

# Public Document Pack



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28 March 2017

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **DOVER LEISURE CENTRE PROJECT ADVISORY GROUP** will be held in the Council Chamber at these Offices on Thursday 6 April 2017 at 4.45 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Kate Batty-Smith on 01304 872303 or by e-mail at [kate.batty-smith@dover.gov.uk](mailto:kate.batty-smith@dover.gov.uk).

Yours sincerely

A handwritten signature in black ink, appearing to read "Kate Batty-Smith", written over a white background.

Chief Executive

Dover Leisure Centre Advisory Group Membership:

T J Bartlett (Chairman)  
P M Beresford  
N J Collor  
M D Conolly  
P Walker  
Mr P Ward

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 4)

To receive any declarations of interest from Members in respect of business to be

transacted on the agenda.

4 **MINUTES** (Pages 5-8)

To confirm the attached notes of the meeting of the Committee held on 9 March 2017.

5 **DESIGN DEVELOPMENT**

To receive a briefing on the current proposed design, highlighting amendments made since the last Project Advisory Group meeting.

6 **PROGRAMME**

To receive a briefing on the project programme.

7 **PLANNING**

The planning application was submitted on 14 March (Application No DOV/17/00305). The Group will receive a briefing on statutory and public responses received to date.

8 **LAND ACQUISITION**

To receive an update on postcode and road-naming.

9 **DATES OF FUTURE MEETINGS**

To note the following meeting dates:

11 May at 4.45pm

8 June at 4.45pm

13 July at 4.45pm

10 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 9)

The recommendation is attached.

MATTERS WHICH THE MANAGEMENT TEAM SUGGESTS SHOULD BE CONSIDERED IN PRIVATE AS THE REPORT CONTAINS EXEMPT INFORMATION AS DEFINED WITHIN PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AS INDICATED AND IN RESPECT OF WHICH THE PROPER OFFICER CONSIDERS THAT THE PUBLIC INTEREST IN MAINTAINING THE EXEMPTION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION

11 **RISKS**

To receive a briefing on the main risks and steps being taken to mitigate them.

12 **PROJECT COSTS**

To receive a briefing on the overall project costs, affordability, budget and anticipated spend profile.

13 **OPERATOR PROCUREMENT**

Tenders were issued on 15 March. To receive an update and briefing on next steps.

14 **FUNDING APPLICATION TO SPORT ENGLAND**

An expression of interest was submitted to Sport England on 16 March. To receive an update on any feedback received from Sport England.

**Access to Meetings and Information**

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website [www.dover.gov.uk](http://www.dover.gov.uk). Minutes will be published on our website as soon as practicably possible after each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Kate Batty-Smith, Democratic Support Officer, telephone: 01304 872303 or email: [kate.batty-smith@dover.gov.uk](mailto:kate.batty-smith@dover.gov.uk) for details.

**Large print copies of this agenda can be supplied on request.**

**Declarations of Interest**

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

Minutes of the meeting of the **DOVER LEISURE CENTRE PROJECT ADVISORY GROUP** held at the Council Offices, Whitfield on Thursday, 9 March 2017 at 4.47 pm.

Present:

Chairman: Councillor T J Bartlett

Councillors: N J Collor  
M D Conolly  
P Walker (Minute Nos 99-108 only)  
Mr P Ward

Also Present: Mr Daniel Brenchley (BAM)  
Mr Stephen Jepson (Hadron Consulting)  
Mr Dean Lucas (Faithful & Gould)  
Mr Gary Thomason (GT3 Architects)

Officers: Director of Environment and Corporate Assets  
Corporate Architectural Project Officer  
Principal Infrastructure and Delivery Officer  
Principal Leisure Officer  
Democratic Support Officer

99 APOLOGIES

It was noted that Councillor P M Beresford had sent an apology for absence.

100 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that no substitute members had been appointed.

101 DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest.

102 MINUTES

The notes of the meeting of the Group held on 9 February 2017 were approved as a correct record and signed by the Chairman.

103 DESIGN DEVELOPMENT

Mr Thomason informed Members that a few tweaks had been made to the design prior to the planning application being lodged on 13 March. The services intake had been moved but the overall site plan had not changed.

In response to concerns raised by Councillor N J Collor over car parking, it was confirmed that the centre would have a minimum of 250 parking spaces which was the norm for a centre of this size. The current proposal for 160/170 spaces in the main car park and the remainder in an overflow car park would address concerns raised by Kent County Council (KCC) Highways. This proposal was based on data obtained through trip generation modelling.

Mr Thomason advised that he and Officers had visited a number of buildings with Sport England to look at the colour schemes used on external and internal walls. It was proposed that the external wall of Dover's sports hall would have some colour, highlighted by up-lighting. With Members' consent, it was proposed that a dark grey and lime palette would be used around the pool and wetside areas, with random tones of blue on things like lockers. This would create a more sophisticated look than the blue tiles traditionally used.

The Principal Leisure Officer (PLO) advised that, having seen good and bad design examples in other centres, they were confident that their proposal to use zoned colouring and materials to distinguish between the café and reception areas would work well. Recent visit had also given the team reassurance regarding earlier design decisions, including the use of moveable walls. It would be the operator's decision where the retail area was located, but it was likely to be positioned where the greatest number of people passed by, and the design proposals allowed for this space. The Principal Infrastructure and Delivery Officer (PIDO) praised the use of a mobile trolley for membership registrations at one of the centres visited as it lessened the likelihood of queues forming at the main reception.

It was agreed that the update be noted.

104 PROGRAMME

A programme summary was circulated to the Group which was advised that progress was broadly in line with the programme. Mr Jepson advised that BAM was about to start testing the market through its big five sub-contractors. Some testing had already been carried out in relation to lifts, 5-a-side pitches, etc, and prices quoted were generally below those in the costings plan. Ground conditions were not as good as anticipated, and a piling solution would probably have to be used. In response to Mr P Ward, the PLO confirmed that the leisure centre's website would be integrated with its booking system in order to meet customers' digital expectations. The provision of such a system would be built into the operator's leisure management contract.

It was agreed that the update be noted.

105 PLANNING

The PIDO advised that it was hoped to reduce the number of conditions attached to the planning permission by submitting as much information as possible with the application which would probably go to Planning Committee in June.

As demonstrated by the Statement of Community Involvement, consultation on the proposals had been extensive, and Officers would continue to liaise with interested user groups such as Dover Lifeguards. Officers would also continue to liaise with the providers of sports halls. For example, Sir Roger Manwood's School had recently obtained permission to hire its hall out to external users, supporting assumptions made when modelling sports hall requirements during preparation of the Indoor Sports Facilities Strategy.

It was agreed that the update be noted.

106 LAND ACQUISITION

The Director of Environment and Corporate Assets advised that the site at Whitfield was now owned by the Council, contracts having been exchanged and completed on 24 February.

It was agreed that the update be noted.

107 DATES OF FUTURE MEETINGS

The dates of future meetings were noted.

108 EXCLUSION OF THE PRESS AND PUBLIC

That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that the items involve the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the Act.

109 RISKS

Referring to the risks summary circulated to Members, Mr Jepson highlighted that the Planning risk associated with relocation from the town centre had gone down now that the Town Centre Impact Assessment for the planning application had been completed. The risk of high ground water had also reduced. However, the risk of poor ground conditions had materialised and the design of the centre would need to reflect this.

The risks of insufficient water supply and foul drainage capacity had also materialised and were of serious concern. Mr Lucas advised that, in the first instance, a fee would need to be paid to Southern Water to advise what works were required. There would then be a further cost to increase capacity and this could be significant, particularly if off-site works were required. Councillor M D Conolly expressed concern about these issues, and was advised that Officers were attempting to move things forward with Southern Water at a senior level.

It was agreed that the update be noted.

110 PROJECT COSTS

Mr Lucas advised that efforts to realise savings in order to reduce the projected £1 million overspend, as reported at the end of RIBA Stage III, were continuing. It was anticipated that savings of at least £700,000 could be achieved in connection with services and design, with potentially another saving of £100,000. Any shortfall would be covered by the contingency budget which was sufficient for this stage of the project. Although the team was confident that the costings were sound, they would only be genuinely tested when the construction market had quoted. Overall, the Council remained in a strong position.

Mr Jepson advised that the construction market in the south-east remained buoyant, with a large number of new schools, offices, etc being built. However, a lot of construction activity meant an increased demand for materials and labour which in turn pushed up prices. Mr Brenchley added that, whilst complex projects were not so attractive to the market, BAM was a respected contractor which stood it in good stead.

It was agreed that the update be noted.

111 OPERATOR PROCUREMENT

The PLO advised that the operator procurement tenders were due to be issued on 15 March. Following the Cabinet decision to separate the Dover and Tides contracts, the tender was likely to have greater appeal to operators. The tender process would take 9 weeks, and it was expected that 5 or 6 operators would submit bids. The successful bidder would be appointed to start running the existing leisure centre on 1 April 2018.

In response to concerns raised by Councillor Conolly, it was clarified that the proposed arrangement would benefit the new operator in terms of training staff and moving them from the old centre to the new one. Officers had held regular meetings with Your Leisure and would continue to work with them to ensure that there was a smooth handover to the new operator. The PIDO added that the large leisure centre operators deployed specialist teams to open new centres.

It was agreed that the update be noted.

The meeting ended at 5.52 pm.



DOVER DISTRICT COUNCIL

NON-KEY DECISION

**EXECUTIVE**

DOVER LEISURE CENTRE ADVISORY GROUP – 6 APRIL 2017

**EXCLUSION OF THE PRESS AND PUBLIC**

**Recommendation**

That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the remainder of the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the paragraph of Schedule 12A of the 1972 Act set out below:

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
Risks	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Project Costs	3	
Operator Procurement	3	
Funding Application to Sport England	3	