

**Minutes of the Meeting of the Board of the London Legacy Development Corporation**

**Meeting date:** 22 May 2012

**Time:** 10am

**Venue:** Ground Floor Rooms A&B, 29-35 West Ham Lane, Stratford E15 4PH

---

**PRESENT:** The Baroness Ford of Cuninghame (Chair)  
Sonita Alleyne  
Nick Bitel  
Nicky Dunn  
Keith Edelman  
David Edmonds  
David Gregson  
Robert John  
Philip G Lewis  
Jayne McGivern  
Elizabeth McMahon  
Andrew Mawson  
Jules Pipe  
Lutfur Rahman  
Chris Robbins

**IN ATTENDANCE:** Andrew Altman (Chief Executive)  
Jonathan Dutton (Executive Director of Finance & Corporate Services)  
Dan Hawthorn (Mayor's observer)  
Rachel Massey (Secretariat)  
Mark Camley (Director of Park Operations for items 9-13)  
Malcolm Ross (Executive Director of Park Operations and Venues for items 9-13)  
Duncan Innes (Executive Director of Real Estate for item 14)

---

**1 Welcome and opening remarks**

- 1.1 The Chair welcomed members of the Board and members of the public to the second meeting of the London Legacy Development Corporation (LLDC) Board.
- 1.2 The Chair introduced the Mayor's observer and the two officers of the Corporation, the Chief Executive and Executive Director of Finance & Corporate Services.

**2 Minutes**

- 2.1 The minutes of the meeting on 2 April 2012 were circulated with the papers. The Board **APPROVED** the minutes as an accurate record of the meeting, for the Chair to sign.

- 2.2 The Chair noted that the standing orders, scheme of delegations, financial regulations and procurement had been amended as agreed at the last meeting of the Board and were available on the Corporation's website.

### **3 Apologies for absence**

- 3.1 The Chair noted the apologies from Sir Edward Lister and Sir Robin Wales.
- 3.2 The meeting was quorate.

### **4 Declarations of Interest**

- 4.1 The Chair noted that members had declared registrable interests in line with the standing orders. The Chair asked Board Members to confirm if they had any additional interests to be declared and any relating to matters listed on the agenda.
- 4.2 Nick Bitel declared an interest in relation to items 8 and 12 (London Marathon Trust Grant for the north park hub playground) as the Chief Executive of the London Marathon Limited and a solicitor for the London Marathon Trust. He stated that he would withdraw from the meeting for these items.
- 4.3 There were no other declarations.

### **5 Approval of LLDC Committee Structure, Membership and Terms of Reference**

- 5.1 The Chair introduced Report 1 which sought approval of the structure, membership and terms of reference of the proposed committees of the Board.
- 5.2 The Chair noted that the proposals were based on those of the LLDC's predecessor body, the Olympic Park Legacy Company (OPLC), and provided continuity leading up to the Games and the handover of the Olympic Park. The Chair noted that the establishment of a planning committee would be proposed prior to October 2012.
- 5.3 The Chair invited any comments on the report. The following comments were made:
- (a) Nicky Dunn noted that she would also be happy to join the Investment Committee; and
  - (b) The membership of the Audit Committee would need to be reviewed in October when Elizabeth McMahon's term of appointment as a board member ends. The Chair agreed to speak with the new Chair about this.
- 5.4 The Board to **APPROVED** the committee structure and membership and appointment of the three chairs of the committees set out in section 4 of the report and the procedures and terms of reference for the three committees set out in the appendices to the report.

### **6 LLDC planning policy**

- 6.1 The Chief Executive introduced Report 2 which provided an update on the preparation of the LLDC's local planning documents ahead of it becoming a local planning authority in October 2012.
- 6.2 He noted that the Olympic Delivery Authority Planning Decisions Team (ODA PDT) and two staff from the London Thames Gateway Development Corporation were to transfer to the LLDC in October. The ODA PDT was

undertaking preparatory work over the summer to prepare the LLDC's local planning documents as the preparation and adoption timetable could take 18 - 24 months. This work will building on the local planning policy. The Corporation would rely on local borough planning policy documents until its policy was in place.

- 6.3 The Chair recommended that a briefing session on the planning system be arranged for Board members.
- 6.4 The Board to **NOTED** the report and the preparatory work being undertaken by ODA PDT.

## **7 LLDC Three Year Business Plan**

- 7.1 The Chair introduced Report 3 that sought approval of the LLDC's three-year Business Plan (2012/13 – 2014/15). The Chair noted that the OPLC board had approved the three year business plan in February and that this plan re-presented that information. The Mayor's observer noted that the Mayor had also approved the three year business plan so no further Mayoral approval was required. The Mayor's observer noted that there would be a separate annual process to approve a one year plan.
- 7.2 The Board **APPROVED** the Corporation's three-year Business Plan (2012/13 – 2014/15)

## **8 London Marathon Trust Grant for the North Hub Playground**

- 8.1 Following his declaration under item 4, Nick Bitel left the meeting at this point.
- 8.2 The Chair introduced Report 4 which notes that the Board would be asked in the private session, subject to a positive resolution of the board under item 11 to exclude the press and public, to consider entering into a grant agreement with the London Marathon Trust to receive funding from the Trust to build a playground in the North Park.
- 8.3 The Board **NOTED** the report.
- 8.4 Nick Bitel rejoined the meeting.

## **9 South Park Masterplan preferred option presentation**

- 9.1 The Chief Executive introduced a presentation on the South Park Masterplan preferred option. The OPLC had undertaken a design competition and appointed James Corner Field Operations, designers of the High Line in New York City, to design the South Park Plaza between the Stadium, Aquatics Centre and the ArcelorMittal Orbit.
- 9.2 Mark Camley, LLDC's Director of Park Operations, explained that the transformation baseline programme currently included minimal works to the South Park Plaza. This would create little variety to bring visitors in to the Park.
- 9.3 The South Park Masterplan was designed to transform the baseline landscape and create a gateway into the Park. It included a tree-lined promenade connecting flexible spaces for events, food stalls and other attractions.
- 9.4 The South Park Masterplan Stage C had been further refined including further definition of the design of the flexible spaces or "rooms", investing in mature trees for the tree lined promenade and the topography of the landscape.
- 9.5 The "rooms" included a theatre room for small scale events, a structured play area, and carousel room. A series of food kiosks were to be located close to these rooms as well as along the tree lined promenade. The area next to the

bridge into the Park would remain as hard standing as this was a main route to access the stadium but also could be used for small scale events. In the southern end is an events lawn that can also be used for informal sports and picnics.

- 9.6 The Masterplan included the South Park Hub located in the southern end of the plaza next to the ArcelorMittal Orbit.
- 9.7 At the north of the Masterplan area was Carpenter's Lock which would have river's edge seating and food pavilions.
- 9.8 The Chair invited any comments on the presentation. The following comments were made:
- (a) It was noted that it would be hard standing to create good access and crowd flows into the stadium in the area next to the bridge into the Park;
  - (b) A question was raised about the maintenance and management of the Park. It was noted that income generated from the kiosks and events would offset some of the maintenance regime for the Park;
  - (c) A question was raised about whether wind study tests of the event spaces in the south park would be undertaken. It was noted this would be investigated.
  - (d) A question was raised about the capacity of the rooms and the impact of the stadium on the use of these areas. It was noted that crowd modelling work was being undertaken as part of the stadium planning application;
  - (e) It would be important to articulate the journey for different age groups and users in the Park to give them reasons to visit; and
  - (f) It was noted that there was engagement with the local boroughs and stakeholders via an operational forum.
- 9.9 The Chair noted that that good progress had been made with the Masterplan and that the outline business case was being considered in the private section of the meeting as it contained exempted information.

## **10 Any urgent business**

The Chair did not have any urgent business to raise in this part of the meeting.

## **11 Exclusion of the press and public**

- 11.1 The Board **AGREED** to exclude the public and press from the meeting, in accordance with Section 100A(4) of the Local Government Act 1972, for the next two items of business on the grounds that it would be likely to involve the disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act.
- 11.2 The Chair thanked members of the press and public for attending. The public left at 10.50am.

## **12 Approval of the London Marathon Trust Grant for the North Hub Playground**

- 12.1 Following his declaration under item 4, Nick Bitel left the meeting at this point.
- 12.2 The Chair introduced Report 5 which asked the Board to approve entering into a grant agreement with the London Marathon Trust to receive funding from the

Trust to build an inspirational playground based on natural play principles that appeals to children of all ages.

12.3 The Board **APPROVED** entering into the grant agreement with the London Marathon Trust.

12.4 Nick Bitel rejoined the meeting.

### **13 South Park Masterplan outline business case – financial case**

13.1 The Chair introduced Report 6 which presented the outline business case for the preferred option for the South Park Masterplan that the Corporation would like to progress.

13.2 The Board **APPROVED** the outline business case preferred options and agreed that the funding and works be brought forward to 2013/14.

13.3 The Mayor's Observer noted that Mayoral approval was not required at this stage but would be required at full business case stage.

### **14 Any urgent business**

14.1 The Chair proposed that the Chief Executive provide the Board with an oral update on the stadium competition process. The Chair confirmed that she had determined this to be urgent business as issues had arisen since the publication of the agenda for the meeting and the Chair wanted to ensure that the Board were informed of the latest developments at the earliest opportunity. As the discussion was likely to include information that is exempt under schedule 12A paragraph 3 of the Local Government Act 1972, the Chair moved to discuss this in private.

14.2 The Board **AGREED** to exclude the public and press for this item of urgent business, in accordance with Section 100A(4) of the Local Government Act 1972.

14.3 The Chief Executive gave an oral update on the stadium competition process that had been extended by eight weeks to allow all parties who registered to receive the Invitation to Tender (ITT) additional time to submit a bid.

14.4 The Chair agreed to share the clarifications to the ITT with the Investment Committee.

### **15 Close**

15.1 The Chair of the Investment Committee gave a vote of thanks on behalf of the Board to the Chair for her strong leadership of the board and executive team and for her wider vision through the revised Legacy Masterplan to create a new piece of city for London.

15.2 The Chief Executive gave a vote of thanks on behalf of the executive team and all staff for her leadership of the organisation.

15.3 The Chair thanked the Board and wished them well.

15.4 The meeting closed at 11.50am

**Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_