

**EXECUTIVE COMMITTEE MINUTES  
21 MARCH 2019**

**LEE VALLEY REGIONAL PARK AUTHORITY**

**EXECUTIVE COMMITTEE  
21 MARCH 2019**

Members Present: Paul Osborn (Chairman) Heather Johnson  
Derrick Ashley (Vice Chairman) Chris Kennedy  
David Andrews Valerie Metcalfe  
Ross Houston Syd Stavrou

In Attendance: John Bevan

Officers Present: Shaun Dawson - Chief Executive  
Beryl Foster - Director of Corporate Services  
Simon Sheldon - Director of Finance & Resources  
Dan Buck - Head of Sport & Leisure  
Stephen Wilkinson - Head of Planning & Strategic Partnerships  
Marigold Wilberforce - Property Surveyor  
Sandra Bertschin - Committee & Members' Services Manager

Part I

736 DECLARATIONS OF INTEREST

There were no declarations of interest.

737 MINUTES OF LAST MEETING

**THAT the minutes of the meeting held on 14 February 2019 be approved and signed.**

738 PUBLIC SPEAKING

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

739 EXEMPT ITEMS

**THAT based on the principles of Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the items of business below on the grounds that they involve the likely disclosure of exempt information again on the principles as defined in those sections of Part I of Schedule 12A of the Act indicated:**

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Section Number</b>
7	Leisure Services Contract – 2018/19 Clause 14 Adjustments	3
8	Leisure Services Contract – 2019/20 Management Fee	3
9	Leisure Services Contract – Tender Process Update	3
10	Leisure Development Opportunity at Lee Valley Hockey & Tennis Centre, Eton Manor	3
11	Potential Acquisition of Property at Wharf Road, Broxbourne, Hertfordshire	3

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740 LEISURE SERVICES CONTRACT – 2018/19 CLAUSE 14 ADJUSTMENTS Paper E/613/19

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

- (1) **to fund the Clause 14 adjustments as set out in the table at paragraph 7 of paper E/613/19 was approved; and**
- (2) **the approved form and process for any new Clause 14 adjustments arising in 2019/20 was noted.**

741 LEISURE SERVICES CONTRACT – 2019/20 MANAGEMENT FEE Paper  
E/617/19

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

- (1) **the Leisure Services Contract management fee for 2019/20 as set out in paragraph 5 and the revised budget position set out in paragraph 6 of paper E/617/19 was approved.**

742 LEISURE SERVICES CONTRACT – TENDER PROCESS UPDATE Paper  
E/614/19

The report was introduced by the Head of Sport & Leisure.

- (1) **the pension recommendation as set out in paragraph 26 of paper E/614/19 was approved;**
- (2) **the Bidders progressing to the Invitation to Submit Initial Tender (ISIT) stage as set out in paragraph 11 of paper E/614/19;**
- (3) **the procurement timeline set out in paragraph 15 of paper E/614/19;**
- (4) **the TUPE list as set out in paragraph 28 of paper E/614/19;**
- (5) **the Leisure Services Contract risk register as detailed in Appendix A of paper E/614/19; and**
- (6) **the Lease red lines as detailed in Appendix B of paper E/614/19 was noted.**

743 LEISURE DEVELOPMENT OPPORTUNITY Paper  
E/616/19  
AT LEE VALLEY HOCKEY & TENNIS CENTRE, ETON MANOR

TABLED letter from Montague Evans dated 21 March 2019

The report was introduced by the Chief Executive.

- (1) **appointment of the preferred developer outlined in paragraph 17 of paper E/616/19 and to proceed to the next steps to develop the site at Eton Manor;**
- (2) **the proposed disposal of the site by way of a long leasehold as set out in paragraph 18 of paper E/616/19 was approved; and**
- (3) **the next steps and timeline as set out in paragraphs 21 and 22 of paper E/616/19 was noted.**

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744 POTENTIAL ACQUISITION OF PROPERTY AT WHARF ROAD, Paper  
E/615/19

The report was introduced by the Director of Corporate Services.

- (1) the Authority should seek to acquire the property referred to in paragraph 1 of paper E/615/19;**
- (2) delegation to the Director of Corporate Services to make an offer as agreed at the meeting within the parameters set out in paragraph 9 of paper E/615/19 and to agree the necessary legal documentation; and**
- (3) the sealing of all relevant documentation in due course in accordance with Standing Orders was approved.**

745 OTHER BUSINESS

The Chief Executive advised of work to secure a naming rights deal and that the 2023 Canoe Slalom World Championships would be held at Lee Valley White Water Centre.

\_\_\_\_\_  
Chairman

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Date

The meeting started at 11.40am and ended at 12.37pm.