

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

THURSDAY, 4 JULY 2019 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

Ricki Gadsby
Mike Garnett
Valerie Metcalfe
Simon Walsh

Hertfordshire County Council

David Andrews
Derrick Ashley
Frances Button

Broxbourne Borough Council

Nigel Quinton

East Hertfordshire District Council

Ken Ayling
Gordon Nicholson
Graham McAndrew

Epping Forest District Council

John Wyllie
Mary Sartin

London Borough of Barnet

Syd Stavrou
Ross Houston

London Borough of Camden

Heather Johnson

London Borough of Enfield

Christine Hamilton

London Borough of Hackney

Christopher Kennedy

London Borough of Haringey

John Bevan

London Borough of Harrow

Paul Osborn

London Borough of Havering

Osman Dervish

London Borough of Islington

Claudia Webbe

London Borough of Lambeth

Claire Holland

London Borough of Newham

vacancy

London Borough of Tower Hamlets

Denise Jones

London Borough of Waltham Forest

vacancy

Non-Riparian London Boroughs

2 vacancies

Co-opted Members:

Environment Agency

Debbie Jones

Canal & River Trust

Sam Anderson-Brown

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 25 April 2019 (copy herewith)

6 PROPOSED COMMITTEES AND GROUPS Paper A/4270/19
FOR 2019/20 – APPOINTMENT OF MEMBERSHIP
AND CHAIRMEN

Presented by Beryl Foster, Director of Corporate Services

7 APPOINTMENTS TO OUTSIDE BODIES FOR 2019/20 Paper A/4271/19

Presented by Beryl Foster, Director of Corporate Services

8 CALENDAR OF MEETINGS 2019/20 Paper A/4272/19

Presented by Beryl Foster, Director of Corporate Services

9 UPDATE ON KEY STRATEGIC PROJECTS/INITIATIVES

Presentation by Shaun Dawson, Chief Executive

10 PRESENTATIONS

The Robbie Lea Water Safety Partnership
by Karen Wheeler, Youth & Schools Service Manager

Volunteering
by Paul Roper, Volunteer & Community Engagement Manager

Community Access Fund
by Paul Coates, Sports Development Manager
and Karen Wheeler, Youth & Schools Service Manager

11 NEXT MEETING OF THE AUTHORITY

To note that the next meeting of the Authority will be held on Thursday, 17 October 2019 at 2.00pm at Myddelton House, Bulls Cross, Enfield, Middlesex, EN2 9HG.

12 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.

13 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.)

26 June 2019

Shaun Dawson
Chief Executive

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LEE VALLEY REGIONAL PARK AUTHORITY

**AUTHORITY MEETING
25 APRIL 2019**

Members Present: Paul Osborn (Chairman) Christopher Kennedy
David Andrews Derek Levy (Deputy for Christine Hamilton)
Derrick Ashley Graham McAndrew (Deputy for Keith Warnell)
Ken Ayling Valerie Metcalfe
John Bevan Mary Sartin
Frances Button Paul Seeby (Deputy for Gordon Nicholson)
Mike Garnett Simon Walsh
Ross Houston Claudia Webbe
Heather Johnson John Wyllie
Denise Jones

Apologies Received From: Osman Dervish, Christine Hamilton, Claire Holland, Gordon Nicholson, Syd Stavrou, Keith Warnell

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
Cath Patrick - Biodiversity Action Plan Manager
Stephen Bromberg - Head of Communications
Claire Martin - Policy Officer
Sandra Bertschin - Committee & Members' Services Manager
Lindsey Johnson - Committee Services Officer

Part I

24 DECLARATIONS OF INTEREST

Name	Agenda Item No.	Nature of Interest	
<i>Ken Ayling & Paul Seeby</i>	<i>10</i>	<i>Members of Broxbourne Borough Council</i>	<i>Non-Pecuniary</i>
<i>Mary Sartin</i>	<i>10</i>	<i>Husband responded to Park Development Framework Consultation and she is a Member of the Area Planning Sub Committee West for Epping Forest District Council which will be hearing the planning application for the Bittern Information Point.</i>	<i>Non-Pecuniary</i>

25 MINUTES OF LAST MEETING

THAT the minutes of the meeting held on 17 January 2019 be approved and signed.

26 MEMBER CHANGES

The appointment of Claire Holland (non-riparian member) from the London Borough of Lambeth and the resignation of Maggie McEwen from Essex County Council and appointment of Ricki Gadsby as her replacement was noted.

27 PUBLIC SPEAKING

The following request to speak on Agenda Item 6 was made by Abigail Woodman of Save Lea Marshes:

- The proposed orientation of the new ice rink is against what Members agreed at the Authority meeting on 7 July 2016.
- Members agreed that 'the new ice rink would be limited to land south of the northern perimeter of the current ice rink. Nothing connected with the new ice rink will encroach further onto Leyton Marsh.'
- Appendix A to Paper E/618/19 clearly shows that you plan to encroach further onto Leyton Marsh.
- Officers have stated that the 'perimeter' to be the edge of the land leased to Vibrant Partnerships and that this is further north than the northern wall of the current ice rink. I believe that the 'perimeter of the current ice rink' refers to the northern wall of the current building.
- A FOI request on 27 July 2017 showed the northern boundary further south than the boundary now being claimed, this proves that you are clearly proposing to take a large chunk of Leyton Marsh.

The Chairman thanked Abigail for speaking to Members and informed her that her comments would be addressed when we got to that agenda item.

The Chairman agreed to consider Agenda Item 10 next.

32 SECTION 14 OF THE LEE VALLEY REGIONAL PARK ACT 1966 Paper A/4267/19
PROPOSED ADOPTION OF PARK DEVELOPMENT FRAMEWORK
STRATEGIES AND PROPOSALS FOR AREAS 6, 7 AND 8 OF THE
REGIONAL PARK

The report was introduced by the Head of Planning & Strategic Partnerships informing Members that the Park Development Framework would identify how the Authority will manage and develop the Regional Park as required by Section 14 of the Lee Valley Regional Park Act 1966 during the period 2019-2035. During this process 340 organisations and individuals have been consulted.

The following public speakers were heard.

Doug Cooper, Head of Planning & Development from Broxbourne Borough Council:

- Broxbourne Borough Council has a close working relationship with Lee Valley Park and supports most of the Park Development Framework, but not your proposals for Wharf Road Gypsy/Travellers.

- You say you want to work with Broxbourne Borough Council and stakeholders to develop a long term strategy of removal of Gypsy/Travellers and use CPO powers if necessary. This is not the position of Broxbourne Borough Council's Local Plan; we want to create a permanent unified site.
- The majority of Gypsy/Traveller plots are lawful. We objected to the Park Development Framework as we couldn't support the Environmental Strategy, you have in turn objected to our Wharf Road strategy.
- Our opposing plans may have legal ramifications, your formal response to our objection as 'comments noted' is a dismissive response.
- This issue can be simply resolved, defer Area 6 until the Local Plan inspectors report has been received this year, or request officers take legal advice on matters raised.

Stephen Pollock-Hill, Nazeing Glass:

- I advise Members I will be sending the Authority a FOI request asking for full details of the cost of the Broxbourne Lido, I believe it to be in the region of £10-12 million. It has been a disaster from start to finish.
- It was built on the wrong site, originally intended to be an open pool, then had a roof put on and a wave machine installed with resulted in pressure to the foundations and was closed on 2 occasions for repairs once for 2 years.
- I am worried about what will become of the site, the Park Development Framework infers residential housing. The charter of Lee Valley Park has no provision for housing in the Park.
- The site is on a 100 year flood plain, green belt and is going against your principals. You would need Secretary of State dispensation, I ask you to reconsider.
- Broxbourne Borough Council in a 2007 report said the site was not suitable for housing due to it being in the green belt and 100 year flood plain, yet you managed to persuade them and this was changed.
- Latest plan has no schematic of where housing would be.
- I have evidence from a chartered surveyor that the land is a bog never suitable for a swimming pool, the wave machine caused problems, the architect resigned with a nervous breakdown because of the problems it caused him.

Laurie Ellks:

- I spoke at the Regeneration & Planning Committee in January regarding the Landscape Strategy and that it falls short of a strategy as there are no plans or priorities for action. You say you want the Park to be a green lung, yet nothing shows how you will achieve this.
- The north of the Park is wonderful, a lot of work to enhance nature with the Bittern Information Point and Country Park which shows a commitment to landscape. Committed to landscape in the north but not so much in the south.
- Thematic Proposals identify a unified park, yet there is no commitment and with a large contrast between the north and the south.
- If you have projects to improve the Park, then funding will emerge. If landscape strategy, work out priority projects for the Landscape Strategy to get financial commitments.
- Authority minutes said you wanted a list of projects, hope you are not burying this plan.
- Put back the Landscape Strategy to make real strategy, if you can't do this then prepare and prioritise projects connected to Park Development Framework.

- William Mann suggested some projects in the south, this could be a useful starting point.

The Chairman commented that he was happy for a list of priority projects to be created and would instruct officers in starting this work with high, medium and low priority projects being included.

The Head of Planning & Strategic Partnerships responded in turn to the public speakers:

Wharf Road Gypsy/Travellers – Recently Broxbourne Borough Council has revised its position following some enforcement appeal decisions which were allowed. The Council now proposes to group occupied plots into a central area, which we are opposed to. We should adopt the Park Development Framework proposals today and review our position once the Inspector's decision is known, however, we don't have to agree with the inspector's decision. The Authority is not bound by the Inspector's decision. We have never been convinced over the merits of the Council's proposal as many of the issues come down to the management of the site.

Broxbourne Lido – Residential use on this site was struck out by an EIP inspector reviewing Broxbourne Borough Council's Local Plan. We put this site forward for housing as it was already a major development in the green belt, it is unfortunate that the inspector decided that the green belt needed a defensive boundary.

Landscape Strategy – We employed consultants and their analysis was that the Park has 12 unique landscape characters. The critical difference is the north was worked for mineral extraction which had planning conditions attached for landscaping, whereas the south has been urbanised.

A Member asked, given the impact on Gypsy/Traveller communities at Wharf Road, shouldn't we have an 'equalities implication' in the report. Officers responded stating that these documents focused on society as a whole and as such it is difficult to differentiate groups.

Ken Ayling abstained from approving the following recommendations.

- (1) **adoption of the following documents which comprise the Park Development Framework; Strategic Policies, Area Proposals for Areas 6, 7 and 8, Landscape Strategy, Strategic Environmental Assessment, Habitats Regulations Assessment and Evidence Base;**
- (2) **to revoke parts 1 and 2 of the Park Plan (2000); and**
- (3) **adoption of new proposals for glasshouses for Area 5 of the Regional Park was approved.**

2 members of the public left the meeting.

28 LEE VALLEY ICE CENTRE: NEXT STAGE DETAILED DESIGN AND PLANNING APPLICATION

The Head of Sport & Leisure gave a presentation on the Lee Valley Ice Centre Project, key points included:

- We have decided to keep a twin Olympic pad facility with a gym and other support facilities. There will be fewer spectators, this has brought the projected project costs down by £10 million.
- The footprint will be no bigger than the previous scheme.
- The twin pads will be Olympic sized, with a central core housing changing rooms, support facilities and a gym.
- The new building will have a café and toilet which will be open to the public at no entrance cost. Current plan is when events are taking place the building will still be open to the public.
- There will be two entrances, spectators will not have to go through reception.
- The design of the building will have a brick plinth with cladding at the top. The materials are planned to be natural. The building will hopefully be lower than the current building.
- We can't build closer to the road at the south because of underground constraints. London Borough of Waltham Forest planners have guided us in the orientation of the building.
- Due to the age of the current building there have been a number of closures, which could cause social problems for the younger community. There will be a Socio-Economic Study in the coming months.
- We are keen to keep continuity and only have a 3 month shut down when the new building is being built. The current plan is the northern building will be completed first, with the current building continuing.
- We have allowed £500k for continuity and phasing, this may go up at the next stage.
- The London Borough of Waltham Forest wanted better connectivity into Leyton Marsh. We will open up views to the east and west and will create connectivity from the road. We will be extending the marsh, with native species, reed beds and ice melts will be used to feed into Oxbow Lake.
- We have already reduced the car park to 177 spaces from the previous scheme and may reduce this further if possible.
- Bin stores will be enclosed and out of sight.
- The next stage is to develop the next stage of design, procure a builder, submit a planning application in September, create a communication strategy and appoint a contractor.
- There will be a design review panel with the London Borough of Waltham Forest and further pre-application dialogue.
- We estimate that over 12 million people will use this new facility and it will create a proper entrance to our open space at Leyton Marsh.

A Member pointed out that Abigail Woodman was correct in what she said that Members had agreed that we wouldn't go further north than the existing building. The plans for this development have evolved over the design process and the changes reflect reality.

A Member asked what treatment would be used for HGVs. Officers responded that it would be resin bonded.

A Member asked if it would be more economical to demolish the current building and build the new building in one go. Officers responded stating that we have a £230k surplus if needed and the figures from the business plan leave us in a positive position. The wider social benefits also need to be considered.

A Member asked if there was sufficient provision for car parking, especially during events. Officers replied that part of planning constraints in London required not having much car parking, there is a train station in close walking distance and we only have 150 spaces at Lee Valley VeloPark and have managed to make that work.

4 members of the public left the meeting.

29 WORK PROGRAMME: PROGRESS UPDATE

Paper A/4268/19

The report was introduced by the Chief Executive, updating Members on key projects and initiatives from the Authority's business plan.

The Chairman reminded Members that we are continuing to expand our assets with the new Ice Centre, The Wave and a hotel at Eton Manor. A Member also commented that the Bittern Information Point is of regional interest.

A Member expressed her concern over the potential for contamination at Picketts Lock and how this might affect The Wave. Officers responded stating that we have factored in a sum for ground investigation works and might be able to make a capital contribution.

(1) the report was noted.

30 FINANCIAL REGULATIONS WAIVERS 2018/19

Paper A/4266/19

The report was introduced by the Director of Finance & Resources, which provided Members with a list of waivers to Financial Regulations during the financial year 2018/19.

(1) the report was noted.

31 WRITE-OFF OF IRRECOVERABLE ARREARS 2018/19

Paper A/4269/19

The report was introduced by the Director of Finance & Resources, where he informed Members that there was only one individual irrecoverable arrear over £2k for 2018/19.

(1) the write-off detailed in paragraphs 5 to 7 of Paper A/4269/19 was approved; and

(2) the delegated write-offs for 2018/19 as detailed in paragraphs 3 to 4 of Paper A/4269/19 were noted.

33 NEXT MEETING OF THE AUTHORITY

It was noted that the next meeting of the Authority will be held on Thursday, 4 July 2019 at 2.00pm at Myddelton House, Bulls Cross, Enfield, Middlesex, EN2 9HG.

34 ANY OTHER BUSINESS

The Chairman informed Members that a Volunteers Walk Programme would be starting this weekend at Gunpowder Park and was part of a new initiative.

A Member informed Members that we had recently stopped sending news emails to councillors from levy paying councils due to only 1% being opened. He felt that this was incorrect due to

the fact that it is important for councillors to see that we are trying to engage with them, and that it is possible to partly read an email without opening it. The Chairman suggested that we look at our stakeholder engagement and have a wider discussion regarding this matter.

Chairman

Date

The meeting started at 2.00pm and ended at 3.35pm.

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LEE VALLEY REGIONAL PARK AUTHORITY

ANNUAL AUTHORITY MEETING

4 JULY 2019 AT 14:00

Agenda Item No:

6

Report No:

A/4270/19

**PROPOSED COMMITTEES AND GROUPS
FOR 2019/20
- 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 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;
- Regeneration & Planning Committee;
- Ice Centre Project Working Group;
- Land & Property Review Working Group;
- Leisure Services Contract Review Working Group;
- Levy Strategy Working Group.

RECOMMENDATIONS

Members Approve: (1) membership of Committees and Groups for 2019/20 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 Authority periodically reviews its adopted committee structure. The current committee structure was introduced 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 when a further review of the committee structure should take place 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. Again, 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 current committee structure serves the Authority's business needs and was streamlined in 2017 replacing two planning committees with a single Regeneration & Planning Committee. 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.

TASK AND FINISH PANEL/GROUPS

- 2 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.
- 3 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.
- 4 The Panel and Groups for 2018/19 were:

Park Development Framework Panel;
Ice Centre Project Working Group;
Land & Property Review Working Group;
Levy Strategy Working Group; and
Leisure Services Contract Review Working Group.
- 5 The proposal for 2019/20 is as follows:

Ice Centre Working Group;
Land and Property Review Working Group;
Levy Strategy Working Group; and
Leisure Services Contract Review Working Group.
- 6 The Park Development Framework Panel has completed its work as the Authority adopted the final set of documents to complete the Park Development Framework at its meeting in April 2019 (Paper A/4267/19) and is therefore no longer required.
- 7 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

- 8 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

- 9 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

- 10 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

- 11 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) **Regeneration & Planning Committee**

- a) 10 Members
b) Chairman and Vice Chairman

(4) **Scrutiny Committee**

- a) 9 Members
b) Chairman & Vice Chairman

(7) **Ice Centre Project Working Group**

- a) 10 Members
b) Chairman

(8) **Land & Property Review Working Group**

- a) 7 Members
b) Chairman

(9) **Levy Strategy Working Group**

- a) 8 Members
b) Chairman

(10) **Leisure Services Contract Review Working Group**

- a) 8 Members
b) Chairman

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

EQUALITY IMPLICATIONS

- 17 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

REGENERATION AND PLANNING COMMITTEE

Meetings 6 weekly or as required
Membership 11 Members

Terms of Reference

- 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

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

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

- to consider the strategic direction of the project;
- to ensure that the project is consistent with the Authority's policy framework;
- to consider the feasibility and viability of the project;
- to assess the capital and revenue implications of the project.

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 continue to develop a levy strategy and financial plan that delivers the statutory objectives of LVRPA, whilst reducing the burden on the tax payer.

- i) Review ongoing capital investment requirements beyond 2020 and ensuring capital funding generated from the Land & Property Strategy are utilised for future investment (with short term borrowing to bridge any cash-flow gaps, e.g., ice centre project).
- ii) Reducing Leisure Services Contract management fee and development of future contract to deliver further savings from 2020.
- iii) Review Grounds Maintenance specification.
- iv) Review investment opportunities e.g., Picketts Lock and Ice Centre development.
- v) Consideration of transfer of further services to third 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 any levy target for future years.

LEISURE SERVICES CONTRACT REVIEW WORKING GROUP (reporting to Executive Committee)

Meetings	As required
Membership	8 Members

Terms of Reference

- To input into 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
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 <p>LEE VALLEY REGIONAL PARK AUTHORITY</p> <p>ANNUAL AUTHORITY MEETING</p> <p>4 JULY 2019 AT 14:00</p>	<p><u>Agenda Item No:</u></p> <p style="text-align: center;">7</p> <p><u>Report No:</u></p> <p style="text-align: center;">A/4271/19</p>
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APPOINTMENTS TO OUTSIDE BODIES FOR 2019/20

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 2019/20. Please note in the majority of appointments this period runs from the date of this meeting until 30 June 2020.

RECOMMENDATION

Members Approve: (1) the proposals for appointments to outside bodies and Authority led liaison groups for 2019/20 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 2019/20

- 4 A review of the appointments made in 2018/19 has been undertaken and a brief description of each organisation is set out in Appendix A to this report.
- 5 The Authority can appoint 3 persons to Lee Valley Leisure Trust Limited (the Trust). The Authority currently has 2 appointments (Gwyneth Deakins appointed on 6 July 2018 and Linda Haysey appointed on 19 October 2017). In accordance with the Rules of the Trust these appointments are made for 3 years (Linda Haysey's appointment ends on 19 October 2020 and Gwyneth Deakins' appointment ends on 6 July 2021).

- 6 Appointment to Hertfordshire Young Mariner's Base (HYMB) is no longer required as changes to their Articles of Association included replacement of nominated Trustees with Co-opted Trustees as of 5 March 2019. HYMB has expressed appreciation for the work of nominated Trustees over the past 22 years which contributed greatly to HYMB's development.

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 2018/19

APPOINTMENTS TO OUTSIDE BODIES

OUTSIDE BODIES	No of Reprs	Representative(s) previous year 2018/19	Proposal for 2019/20
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<p>(a) 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>	1	Syd Stavrou	
<p>(b) Six Authorities Liaison Group (formerly 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>	4	Ken Ayling Valerie Metcalfe Gordon Nicholson Syd Stavrou	
<p>(c) Lee Valley Leisure Trust Limited</p> <p>Board comprising independent Trustees, there can be up to 3 Authority Trustee appointments.</p>	3	Linda Haysey Gwyneth Deakins	(Noted as continuing at this time as appointments are made for 3 years)
<p>(d) Hertfordshire Young Mariners Base (HYMB)</p> <p>Board comprising 9 Trustees, 3 nominated by Herts County Council, Broxbourne Borough Council 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 County Council and Broxbourne Borough Council.</p>	1	Valerie Metcalfe	No longer required

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 <p>LEE VALLEY REGIONAL PARK AUTHORITY</p> <p>ANNUAL AUTHORITY MEETING</p> <p>4 JULY 2019 AT 14:00</p>	<p><u>Agenda Item No:</u></p> <p>8</p> <p><u>Report No:</u></p> <p>A/4272/19</p>
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CALENDAR OF MEETINGS 2019/20

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 2019/20.

RECOMMENDATION

Members Approve: (1) the calendar of meetings for 2019/20 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 2019/20 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.
- 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 Regeneration & Planning Committee meets 6 weekly or as required.
- 9 The Scrutiny Committee meets three times per year or as required.
- 10 All other committees, panels and groups are not timetabled but are called when necessary.

MEMBERS' VISITS

- 11 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

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

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

EQUALITY IMPLICATIONS

- 17 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 2019/20

DRAFT
CALENDAR OF MEETINGS
JULY 2019 – JULY 2020

2019			
4	July	2.00pm	Annual General Meeting
4	July	3.00pm	Audit Committee
18	July	10.30am	Ice Centre or LSC Working Group
18	July	11.30am	Executive Committee
22	August	10.30	Executive Committee
5	September	All day	Member Tour
19	September	10.30am	Ice Centre or LSC Working Group
19	September	11.30am	Executive Committee
19	September	12.30pm	Regeneration & Planning Committee
19	September	1.00pm	Audit Committee
26	September	All day	Member Tour
17	October	10.30am	Ice Centre or LSC Working Group
17	October	11.30am	Executive Committee
17	October	12.30pm	Regeneration & Planning Committee
17	October	2.00pm	Authority
21	November	10.00am	Ice Centre or LSC Working Group
21	November	11.00am	Executive Committee
21	November	12.00noon	Regeneration & Planning Committee
21	November	12.30pm	LSC Service Delivery Workshop
21	November	2.00pm	Scrutiny Committee
19	December	10.30am	Ice Centre or LSC Working Group
19	December	11.30am	Executive Committee
19	December	1.00pm	Budget Workshop
2020			
9	January	10.30am	Budget Workshop (Continued if necessary)
23	January	10.30am	Ice Centre or LSC Working Group
23	January	11.30am	Executive Committee
23	January	12.30pm	Regeneration & Planning Committee
23	January	2.00pm	Authority
27	February	10.00am	Ice Centre or LSC Working Group
27	February	11.00am	Executive Committee

Appendix A to Paper A/4272/19

27	February	12.00noon	Regeneration & Planning Committee
27	February	12.30pm	Audit Committee
27	February	1.30pm	Scrutiny Committee
26	March	10.30am	Ice Centre or LSC Working Group
26	March	11.30am	Executive Committee
26	March	12.30pm	Regeneration & Planning Committee
23	April	10.30am	Ice Centre or LSC Working Group
23	April	11.30am	Executive Committee
23	April	12.30pm	Regeneration & Planning Committee
23	April	2.00pm	Authority
21	May	10.30am	Ice Centre Working Group
21	May	11.30am	Executive Committee
21	May	12.30pm	Regeneration & Planning Committee
25	June	10.30am	Ice Centre Working Group
25	June	11.30am	Executive Committee
25	June	12.30pm	Regeneration & Planning Committee
25	June	1.00pm	Audit Committee
25	June	2.00pm	Scrutiny Committee
2	July	2.00pm	ANNUAL GENERAL MEETING

- **All meetings are held at Myddelton House, Bulls Cross, Enfield, EN2 9HG unless otherwise stated – please check agendas for confirmation**