

LEE VALLEY REGIONAL PARK AUTHORITY

**EXECUTIVE COMMITTEE
25 FEBRUARY 2016**

Members Present: Paul Osborn (Chairman) Denise Jones (Sub for Chris Kennedy)
Derrick Ashley (Vice Chairman) Heather Johnson
John Bevan Valerie Metcalfe
Ricki Gadsby Alan Searing

Apologies Received From: Chris Kennedy

In Attendance: David Andrews, Gwyneth Deakins, Ross Houston, Gordon Nicholson,
Mary Sartin, Syd Stavrou

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 Roberts - Head of Property
Jon Carney - Head of Parklands
Nick Powell - Property Surveyor
Sandra Bertschin - Committee & Members' Services Manager
Nigel Foxall - Director of Business Support (Lee Valley Leisure Trust)
Gavin Embley - Information Officer (Lee Valley Leisure Trust)

Part I

709 DECLARATIONS OF INTEREST

Name	Agenda Item No.	Nature of Interest	
John Bevan	-	Trustee of Lee Valley Leisure Trust	<i>Non-pecuniary</i>
Gordon Nicholson	5	Member of Broxbourne Borough Council	<i>Non-pecuniary</i>

710 MINUTES OF LAST MEETING

THAT the minutes of the meeting held on 21 January 2016 be approved and signed.

711 PUBLIC SPEAKING

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

712 REVENUE BUDGET 2015/16 PERFORMANCE MONITORING Paper E/437/16

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

EXECUTIVE COMMITTEE MINUTES 25 FEBRUARY 2016

- a reduced rates quotation for Lee Valley White Water Centre had been received, but it was hoped to reduce this further. In any event the issue would be resolved in time for inclusion within the year end accounts; and
- the proposed investment in direct milk vending from the under spend should be £25,000 not £20,000 as included within the report.

With regard to the direct milk vending proposal a Member considered that locating a vending machine at Hayes Hill Farm would maximise sales.

A Member suggested that repair of the pot holes in Myddelton House car park and repair of carpets at Myddelton House should be supported from the under spend.

Members discussed funding of activities to celebrate the Authority's forthcoming 50th Anniversary. Members considered that all staff should be involved and that it was an opportunity to promote the Authority. It was suggested that sponsorship be sought for the anniversary. The Chairman advised that following further research proposals would be submitted to Executive Committee.

The Chairman advised that the Land & Property Review Working Group requested funding of up to £15,000 to appoint a consultant to review and bring up to date proposals for Carthage and to undertake soil sampling as required.

- (1) the carry forwards for the 50th anniversary of £15,000 (paragraph 11 of Paper E/437/16), operational management of £20,000 (paragraph 15 of Paper E/437/16) and £63,000 of the Community Access Fund (paragraph 18 of Paper E/437/16);**
- (2) £25,000 of the under spend be utilised to invest in direct milk vending as set out in paragraph 19 of Paper E/437/16;**
- (3) funding of up to £15,000 to appoint a consultant to update proposals for Carthage and to undertake soil sampling as required was approved; and**
- (4) the report was noted.**

713 CAPITAL PROGRAMME BUDGET MONITORING 2015/16 - QUARTER 3 Paper E/436/16

The report was introduced by Simon Sheldon, Director of Finance & Resources.

In response to a Member it was advised that extending the Tea Rooms at Myddelton House Visitors Centre was being reviewed and if appropriate a business case would be presented for consideration by Members.

- (1) the report was noted.**

714 LEISURE SERVICES CONTRACT MONITORING REPORT - Q3 2015 Paper E/438/16

The report was introduced by Simon Sheldon, Director of Finance & Resources.

EXECUTIVE COMMITTEE MINUTES 25 FEBRUARY 2016

In response to Member concerns regarding under-achievement at Lee Valley White Water Centre, it was advised that there had been a lot of changes over the summer months and that there had been issues with budgeting for hosting of 2 major events at the site. Also the recently agreed formal sign-off process for support of major events included allowance for increased utility costs.

The Vice Chairman congratulated all staff involved with Lee Valley Ice Centre for their continued excellent performance.

(1) the report was noted.

715 SUPPORT FOR THE 2016 WOMEN'S HOCKEY CHAMPIONS TROPHY Paper E/435/16

The report was introduced by Dan Buck, Head of Sport & Leisure.

Members remarked that the hosting of major events at Authority venues was a critical element in promoting the Authority and its work.

(1) support for the event with a direct contribution from the Authority to the Lee Valley Leisure Trust of £50,000 was approved.

716 CUSTOMER COMMUNICATIONS PROCEDURE Paper E/439/16

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

- so as not to delay formulation of the final stage panel it was proposed that delegation be given to the Director of Corporate Services in conjunction with the Chairman to agree the Panel members from the pool.

(1) the process for appointment of Independent Advisor as detailed in paragraphs 7 to 9 of Paper E/439/16; and

(2) the process for appointment of Members to the final stage panel as detailed in paragraphs 10 to 12 of Paper E/439/16 with delegation to the Director of Corporate Services in conjunction with the Chairman to agree the Panel as required was approved.

717 PROPOSED VARIATION OF LEASE TO ALLOW CYCLE HIRE, Paper E/442/16
TIMBER LODGE, QUEEN ELIZABETH OLYMPIC PARK

The report was introduced by Beryl Foster, Director of Corporate Services.

(1) the granting of a Deed of Variation to the existing lease dated 26 July 2013 between the Authority and the London Legacy Development Corporation to permit the area demised to be used for the purposes of cycle hire and the placing of associated apparatus in addition to the uses currently permitted and for the time period set out in Paper E/442/16; and

(2) the signing and sealing of all necessary legal documentation was approved.

**EXECUTIVE COMMITTEE MINUTES
25 FEBRUARY 2016**

718 PROPOSED GRANT OF EASEMENT, ACCESS ROAD
SOUTH OF WARWICK RESERVOIR, WALTHAMSTOW
MARSHES

Paper E/441/16

The report was introduced by Beryl Foster, Director of Corporate Services.

- (1) the granting to Thames Water Utilities Ltd of a permanent easement for access over the land coloured brown on the plan shown on Appendix A to Paper E/441/16; and**
- (2) an application be submitted to the Secretary of State for consent to the easement as a disposal of an interest in land was approved.**

719 COMMITTEE MEMBERSHIP

Salim Patel was appointed to the vacancy on the Lower Lee Valley Regeneration and Planning Committee.

720 VOLUNTEERS

John Bevan advised that he had recently participated in a volunteers project and commended the work volunteers do. He suggested that the Chairman and Senior Management Team might like to participate in a future volunteers project.

Chairman

Date

The meeting started at 11.03am and ended at 11.55am.