

You are requested to attend the **ANNUAL GENERAL MEETING** of the **AUTHORITY** at Myddelton House, Bulls Cross, Enfield, Middlesex, EN2 9HG, on:

THURSDAY, 11 JULY 2024 AT 14:00

at which the following business will be transacted.

A G E N D A

Part I

1 To note membership of the Authority:

Constituent Council

Member

Essex County Council

Susan Barker

Mike Garnett

Clive Souter

Marshall Vance

Hertfordshire County Council

David Andrews

Lesley Greensmyth

Calvin Horner

Graham McAndrew

Broxbourne Borough Council

Ken Ayling

Gordon Nicholson

East Hertfordshire District Council

John Wyllie

Steven Watson

Epping Forest District Council

Richard Bassett

Steven Heather

London Borough of Barnet

Ross Houston

London Borough of Bromley

Nicholas Bennett

London Borough of Camden

Heather Johnson

London Borough of Enfield

Rick Jewell

Royal Borough of Greenwich

David Gardner

London Borough of Hackney

Chris Kennedy

London Borough of Haringey

John Bevan

London Borough of Harrow

Paul Osborn

London Borough of Islington

Janet Burgess MBE

London Borough of Lambeth

Rezina Chowdhury

London Borough of Newham

Miraj Patel

London Borough of Sutton

Barry Lewis

London Borough of Tower Hamlets

Vacancy

London Borough of Waltham Forest

Terry Wheeler

Co-opted Members:

Environment Agency

Ben Radbone

Canal & River Trust

Vacancy

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 2024 (copy herewith)

6 **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.

7 **PROPOSED COMMITTEES AND GROUPS FOR 2024/25** Paper A/4352/24
- APPOINTMENT OF MEMBERSHIP AND CHAIRMEN

Presented by Beryl Foster, Deputy Chief Executive

8 **APPOINTMENTS TO OUTSIDE BODIES FOR 2024/25** Paper A/4353/24

Presented by Beryl Foster, Deputy Chief Executive

9 **CALENDAR OF MEETINGS 2024/25** Paper A/4354/24

Presented by Beryl Foster, Deputy Chief Executive

10 **BUSINESS PLAN PERFORMANCE UPDATE 2023/24**

Presentation by Shaun Dawson, Chief Executive

11 NEXT MEETING OF THE AUTHORITY

To note that the next meeting of the Authority will be held on Thursday, 24 October 2024 at 2.00pm at Lee Valley White Water Centre.

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.)

3 July 2024

Shaun Dawson
Chief Executive

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LEE VALLEY REGIONAL PARK AUTHORITY

**AUTHORITY MEETING
25 APRIL 2024**

Members Present:	Paul Osborn (Chairman)	Steven Heather
	David Andrews	Calvin Horner
	James Asser	Ross Houston
	Ken Ayling	Heather Johnson
	Susan Barker	Gordon Nicholson
	Richard Bassett	Clive Souter
	John Bevan	Marshall Vance
	Janet Burgess	Steven Watson
	Rezina Chowdhury	Terry Wheeler
	Mike Garnett	John Wyllie
	David Gardner	Richard Thake (Deputy Member for Graham McAndrew)
	Lesley Greensmyth	

Apologies Received From: Nicholas Bennett, Rick Jewell, Chris Kennedy, Barry Lewis, Graham McAndrew

Officers Present:	Beryl Foster	- Deputy Chief Executive
	Dan Buck	- Corporate Director
	Jon Carney	- Corporate Director
	Keith Kellard	- Head of Finance
	Julle Smith	- Head of Legal
	Cath Patrick	- Conservation Manager
	Sandra Bertschin	- Committee & Members' Services Manager
Lindsey Johnson	- Committee Services Officer	

Also present: Kevin Bartle - S151 Officer, LB Enfield

Part I

30 DECLARATIONS OF INTEREST

There were no declarations of Interest.

31 MINUTES OF LAST MEETING

THAT the minutes of the meeting held on 18 January 2024 be approved and signed.

32 PUBLIC SPEAKING

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

33 FINANCIAL REGULATIONS WAIVERS 2023/24

Paper A/4349/24

The report was introduced by the Head of Finance.

In response to Members it was advised:

- for future reporting the value of each waiver would be included; and**

- the number of waivers in 2023/24 was higher than in the past. This reflected the low financial thresholds within Financial Regulations and the specialist and ageing portfolio of Authority properties. The appropriateness of financial thresholds would be considered as part of the forthcoming review of Financial Regulations.

(1) the report was noted.

34 WRITE-OFF OF IRRECOVERABLE ARREARS 2023/24 Paper A/4350/24

The report was introduced by the Head of Finance.

A Member commended the low level of debt write-off.

(1) the debts written-off under delegated authority in 2023/24 were noted.

35 PROPOSAL FOR ADDITIONAL VISITOR ACCOMMODATION Paper A/4351/24
ENHANCING THE OFFER AT SEWARDSTONE CAMPSITE

The report was introduced by the Corporate Director.

(1) the three phases of development outlined within Paper A/4351/24;

(2) the use of the revenue returns to fund the project; and

(3) a financial waiver for the purchase of the hotel pods at a cost of £123,000 as outlined in paragraph 6 of Paper A/4351/24 were approved.

36 WORKING FOR BIODIVERSITY ACROSS THE REGIONAL PARK

The Conservation Manager gave a presentation, including:

- the Authority's land holdings provided an amazing resource for biodiversity;
- the sporting venues made an important contribution to improving biodiversity;
- designated ecological sites across the Regional Park;
- Biodiversity Team overview;
- working across the Authority;
- Biodiversity Action Plan and recent projects;
- raising awareness;
- working across the region – Floating Pennywort Removal;
- Biodiversity Net Gain;
- Biodiversity Net Gain – Developer;
- Biodiversity Net Gain – Landowner;
- Biodiversity Net Gain – Work to date;
- Biodiversity Net Gain – Next steps.

Members commended the biodiversity work undertaken.

Member comments included:

- concern regarding staffing resource to deliver Biodiversity Net Gain work;
- Biodiversity Net Gain could provide a good investment stream for habitat enhancement across the Regional Park;

- It would be beneficial to have available a number of off the shelf schemes;
- the potential for assistance/expertise that the Authority could consider providing to local authorities should be explored;
- there was a huge appetite amongst community groups and local residents for involvement in biodiversity activities;
- suggestion for collaboration with local authorities and visiting schools in regard to biodiversity;
- there were many opportunities across the Park, especially in the south, for delivery of biodiversity net gain;
- suggestion that habitat enhancements could also be funded through Section 106, Community Infrastructure Levy and Neighbourhood Community Infrastructure Levy;
- suggestion of partnership working through Epping Forest; and
- the recent Member Tour had been beneficial in seeing completed and in progress habitat enhancement works.

In response to Members it was advised:

- the Biodiversity Action Plan was supported by a number of SMART targets and reporting of work completed could be included in a refresh of the Biodiversity Action Plan;
- engagement with community groups and volunteers was undertaken and delivery of some habitat projects relied heavily on community involvement; and
- the Learning & Engagement team provided a variety of learning outside the classroom opportunities.

The Chairman commented that resourcing would be considered as part of the budget process.

37 NEXT MEETING OF THE AUTHORITY

It was noted that the next meeting of the Authority will be held on Thursday, 4 July 2024 at 2.00pm at Lee Valley White Water Centre.

Chairman

Date

The meeting started at 2.05pm and ended at 2.56pm

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LEE VALLEY REGIONAL PARK AUTHORITY
ANNUAL AUTHORITY MEETING
11 JULY 2024 AT 14:00

Agenda Item No:

7

Report No:

A/4352/24

**PROPOSED COMMITTEES AND GROUPS FOR 2024/25 -
APPOINTMENT OF MEMBERSHIP AND CHAIRMEN**

Presented by the Deputy Chief Executive

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 and Groups and the appointment of a Chairman and Vice Chairman for each:

- Executive Committee;
- Audit Committee;
- Scrutiny Committee;
- Regeneration & Planning Committee;
- Land & Property Review Working Group; and
- Levy Strategy Working Group.

RECOMMENDATIONS

Members Approve: (1) membership of Committees and Groups for 2024/25 as agreed at the meeting; and

Members Note: (2) 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 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.
- 2 The current four year term of office for Members concludes on 30 June 2025. From a Governance perspective it may be appropriate to review the committee

structure at the start of the next four year term of office (1 July 2025) to ensure it remains fit for purpose on achieving the Authority's aims and objectives.

TASK AND FINISH GROUPS

- 3 The Authority's task and finish groups were set up to ensure Member involvement with and input into major projects and/or strategic review at an early stage and as necessary. They are not decision making.
- 4 Members of the task and finish 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.
- 5 The task and finish groups for 2023/24 were:

Land & Property Review Working Group; and
Levy Strategy Working Group.
- 6 It is hoped that where possible a core membership of task and finish groups will be maintained in view of the knowledge gained by previous members of each group.

PROPORTIONALITY

- 7 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 AND GROUPS

- 8 Membership of committees and task and finish groups as agreed at the meeting will be circulated subsequent to the meeting.

UNFILLED VACANCIES

- 9 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

- 10 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), 2 Members to be nominated jointly by the non-majority groups (preferably from one of the London Olympic boroughs)
 - (2) **Audit Committee**
 - a) 7 Members
 - b) Chairman & Vice Chairman

(3) Regeneration & Planning Committee

- a) 11 Members
- b) Chairman and Vice Chairman

(4) Scrutiny Committee

- a) 9 Members
- b) Chairman & Vice Chairman

(5) Land & Property Review Working Group

- a) 7 Members
- b) Chairman

(6) Levy Strategy Working Group

- a) 8 Members
- b) Chairman

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

EQUALITY IMPLICATIONS

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

APPENDIX ATTACHED

Appendix A **Terms of Reference & Membership of Authority, Committees, Task
& Finish Groups**

**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, Deputy Chief Executive, Corporate 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
- To agree a work programme annually

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, Counter Fraud, Bribery & Corruption Policies 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

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.**

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LEE VALLEY REGIONAL PARK AUTHORITY
ANNUAL AUTHORITY MEETING
11 JULY 2024 AT 14:00

Agenda Item No:

8

Report No:

A/4353/24

APPOINTMENTS TO OUTSIDE BODIES FOR 2024/25

Presented by the Deputy Chief Executive

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 2024/25.

RECOMMENDATION

Members Approve: (1) the proposals for appointments to outside bodies for 2024/25 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 2024/25

- 4 A review of the appointments made in 2023/24 has been undertaken and a brief description of each organisation is set out below and in Appendix A to this report.

5 Waltham Abbey Town Partnership

The Authority has been represented on this outside body since its formation in 2008. Its membership has gradually changed over the years reflecting regular attendees and is drawn from various local organisations, local residents and Waltham Abbey Town Council. It meets once a month. There has been Authority officer attendance over recent years on behalf of a Member representative.

Waltham Abbey Town Partnership would appreciate continued Authority representation and have been content with officer representative input. However

it is proposed that a Member representative be appointed should the need for alternative representation arise.

6 Six Authorities Liaison Group (formerly Enfield, Essex & Herts Border Liaison Group)

This group has not met since 2019 and is not expected to do so going forward. Therefore the group can be considered as disbanded and it is not necessary to appoint to it.

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 2024/25

APPOINTMENTS TO OUTSIDE BODIES

OUTSIDE BODIES	No of Reprs	Representative(s) previous year 2023/24	Proposal for 2024/25
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(a) **Waltham Abbey Town Partnership** 1 Steven Heather Steven Heather

This was established to encourage joint working and the development of tourism in Waltham Abbey.

(b) **Six Authorities Liaison Group** 4 David Andrews None
 (formerly Enfield, Essex & Herts Border Liaison Group)
 Ken Ayling
 Rick Jewell
 Gordon Nicholson

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. **Note – considered to be disbanded.**

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LEE VALLEY REGIONAL PARK AUTHORITY
ANNUAL AUTHORITY MEETING
11 JULY 2024 AT 14:00

Agenda Item No:

9

Report No:

A/4354/24

CALENDAR OF MEETINGS 2024/25

Presented by the Deputy Chief Executive

SUMMARY

This report seeks Member approval of the draft calendar of meetings for the Authority and its main committees for 2024/25.

RECOMMENDATION

Members Approve: (1) the calendar of meetings for 2024/25 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 2024/25 is attached at Appendix A to this report for approval.

FACTORS AFFECTING DAYS, TIMES AND PLACE OF MEETINGS

- 3 The Lee Valley Regional Park Act 1966 provides that the Authority may make Standing Orders with respect to proceedings, including a quorum, place of meeting and notices to be given of meetings of the Authority or any committee appointed by them. In May 2021 Authority approved amendment of Standing Orders to include explanation that "place of meeting" included physical, virtual and hybrid meetings. - Most recently meetings have been held in person or by remote access.
- 4 With the agreement of Members the majority of meetings are held on a Thursday during the day.
- 5 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 and groups are not timetabled but are called when necessary.

MEMBER TOURS

- 11 Two Member Tours have been included in the 2024/25 Calendar.
- 12 Member Tours to sites in the Park or outside the Park are scheduled 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

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

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCE IMPLICATIONS

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

LEGAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

EQUALITY IMPLICATIONS

- 18 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 2024/25

CALENDAR OF MEETINGS JULY 2024 – JULY 2025

2024			
25	July	10.30am	Executive Committee
11	September	All day	Member Tour
19	September	10.30am	Executive Committee
19	September	11.30am	Regeneration & Planning Committee
19	September	1.00pm	Audit Committee
24	October	10.30am	Executive Committee
24	October	11.30am	Regeneration & Planning Committee
24	October	2.00pm	Authority
21	November	10.30am	Executive Committee
21	November	11.30am	Regeneration & Planning Committee
21	November	1.00pm	Scrutiny Committee
19	December	10.30am	Executive Committee
19	December	11.30am	Regeneration & Planning Committee
19	December	1.00pm	Budget Workshop
2025			
9	January	10.30am	Budget Workshop (Continued if necessary)
23	January	10.30am	Executive Committee
23	January	11.30am	Regeneration & Planning Committee
23	January	2.00pm	Authority
27	February	10.30am	Executive Committee
27	February	11.30am	Regeneration & Planning Committee
27	February	1.00pm	Audit Committee
27	February	2.00pm	Scrutiny Committee
20	March	10.30am	Executive Committee
20	March	11.30am	Regeneration & Planning Committee
2	April	All day	Member Tour
24	April	10.30am	Executive Committee
24	April	11.30am	Regeneration & Planning Committee
24	April	2.00pm	Authority
22	May	10.30am	Executive Committee
22	May	11.30am	Regeneration & Planning Committee
19	June	10.30am	Executive Committee
19	June	11.30am	Regeneration & Planning Committee
19	June	1.00pm	Audit Committee
19	June	2.00pm	Scrutiny Committee
3	July	2.00pm	ANNUAL GENERAL MEETING

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