



**Lee Valley Regional Park Authority**

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To: Paul Osborn (Chairman) Chris Kennedy  
Derrick Ashley (Vice Chairman) Heather Johnson  
John Bevan Valerie Metcalfe  
Ricki Gadsby Alan Searing

A meeting of the **EXECUTIVE COMMITTEE** (Quorum – 4) will be held at Myddelton House on:

**THURSDAY, 24 SEPTEMBER 2015 AT 10.30**

at which the following business will be transacted:

**AGENDA**

**Part I**

- 1 To receive apologies for absence.
- 2 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.)

- 3 MINUTES OF LAST MEETING

To approve the Minutes of the meeting held on 30 July 2015 (copy herewith).

- 4 PUBLIC SPEAKING

To receive any representations from members of the public or representative of an organisation on an issue which is on the agenda of the meeting. Subject to the Chairman's discretion a total of 20 minutes will be allowed for public speaking and the presentation of petitions at each meeting.

- 5 LEE VALLEY MARINA - SPRINGFIELD AMENITIES Paper E/415/15  
PROJECT

Presented by Beryl Foster, Director of Corporate Services

- 6 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.
- 7 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 I of Schedule 12A of the Act specified beneath each item.

**AGENDA**  
**Part II**  
**(Exempt Items)**

- 8 PROPOSED 10 YEAR LEASE TO HERTFORDSHIRE COUNTY YATCH CLUB, STANSTEAD INNINGS, STANSTEAD ABBOTTS Paper E/414/15

Presented by Beryl Foster, Director of Corporate Services

[Not for publication following the principles of the Local Government Act 1972, Schedule 12A, Part I, Section 3]

- 9 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.

16 September 2015

Shaun Dawson  
Chief Executive



## **EXECUTIVE COMMITTEE MINUTES 30 JULY 2015**

The Authority would consider the Planning Officer vacancy once the Park Development Framework proposals were completed.

The Authority is still waiting to hear about the rating appeal, particularly at the Lee Valley White Water Centre. A decision should be made by the end of the year.

The cost of milk production at Holyfield Farm is in the top quartile for the UK, although, with the decrease in milk prices it is still making a marginal loss. However this loss is off-set against other contributions the farm makes such as the educational offer, biodiversity and management across the farms.

- (1) the increase to the management fee for approved adjustments as set out in paragraph 17 of Paper E/411/15 was approved; and**
- (2) the report was noted.**

**652 CAPITAL PROGRAMME – BUDGET MONITORING 2015/16** **Paper E/412/15**

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

- (1) the report was noted.**

**653 LEISURE SERVICES CONTRACT MONITORING REPORT - Q1 2015** **Paper E/414/15**

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

Kulvinder Sihota, Managing Director of the Lee Valley Leisure Trust informed Members that the Trust was working on increasing usage and income. They had a 'Family Fun Day' at the Lee Valley White Water Centre which saw 3000 visitors; they are hoping to replicate this event at other venues. The Trust is also looking at increasing income with food and beverage.

Members were informed that between 8-10% of visitors were national (outside of London, Hertfordshire and Essex) with 1-2% international.

- (1) the report was noted.**

Kulvinder Sihota, Brian Daley and Nigel Foxall left the meeting.

Heather Johnson arrived.

**654 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:**

**EXECUTIVE COMMITTEE MINUTES  
30 JULY 2015**

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Section Number</b>
10	Proposed Disposal of Land at the Rear of HirondeLL and Update on Land at the Rear of Fir Tree Lodge, Dobbs Weir Road, Nazeing	3
655	PROPOSED DISPOSAL OF LAND AT THE REAR OF HIRONDELL AND UPDATE ON LAND AT THE REAR OF FIR TREE LODGE, DOBBS WEIR ROAD, NAZEING	Paper E/413/15

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

Members were informed that the Authority would have to meet its own legal costs and that part of the sale would involve a covenant restricting the use of the land as a garden.

- (1) the provisionally agreed terms of disposal of the land at the rear of HirondeLL, Dobbs Weir Road;
- (2) an application be submitted to the Secretary of State for consent to the disposal; and subject to that consent the signing and sealing of all necessary legal documentation was approved; and
- (3) the facts set out in relation to paragraphs 3 and 4 of Paper E/413/15 in relation to Fir Tree Lodge was noted.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

The meeting started at 10.30am and ended at 10.54am.





**LEE VALLEY REGIONAL PARK AUTHORITY**

**EXECUTIVE COMMITTEE**

**24 SEPTEMBER 2015 AT 10:30**

**Agenda Item No:**

**5**

**Report No:**

**E/415/15**

## **LEE VALLEY MARINA – SPRINGFIELD AMENITIES PROJECT**

Presented by the Director of Corporate Services

### **EXECUTIVE SUMMARY**

Following the fees and charges review process a step change increase of between 16% and 22% in mooring fees was agreed to apply from 1 April 2015. It was recognised at the time of setting these charges that investment in the Marina facilities was necessary to protect mooring occupancy levels and improve the overall customer experience and at the March Executive Committee Members approved the release of £207,000 from capital funds to demolish and rebuild the amenity blocks within the Marina. Following an open tender process costs have been identified at a maximum of £290,000.

The paper seeks Member approval to release an additional £83,000 to fund this proposal through the capital programme.

### **RECOMMENDATION**

Members Approve: (1) the release of an additional £83,000 from the Authority's capital funds for the Marina amenities project as outlined in paragraph 10 of this report.

### **BACKGROUND**

- 1 The step change increase in mooring fees provoked 14 formal complaints from customers in addition to a number of informal complaints direct to the Marina. In responding to complaints the Authority stated its intention to invest in the facilities at Springfield.
- 2 Condition surveys of the buildings are regularly carried out to inform the Asset Management capital programme. As a result of the condition survey the 1970's amenity buildings providing showers, WC, laundry and Elsan disposal facilities were identified as being in need of urgent attention and modernisation.
- 3 Officers worked with Pick Everard, property and construction industry consultants, to assess the refurbishment and rebuild options and provide budget costings resulting in a recommendation to demolish and rebuild the

amenity blocks at an estimated budget cost of £207,000.

- 6 At the March Executive Committee and following officers Feasibility Study, Members approved the release of £207,000 from the capital funds to demolish and rebuild the 1970's amenity blocks providing showers, WCs, Elsan disposal and laundry facilities (paper E/398/15).
- 7 Consultants Pick Everard and Architects Andris Berzins Associates were appointed to complete the detailed design and produce specification documents. During the detailed design process it was established that enhancements in the structure, roof and mechanical installation were required in addition to the original feasibility proposal, in order to provide a suitable installation complete with the latest energy efficient plant.
- 8 Officers undertook an open tender process to appoint a contractor resulting in 5 tenders being received with the lowest 2 tenders quoting a total cost of £290,000 (which includes a contingency of £22,500).
- 9 Due to the condition of the current facilities and in anticipation that works to demolish the amenity blocks were due to commence in September temporary facilities have recently been installed at Springfield Marina and will incur a monthly rental cost of £3,600.
- 10 Officers consider that the current amenity facilities have reached the end of their life span and recommend that the Authority continues to proceed with the project and this requires Members to approve the release of an additional £83,000 from capital funds.
- 11 Pending approval of the release of the additional capital funds officers will appoint a contractor and enter into a value engineering exercise with the contractor to identify budget savings that can be achieved without compromising quality.

#### **TIMESCALES**

- 12 Assuming approval the new amenity block will be completed by January 2016.

#### **ENVIRONMENTAL IMPLICATIONS**

- 13 The new amenity block will now offer a much improved energy efficiency following detailed design changes.

#### **FINANCIAL IMPLICATIONS**

- 14 The associated increase in income has already been built into the 2015/16 budget through the 16% uplift in mooring fees which is projected to achieve an additional income of £98,900. Officers consider this project necessary to demonstrate the Authority's commitment to investing in the facilities and maintaining current occupancy levels and thus protecting current revenue.
- 15 The table below sets out the capital and revenue costs/income related to this investment:



Description	Original costing Demolish & Rebuild £	Additional Demolish & Rebuild £	Total Demolish & Rebuild £
<b>Total Capital Cost</b>	<b>207,000</b>	<b>83,000</b>	<b>290,000</b>
<b>Revenue Cost</b>			
Cost of capital @ 5%	10,400	4,100	14,500
<b>Total Revenue Cost</b>	<b>10,400</b>	<b>4,100</b>	<b>14,500</b>
<b>Increased mooring fees</b>	<b>98,900</b>		<b>98,900</b>
Payback period	Within 3 years		3 years and 1 month

- 16 It is true that some (if not all) the mooring fees may be achieved without this enhancement, but, there is also the risk that occupancy levels could fall, the number of complaints could increase, negative publicity and the requirement to enhance these amenities would arise in the near future anyway.
- 17 Officers have evaluated the proposal against the Prudential Code and the cost/benefit and financial implications are set out in the body of this report. The key areas are summarised below:
- **Affordability:** There is no additional impact on the levy.
  - **Prudence & Sustainability:** There is no need to borrow as this can be funded from within existing capital funds.
  - **Value For Money:** The other options available were set out in the body of the previous report (E/398/15) with their respective costs and benefits. The current proposal in this paper was seen as giving overall best value for money.
  - **Stewardship of Assets:** Failure to address this enhancement now will result in greater pressure on the asset maintenance programme going forward. A rebuild will address disability requirements, energy efficiency and improve the customer experience.
  - **Service Objectives:** Assists in the financial objectives of the Authority by reducing reliance on the levy through increased income and will provide improved customer satisfaction.
  - **Practicality:** Works towards achieving the business plan and contributes to becoming a premier destination.

#### **HUMAN RESOURCE IMPLICATIONS**

- 18 The project management and implementation will be carried out by a third party architect and contractors.

## **LEGAL IMPLICATIONS**

- 19 The Marina is now managed by Lee Valley Leisure Trust Limited as part of the Leisure Services Contract. The Authority remains responsible for carrying out these major works under the contract and has already obtained planning consent for the new amenity block.

## **RISK MANAGEMENT IMPLICATIONS**

- 20 Officers consider there is a risk of a drop in occupancy levels without investment in the Marina facilities. Any drop in occupancy would have a direct impact on the income received by the Lee Valley Leisure Trust. There have been significant numbers of complaints, including a collective complaint from the customer user group, highlighting the significant level of price increase without the associated improvement in facilities.
- 21 Normal contract risks exist during the construction and fit out works such as over spend on costs and will be mitigated through the project management arrangements and inclusion of an 8% contingency.
- 22 There is a significant risk of negative publicity for both the Authority and the Trust if Members decide not to proceed and continue with the investment to upgrade facilities as the Authority has repeatedly stated its intention to invest in facilities in responding to customer complaints regarding the price increase.

## **EQUALITY IMPLICATIONS**

- 23 The works detailed will improve access to the amenity facilities to meet Disability Discrimination Act requirements.

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## **PREVIOUS COMMITTEE REPORTS**

Executive Committee	E/378/14	Fees and Charges Review	18 Dec 2014
Executive Committee	E/398/15	Springfield Amenities Project	27 March 2015