officers of the Authority, interest groups and individuals and make recommendations to the Executive Committee and Authority for policy change and review the performance of outside bodies
- To consider issues referred by the Executive Committee where the views of external bodies/persons may contribute, take evidence and report to the Executive Committee and Authority
- To consider any item to be considered by the Executive Committee (except items of urgent business) before the item is considered by the Executive Committee if required by the Chairman of the Scrutiny Committee. The relevant report to the Executive Committee will be made available to the Scrutiny Committee
- To have regard to the need to avoid duplicating the work of the Audit Committee and Task & Finish Panels/Groups when considering subjects for scrutiny

UPPER LEE VALLEY REGENERATION AND PLANNING COMMITTEE

Meetings	To meet bi-monthly or as required
Membership	11 Members, 5 from Herts (County and Districts), 4 from Essex (County and District) and 2 from London.

Terms of Reference

- To deal with the general aspects of regeneration and planning matters having regard to objectives set by the Authority's strategic business plan and its performance framework, in an area north of the M25 to Ware in Herts.
- To receive and determine all planning consultation reports and consider and make recommendations which relate to the geographical area of responsibility in accordance with s.14 of the Lee Valley Regional Park Act.
 - i) Comment and make representations on proposed policies of the riparian boroughs, regional agencies and national government that will impact on the Park within the geographical area.
 - ii) Approve policies and proposals from officers that deal with planning matters for submission to Executive Committee.
 - iii) Endorse planning matters dealt with by way of delegation to officers in accordance with approved policy.
- Consider and make recommendations to the Authority on aspects of the Park Development Framework within this Committee's Geographical Area.

- To ensure that the Authority's remit is considered within the context of the local planning framework and any other future statutory or non-statutory regional plans.
- To maximise the Authority's influence and impact in the overall regeneration of the ULV and to ensure in so far as possible that consideration is given to the Authority's position and statutory role taking into account its vision, strategic business plan and Park Development Framework.

LOWER LEE VALLEY REGENERATION AND PLANNING COMMITTEE

Meetings	To meet bi-monthly or as required
Membership	11 Members, 6 London Riparian, 3 Other London, 1 Essex and 1 Herts

Terms of Reference

- To deal with the general aspects of regeneration and planning matters having regard to objectives set by the Authority's strategic business plan and its performance framework in an area stretching from an area south of the M25 and continuing to East India Dock Basin.
- To receive and determine all planning consultation reports and consider and make recommendations which relate to the geographical area of responsibility in accordance with s.14 of the Lee Valley Regional Park Act:
 - i) Comment and make representations on proposed policies of the riparian boroughs, regional agencies and national government that will impact on the Park within the geographical area.
 - ii) Approve policies and proposals from officers that deal with planning matters for submission to Executive Committee.
 - iii) Endorse planning matters dealt with by way of delegation to officers in accordance with approved policy.
- Consider and make recommendations to the Authority on aspects of the Park Development Framework within this Committee's Geographical Area.
- To ensure that the Authority's remit is considered within the context of the adopted LLV and draft ULV Opportunity Area Planning Frameworks which are material considerations for the determination of applications for planning permission within London and any other future statutory or non-statutory regional plans.
- To maximise the Authority's influence and impact in the overall regeneration of the LLV to ensure in so far as possible that consideration is given to the Authority's position and statutory role taking into account its vision, strategic business plan and Park Development Framework.

AUDIT COMMITTEE

Meetings	3 Scheduled meetings – end June, end September and end February plus the ability to call further meetings to consider extraordinary matters eg whistleblowing, fraud & corruption, reports from auditors/management, special investigations
Membership	7 Members

Terms of Reference

- Consider and approve the Authority's annual Financial Statement & Accounts
- Consider significant accounting policies, any changes to them and any significant estimates and judgements
- Establish, monitor and review annually the audit programme; and receive reports from the Authority's internal and external auditors
- Monitor and review the Authority's system(s) of internal financial control and authorise/approve the annual Statement of Internal Control/corporate Governance Statement
- Establish, monitor and review a rolling programme of reviews of all Authority services in line with the principles of Best Value
- To monitor and review the Authority's Health & Safety and risk management policies and programmes
- To review and amend the Authority's Whistleblowing, Anti-Fraud, Bribery & Corruption and Fraud Response Plan, and make recommendations to Authority
- Receive and consider reports resulting from Whistleblowing, fraud and corruption, audit investigations

APPEALS COMMITTEE

Meetings	As required.
Membership	3-5 Members excluding any Member who has previously considered the particular case of the individual concerned (to be appointed by the Authority or Executive Committee if necessary).

Terms of Reference

- Hear dismissal appeals for 3rd tier officers and above
- Hear grievance appeals for 3rd tier officers and above
- Disciplinary hearings for 1st and 2nd tier officers
- Salary re-grading appeals for 1st and 2nd tier officers

**TASK AND FINISH GROUPS/PANELS FOR SPECIFIC PROJECTS
REPORTING TO EXECUTIVE/AUTHORITY**

CONTAMINATED LAND WORKING GROUP (reporting to Executive Committee)

Meetings As required
Membership 4 Members

Terms of Reference

- To oversee delivery of the Contaminated Land Strategy
- To consider the conclusions and recommendations of further environmental assessment of the four identified sites
- To consider any intrusive work that should be undertaken on the four sites, at which sites and whether any further funding is required

PARK DEVELOPMENT FRAMEWORK PANEL (reporting to Authority)

Meetings As required
Membership 6 Members

Terms of Reference

- Agree programme for completion of PDF
- Review vision, strategic aims and objectives and proposals
- Review stakeholder and other consultation arrangements
- Agree PDF documentation for approval by Authority.

ICE CENTRE PROJECT WORKING GROUP (reporting to Executive Committee)

Meetings As required
Membership 11 Members

Terms of Reference

LAND & PROPERTY REVIEW WORKING GROUP (reporting to Executive Committee)

Meetings As required
Membership 7 Members

Terms of Reference

- To review the land and property portfolio in support of delivery of the Authority's statutory remit and overall objectives
- To review adopted land acquisition policies

- Develop a land and property acquisition/disposal strategy within the parameters of the Lee Valley Regional Park Act 1966

LEVY STRATEGY WORKING GROUP (reporting to Executive Committee)

Meetings	As required
Membership	8 Members

Terms of Reference

To develop a 4 year levy strategy (2017/18-2020/21) and financial plan that delivers the statutory objectives of LVRPA, whilst reducing the burden on the tax payer. In response to the current political climate around the levy and the uncertain economic climate it is proposed that the Authority looks at options for a significant reduction of the levy during the period 2017/18 to 2020/21.

- i) Review levying for capital by 2020 (i.e., at the end of the existing capital programme) all capital funding to be generated from Land/Capital sales (with short term borrowing to bridge any cash-flow gaps, e.g., ice centre project).
- ii) Reducing Leisure Services Contract management fee by - half by 2020 - potential saving £1.6m – consideration of future contract to deliver other half of £1.6m say by 2020-2025 (the Trust say this requires further capital investment).
- iii) Review Grounds Maintenance specification.
- iv) Review investment opportunities e.g., Picketts Lock development.
- v) Consideration of transfer of further services to 3rd party organisations.
- vi) Shared Services with neighbouring Authorities/institutions.
- vii) Recommend income generating stretch target for open spaces.
- viii) Savings targets for service review areas, e.g., IT infrastructure.
- ix) Review level of general reserves £4m – transfer of risk to third parties e.g., Leisure Services Contract and other contracts.
- x) Specify time-scales for reduction e.g., 3, 5, 10 years?
- xi) Assess each income generation/cost saving area in terms of level of confidence and timeline.
- xii) Recommend a levy reduction target for 2017/18.

50th ANNIVERSARY WORKING GROUP (reporting to Executive Committee)

Meetings As required
Membership 7 Members

Terms of Reference

- To provide oversight, guidance and ideas in relation to the programme of activities to mark Lee Valley Regional Park's 50th anniversary
 - To agree the overall programme, including suggesting stakeholders/consultants to engage with
 - To monitor delivery of the programme of activities and events
-

LEE VALLEY REGIONAL PARK AUTHORITY

ANNUAL AUTHORITY MEETING

6 JULY 2017 AT 14:00

Agenda Item No:

7

Report No:

A/4244/17

APPOINTMENTS TO OUTSIDE BODIES FOR 2017/18

Presented by the Director of Corporate Services

SUMMARY

This report sets out the current list of outside bodies on which the Authority is represented, together with Authority groups which involve outside agencies or appointees and seeks appointments for 2017/18. Please note in the majority of appointments this period runs from the date of this meeting until 30 June 2018.

RECOMMENDATION

Members Approve: (1) the proposals for appointments to outside bodies and Authority led liaison groups for 2017/18 as set out in Appendix A to this report.

BACKGROUND

- 1 Authority Members have been and are involved with a number of outside bodies/partnerships.
- 2 In terms of their strategic importance they vary significantly with several largely of local impact, whilst others are more regional in focus.
- 3 The presence of Members on external bodies helps the Authority to promote its work and input to the policies and programmes of these bodies where they impact on the Park.

PROPOSALS FOR 2017/18

- 4 A review of the appointments made in 2016/17 has been undertaken and a brief description of each organisation is set out in Appendix A to this report.
- 5 The Authority has appointed 2 Members to Lee Valley Leisure Trust Limited (John Bevan reappointed on 23 November 2016 and Linda Haysey on 22 September 2014). In accordance with the Rules of the Trust these appointments are made for 3 years and for the purposes of this report at this stage they are noted as it was previously agreed that notice of termination be given for the reappointed Member to end on 22 September 2017 (the end of

Linda Haysey's appointment) to enable future appointments to be co-terminus.

- 6 For Members to note. The term of office for all Authority Members ended on 30 June 2017. Under the Trust rules the Authority is able to terminate its Authority nominated Trustees at any time. If the situation arose whereby the Authority nominees were no longer Authority Members then the Authority could consider whether to terminate its nominated appointments to the Trust Board.

ENVIRONMENTAL IMPLICATIONS

- 7 There are no environmental implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

- 8 There are no financial implications arising directly from the recommendations in this report.

HUMAN RESOURCE IMPLICATIONS

- 9 There are no human resource implications arising directly from the recommendations in this report.

LEGAL IMPLICATIONS

- 10 There are no legal implications arising directly from the recommendations in this report.

RISK MANAGEMENT IMPLICATIONS

- 11 There are no risk management implications arising directly from the recommendations in this report.

EQUALITY IMPLICATIONS

- 12 There are no equality implications arising directly from the recommendations in this report.

Author: Beryl Foster, 01992 709 836, bfoster@leevalleypark.org.uk

APPENDIX ATTACHED

Appendix A Appointments to Outside Bodies 2016/17

APPOINTMENTS TO OUTSIDE BODIES

OUTSIDE BODIES

No of Reprs	Representative(s) previous year 2016/17	Proposal for 2017/18
1	Syd Stavrou	Syd Stavrou
(a)	<p>Waltham Abbey Town Partnership</p> <p>This was established to encourage joint working and the development of tourism in Waltham Abbey. Given the role of Waltham Abbey as Gateway to the Park, this partnership is of strategic importance.</p>	
4	Valerie Metcalfe Syd Stavrou Lyn White Gordon Nicholson	Valerie Metcalfe Syd Stavrou Gordon Nicholson Vacancy
(b)	<p>Enfield, Essex & Herts Border Liaison Group</p> <p>This Forum, consisting of Essex and Herts County Councils, Broxbourne Borough Council, London Borough of Enfield, Epping Forest District Council and the Park Authority, is convened when necessary to consider the implications of major development proposals in the Upper Lee Valley.</p>	
3	John Bevan Linda Haysey	These appointments are made for 3 years and are noted as continuing at this time.
(c)	<p>Lee Valley Leisure Trust Limited</p> <p>Board comprising independent Trustees, there can be up to 3 Authority Trustee appointments.</p>	<i>It has been agreed that notice of termination of these appointments would be given to end on 22 September 2017 to enable future appointments to be co-terminus</i>
1	Valerie Metcalfe	Appointment only until the end of 2017.
(d)	<p>Hertfordshire Young Mariners Base</p> <p>Board comprising 9 Trustees, 3 nominated by Herts CC, Broxbourne BC and LVRPA, 3 elected by the members and 3 co-opted. The Charity Commission and HYMB articles of association require that no more than 20% of its Board should be represented by a particular local authority. Therefore LVRPA appointment should be a Member other than from Herts CC and Broxbourne BC.</p>	<i>New HYMB articles to be in place for the start of 2018 which will not include appointment of nominated trustees.</i>

APPOINTMENTS TO OUTSIDE BODIES

- | | | | | |
|-----|--|---|-------------|---|
| (e) | Riding for the Disabled Association at Lee Valley Riding Centre | 1 | Syd Stavrou | <i>No longer required as group to be dissolved and Accessibility Mark accreditation sought.</i> |
|-----|--|---|-------------|---|

LEE VALLEY REGIONAL PARK AUTHORITY

ANNUAL AUTHORITY MEETING

6 JULY 2017 AT 14:00

Agenda Item No:

8

Report No:

A/4245/17

CALENDAR OF MEETINGS 2017/18

Presented by the Director of Corporate Services

SUMMARY

This report seeks Members approval of the draft calendar of meetings for the Authority and its main committees for 2017/18. Please note this is subject to amendment following consideration of proposed changes to the governance structure as detailed in paper A/xxxx/17 on this meeting agenda.

RECOMMENDATION

Members Approve: (1) the calendar of meetings for 2017/18 as shown in Appendix A to this report.

BACKGROUND

- 1 Every year Members agree the dates of Authority and its main committees for the ensuing year.
- 2 A draft calendar for the year 2017/18 is attached at Appendix A to this report for approval.

FACTORS AFFECTING DAYS AND TIMES OF MEETINGS

- 3 With the agreement of Members the majority of the meetings are held on a Thursday during the day.
- 4 The Authority meetings are held quarterly at 2pm on the fourth Thursday of the month.
- 5 The Lower Lee Valley (LLV) and Upper Lee Valley (ULV) Regeneration & Planning Committees meet bi-monthly or as required (except for August when there are no meetings). The LLV meetings are held in the Lower Lee Valley on a day agreed with Committee Members. The ULV Committee meets at Myddelton House.

Subject to consideration of proposed changes to the governance structure made elsewhere on this agenda (Paper A/4243/17) these factors may no longer be relevant.

- 6 The Audit Committee meets three times per year – September, February and June – with the ability to call further meetings as required.
- 7 The Executive Committee meets 12 times per year or as required.
- 8 The Scrutiny Committee meets three times per year or as required.
- 9 All other committees, panels and groups are not timetabled but are called when necessary.

MEMBERS' VISITS

- 10 As in previous years Members' Visits to sites in the Park or outside the Park will be arranged throughout the year, relating to:
 - (a) sites where policy decisions will be required during the year;
 - (b) sites where schemes for phased programmes of works over many years are completed/nearing completion; and
 - (c) projects outside the Park for lessons in good practice and for fresh ideas.

ENVIRONMENTAL IMPLICATIONS

- 11 There are no environmental implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

- 12 There are no financial implications arising directly from the recommendations in this report.

HUMAN RESOURCE IMPLICATIONS

- 13 There are no human resource implications arising directly from the recommendations in this report.

LEGAL IMPLICATIONS

- 14 There are no legal implications arising directly from the recommendations in this report.

RISK MANAGEMENT IMPLICATIONS

- 15 There are no risk management implications arising directly from the recommendations in this report.

EQUALITY IMPLICATIONS

- 16 There are no equality implications arising directly from the recommendations in this report.

Author: Beryl Foster, 01992 709 836, bfoster@leevalleypark.org.uk

APPENDIX ATTACHED

Appendix A Draft Calendar of Meetings 2017/18

CALENDAR OF MEETINGS JULY 2017 – JULY 2018

2017			
6	July	2.00pm	Annual General Meeting
20	July	10.30am	Executive Committee
7	September	All day	Member Tour
21	September	10.30am	Ice Centre Project Working Group
21	September	11.30am	Executive Committee
21	September	12.30pm	Upper Lee Valley Regen & Planning Committee
21	September	1.30pm	Audit Committee
28	September	All day	Member Tour
12	October	11.00am	Lower Lee Valley Regen & Planning Committee
19	October	10.00am	Ice Centre Project Working Group
19	October	11.00am	Executive Committee
19	October	12.00noon	Scrutiny Committee
19	October	2.00pm	Authority
16	November	11.00am	Lower Lee Valley Regen & Planning Committee
23	November	10.30am	Ice Centre Project Working Group
23	November	11.30am	Executive Committee
23	November	1.00pm	Trust Service Delivery/Fees&Charges Workshop
14	December	10.30am	Ice Centre Project Working Group
14	December	11.30am	Executive Committee
14	December	12.30pm	Upper Lee Valley Regen & Planning Committee
14	December	1.30pm	Budget Workshop
2018			
4	January	10.30am	Budget Workshop (Continued if necessary)
18	January	10.30am	Ice Centre Project Working Group
18	January	11.30am	Executive Committee
18	January	2.00pm	Authority
25	January	11.00am	Lower Lee Valley Regen & Planning Committee
22	February	10.00am	Ice Centre Project Working Group
22	February	11.00am	Executive Committee
22	February	12.00noon	Upper Lee Valley Regen & Planning Committee
22	February	12.30pm	Audit Committee
22	February	1.30pm	Scrutiny Committee
15	March	11.00am	Lower Lee Valley Regen & Planning Committee
22	March	10.30am	Ice Centre Project Working Group

22	March	11.30am	Executive Committee
26	April	10.00am	Ice Centre Project Working Group
26	April	11.00am	Executive Committee
26	April	12.00noon	Upper Lee Valley Regen & Planning Committee
26	April	2.00pm	Authority
24	May	10.30am	Ice Centre Project Working Group
24	May	11.30am	Executive Committee
7	June	11.00am	Lower Lee Valley Regen & Planning Committee
21	June	10.00am	Ice Centre Project Working Group
21	June	11.00am	Executive Committee
21	June	12.00noon	Upper Lee Valley Regen & Planning Committee
21	June	1.00pm	Audit Committee
21	June	2.00pm	Scrutiny Committee
5	July	2.00pm	ANNUAL GENERAL MEETING

- **All meetings are held at Myddelton House, Bulls Cross, Enfield, EN2 9HG unless otherwise stated.**
- **Lower Lee Valley Regeneration & Planning Committee will meet in the Lower Lee Valley - check agendas for meeting venue.**