

## LEE VALLEY REGIONAL PARK AUTHORITY

### AUTHORITY MEETING 26 APRIL 2018

Members Present: Paul Osborn (Chairman) Same Kane (Deputy for Mary Sartin)  
David Andrews Christopher Kennedy  
Derrick Ashley Maggie McEwen  
Ken Ayling Valerie Metcalfe  
John Bevan (Deputy for Peray Ahmet) Paul Seeby (Deputy for Gordon Nicholson)  
Frances Button Syd Stavrou  
Paul Douglas Simon Walsh  
Mike Garnett Keith Warnell  
Ross Houston John Wyllie  
Heather Johnson Jon Guest (Canal & River Trust)

Apologies Received From: Peray Ahmet, Stephen Carr, Gwyneth Deakins, Barbara Gibson,  
Christine Hamilton, Denise Jones, Gordon Nicholson, Mary Sartin

Officers Present: Shaun Dawson - Chief Executive  
Beryl Foster - Director of Corporate Services  
Simon Sheldon - Director of Finance & Resources  
Dan Buck - Head of Sport & Leisure  
Shammy Batra - Commercial Solicitor  
Michael Sterry - Head of Procurement  
Gavin Embley - Information Officer  
Cath Patrick - Conservation Manager  
Paul Roper - Volunteers & Community Engagement Manager  
Sandra Bertschin - Committee & Members' Services Manager  
Lindsey Johnson - Committee Services Officer

Also Present: Graham McAndrew (Deputy for East Herts District Council)

#### Part I

#### 27 DECLARATIONS OF INTEREST

Name	Agenda Item No.	Nature of Interest	<i>Prejudicial</i> ✓
<i>John Bevan</i>	9	<i>Trustee for Lee Valley Leisure Trust</i>	<i>Non- Pecuniary</i>
<i>Ken Ayling</i>	5	<i>Member of Broxbourne Borough Council</i>	<i>Non-Pecuniary</i>
<i>Paul Seeby</i>	5	<i>Member of Broxbourne Borough Council</i>	<i>Non-Pecuniary</i>

#### 28 MINUTES OF LAST MEETING

**THAT the minutes of the meeting held on 18 January 2018 be approved and signed.**

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29 PUBLIC SPEAKING

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

30 ROLE AND KEY FUNCTIONS FOR THE LEE VALLEY REGIONAL PARK AUTHORITY POST 2020 Paper A/4255/18

The report was introduced by the Chief Executive, including:

- we have a large estate which needs constant maintenance; Olympic venues are relatively new but we will need to invest and plan for their maintenance in the future and consider new opportunities;
- we will need a coherent document, with investment aspirations and consider our funding options; and
- we will also need to consider our management and staffing structure to ensure that it is effective and efficient going forward.

The Vice Chairman asked that officers keep in mind all the new development that is going on in the Park and warned against developers seeing the Park as fulfilling their planning obligations for recreational space without giving the Park money for additional maintenance. He also asked if we had a method of calculating the additional cost of looking after open space when a large development is built nearby. Officers said that they would look into this and include it in the new business plan.

A Member asked that the new business plan consider the Parklands as well as the Olympic venues and suggested that work on the Bittern Information Point (BIP) would be a good place to start. The Chairman replied that a report on the BIP would be coming to Members shortly.

A Member asked what the outcome was on placing the SS Robin at East India Dock Basin. The Chairman replied that we had to give permission by a deadline due to Trinity Buoy Wharf renting a crane, we weren't comfortable that full due diligence had been carried out regarding ensuring that the infrastructure was sufficient to take the weight of the ship, so sadly we had to pull out.

- (1) the business direction, future role and functions of the Authority post 2020 was approved;**
- (2) the update on the medium term business priorities as set out in Paper A/4255/18;**
- (3) the last business plan has seen many achievements in the last 10 years, including a 22% reduction in the levy, 45% in real terms, yet delivering far more than it was before. Members offered their thanks to officers and the Trust for delivering the business plan and looked forward to achieving another exciting 10 year business plan, was noted.**

31 FINANCIAL REGULATIONS WAIVERS 2017/18 Paper A/4252/18

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

The Chairman noted that the major waiver was for the Lee Valley Ice Centre repairs, which was already approved by Members.

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**(1) the report was noted.**

32 WRITE-OFF OF IRRECOVERABLE ARREARS 2017/18 Paper A/4253/18

The report was introduced by the Director of Finance & Resources, including:

**(1) the delegated write-offs for 2017/18 as detailed in paragraphs 3 to 7 of Paper A/4253/18 was noted.**

33 GENERAL DATA PROTECTION REGULATIONS (GDPR) & DATA PROTECTION POLICY Paper A/4257/18

The report was introduced by the Director of Corporate Services, including:

- the policy has been prepared by the Trust and is about how we keep, access and collect personal data;
- there will be a new Data Protection Officer, which for now will be the Director of Corporate Services;
- an email will be sent to all people whose data we hold, asking for permission to keep it;
- there will be training sessions for all staff which will be completed online with a Q&A session afterwards; and
- if there are any changes to the Policy it will be brought back to Members for approval.

**(1) the revised Data Protection Policy as set out in Annex A to Paper A/4257/18;**

**(2) delegation to the Director of Corporate Services to make any non-material amendments to the policy was approved.**

Michael Sterry and Gavin Embley left the meeting.

34 CONFLICT OF INTERESTS – PERSONS NOMINATED BY LEE VALLEY REGIONAL PARK AUTHORITY TO LEE VALLEY LEISURE TRUST LTD Paper A/4256/18

The above paper was withdrawn and will be considered again at the next Authority meeting on 5 July 2018.

35 BIODIVERSITY PRESENTATION

The Conservation Manager gave a presentation on Biodiversity, key points included:

- the Park is an internationally important wetland resource;
- we have 2 full time staff and 30 volunteers and deliver £50k capital works annually;
- we work in partnership with national and regional conservation organisations, comment on planning issues, act as an advisory role for the Authority and Trust and raise awareness of biodiversity issues at public events;
- we have been working with RSPB and HMWT with surveys, public engagement and management of sites to help increase numbers of wading birds;

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- we have been working on the Barbel Species Action Plan and secured £36k for enhancement works to improve the spawning habitats for these fish;
- we have been involved in the Hertfordshire Water Vole Project, doing surveys, raising awareness, Mink monitoring and providing land management advice;
- we have installed 6 owl boxes in Tottenham Marshes, Walthamstow Marshes and River Lee Country Park and a large Common Tern raft on Seventy Acres Lake;
- we have been enhancing habitats in standing open water sites at Langridge Scrape and Ponders End Lake;
- we have been involved in surveys for invertebrates, otters, habitats in the lower lee valley and creeping Marshwort;
- we have introduced goat grazing on Cheshunt Marsh as a means of sustainable management of the grassland. The goats are being looked after by volunteers and the site has now been entered into Countryside Stewardship;
- the consultation for our Biodiversity Action Plan closed in February; we had responses from 34 people; and
- for next year we will deliver the Biodiversity Action Plan, continue regional representation for the Regional Habitat and Species Action Plan groups, the Lee Catchment Nature Improvement Area and continue habitat enhancement works at Glen Faba and we will continue with surveys on Creeping Marshwort, invertebrates and habitat surveys at Stanstead Innings.

A Member asked if the otters were starting to displace minks. The Conservation Manager replied that whilst they had seen less mink, she didn't think that the otters were the cause of that.

A Member asked if we were engaged with the Environment Agency on natural flood management. The Conservation Manager replied that we were on sites that are not landfill.

A Member asked why the numbers of wading birds were falling. The Conservation Manager replied that this was due to habitat loss and decline, but that the Lee Valley is managing their sites to ensure this does not happen here.

A Member mentioned the problems with Floating Pennywort at Stonebridge Lock and asked if we were working with Canal & River Trust and the Environment Agency to prevent it in our waters. The Conservation Officer replied that this was more of a problem for the River Stort, Lower Lee and Tottenham Marshes and that she has met with the Environment Agency regarding this. It is hoped that a biological control may soon be available. Jon Guest from Canal & River Trust stated that they are also working with the Environment Agency to deal with waters that are in their control, but that some of it comes in off tributaries that they cannot control.

The Vice Chairman asked if we knew what population of otters we have in the Park. The Conservation Officer replied that it is probably between 3-4 and it is hoped that we might be able to extract DNA from their faeces in order to find out how many individuals there are.

### **36 VOLUNTEERS PROGRAMME 2017**

The Volunteers & Community Engagement Manager gave a presentation on Volunteers, key points included:

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- we have over 800 volunteers on our database, with 350 regularly working which remain a key community engagement initiative for the Park;
- we have developed 5 new roles in 2017, successfully gained IIV for the 12<sup>th</sup> year, worked with three new partners and signposted our volunteers to over 10 events;
- Volunteer hours have increased by over 3000 in 2017;
- we will be looking at a change in how we look at corporate activity for 2018 onwards due to a fall in numbers;
- using the Heritage Lottery formula to calculate the monetary value of volunteers shows in excess of £335k for 2017;
- the regional spread of volunteers is mainly in the Regional Park, with an even gender make up, 10% with disabilities and the majority from the 26-44 and 46-64 age ranges; and
- to recognise the hard work of our volunteers we have an annual party, photo competition and long service awards.

The Chairman mentioned that there was a good attendance from Members at the Volunteers Party this year, and that it was well worth going to, was appreciated by the volunteers and good to hear of the effort and value that they contribute to the Park. A Member suggested that others should join in with Volunteer projects as it was impressive to see how hard working they were.

A Member asked what we could do to increase corporate take up. The Volunteer and Community Engagement Manager responded stating that it was difficult because there is a lot of competition from other organisations that do not charge for volunteering.

### 35 NEXT MEETING OF THE AUTHORITY

It was noted that the next meeting of the Authority will be held on Thursday, 5 July 2018 at 2.00pm at Myddelton House, Bulls Cross, Enfield, Middlesex, EN2 9HG.

The Chairman informed Members that it was the last Authority meeting for Jon Guest from the Canal & River Trust, he thanked Jon for his work and stated that the Authority valued its relationship with them.

Paul Roper, Cath Patrick, Jon Guest, Graham McAndrew and John Bevan left the meeting.

### 36 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:**

Agenda Item No	Subject	Exempt Information Section Number
14	New Leisure Services Contract – Procurement Strategy	3

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37 NEW LEISURE SERVICES CONTRACT - PROCUREMENT STRATEGY

Paper A/4254/18

The report was introduced by the Chief Executive.

- (1) a **Competitive Procedure with Negotiation (CPN) approach for procurement of the six major sports venues in the new Leisure Services Contract as detailed in paragraph 9 of Paper A/4254/18; and**
- (2) **exploration of business lease arrangements for the eight smaller venues as detailed in paragraph 9 of Paper A/4254/18 was approved.**

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Chairman

\_\_\_\_\_  
Date

The meeting started at 2pm and ended at 3.30pm.