

Public Document Pack



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19 December 2017

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **DOVER LEISURE CENTRE PROJECT ADVISORY GROUP** will be held in the HMS Brave Room at these Offices on Thursday 11 January 2018 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.

Yours sincerely

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

Chief Executive

Dover Leisure Centre Project 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 Minutes of the meeting of the Committee held on 12 October 2017.

5 **INTRODUCTION TO PLACES FOR PEOPLE**

To receive a briefing from Places for People, the new leisure centre operator.

6 **HANDOVER OF DOVER LEISURE CENTRE**

To receive a briefing on the handover arrangements.

7 **MOBILISATION OF DOVER DISTRICT LEISURE CENTRE**

To receive a briefing on the emerging mobilisation plan.

8 **CONSTRUCTION**

To receive an update on the construction of Dover District Leisure Centre.

9 **DESIGN DEVELOPMENT**

To receive a briefing on design development following engagement with Places for People.

10 **PROGRAMME**

To receive a briefing on the project programme.

11 **COMMUNICATIONS**

To receive an update on the communication plan.

12 **PLANNING**

To receive a briefing on progress towards fulfilling planning conditions attached to planning application DOV/17/00305, including negotiations with Southern Water.

13 **SPORT ENGLAND**

To receive an update on the Lottery Funding Award.

14 **DATES OF FUTURE MEETINGS**

8 March at 4.45pm.

15 **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

16 **CLIENT PROGRESS REPORT** (Pages 10-58)

To consider the attached Client Progress Report.

17 **RISKS**

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

18 **PROJECT COSTS**

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

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. 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 Services Officer, telephone: 01304 872303 or email: 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, 12 October 2017 at 4.45 pm.

Present:

Chairman: Councillor T J Bartlett

Councillors: P M Beresford
N J Collor
M D Conolly
M R Eddy
Mr P Ward

Officers: Director of Environment and Corporate Assets
Principal Infrastructure and Delivery Officer
Principal Leisure Officer
Democratic Services Officer

15 APOLOGIES

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

16 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillor M R Eddy had been appointed as a substitute member.

17 DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest.

18 MINUTES

The Democratic Services Officer advised that the minute numbers were incorrect and would be amended. Subject to this, the notes of the meeting of the Group held on 13 July 2017 were approved as a correct record and signed by the Chairman.

19 PROJECT AND CONTRACT UPDATE

Mr Thompson informed Members that site works had started on 25 September, and the contract, subject to legal examination, would be in place by the end of the month. BAM would be issuing monthly progress reports that could be shared with members of the Project Advisory Group, although some redactions might be made. Works were ahead of schedule to date.

In response to a point raised by Councillor N J Collor on a planning condition, the Principal Infrastructure and Delivery Officer (PIDO) clarified that the use of electric charging points would only be permitted during the centre's hours of operation which would be set out in the condition.

It was agreed that progress reports would be circulated to members of the Project Advisory Group (and Councillor M R Eddy), with some redactions made if necessary.

20 ORDER OF BUSINESS

It was agreed that the order of business be varied to consider Agenda Item 7 (Operator Appointment) before Agenda Item 6 (Design Development).

21 OPERATOR APPOINTMENT

The Principal Leisure Officer (PLO) advised that there had been no challenges during the standstill period and Places for People, the successful bidder, had officially been appointed. It was intended that Places for People would move into the existing leisure centre in April 2018, until such time as the new centre was open. There were plans for the new operator to attend a Project Advisory Group meeting at the appropriate time.

Follow-up discussions with Your Leisure, the existing operator, had been positive, and Officers were hopeful that there would be a smooth transition. Issues surrounding the surrender of the existing leisure centre lease remained unresolved.

It was agreed that the update be noted.

22 DESIGN DEVELOPMENT

Mr Thomason advised that, not unexpectedly, Places for People had requested changes to the design of some areas to reflect how they operated as a business. In particular, they had put forward some good ideas for lockers/benches and higher quality/more robust lockers would now be used. Amongst other things, they had also requested a smaller staff area and a separate access for the spin studio. Members were shown the amended plans/designs.

GT3 had been able to incorporate virtually all of the changes requested whilst maintaining the overall footprint of the building. Sport England had been involved and was content with the changes. Mr Thompson added that the operator was aware that any changes that increased the capital cost would have to be met by them.

It was agreed that the update be noted.

23 PROGRAMME

A programme summary was circulated to the Group. Mr Thompson advised that progress was in line with the programme and ahead of schedule in some areas.

It was agreed that the update be noted.

24 COMMUNICATIONS

The PLO advised that there had been a ground-breaking ceremony at the new site on 4 October. A number of press releases had been issued since September, and subscribers to the Council's Keep Me Posted service were receiving regular updates. Work was progressing on a new dedicated Council webpage. BAM had also set up a Facebook page and photographs were uploaded to this regularly.

Mr Ward advised that, whilst most of the comments on the Dover Forum had been positive, some concerns had been raised about the cost of using the new centre. The PLO advised that the latter would be addressed through the new webpage.

Officers advised that correspondence had been exchanged with Charlie Elphicke MP regarding Vista Twisters. As part of ongoing engagement with Vista Twisters, there had been a site meeting at Christ Church Academy in 2016. Disappointingly, Vista Twisters had advised that the facility did not meet their needs due to the lack of storage. Officers continued to work with schools to find a solution.

In response to Councillor M D Conolly, the PIDO advised that public transport issues would be considered imminently, as required by conditions attached to the planning consent. They had also been raised with the operator. Evidence from similar facilities elsewhere in the country indicated that, whilst there was daytime demand for bus services, this fell away in the evening.

It was agreed that the update be noted.

25 PLANNING

The PIDO reported that Southern Water had advised that upgrades to the sewer network in Whitfield would be undertaken within two years of the new leisure centre being built. For this reason, it was re-considering its advice regarding the need for an attenuation tank. However, the Council had no choice but to go ahead and prepare to build the tank given that construction was underway and no firm advice had yet been received.

It was agreed that the update be noted.

26 FUNDING APPLICATION TO SPORT ENGLAND

The PLO advised that Sport England's award of £1.5 million had been the largest award made in 2017. It was anticipated that the agreement would be signed by the end of the following week.

It was agreed that the update be noted.

27 THE DANES

The PIDO advised that planning permission to cap the former landfill sites at the Danes would not be in place in time for spoil from the leisure centre development to be taken there. However, if planning consent was secured, then the project could be completed using spoil from other sites. These improvements would bring two areas of open space back into public use. Lizards and slow-worms at the Danes were being transferred to the Western Heights.

It was agreed that the update be noted and that there would be no further need to discuss the Danes at the Dover Leisure Centre Project Advisory Group.

28 DATE OF NEXT MEETING

It was agreed that the November meeting be cancelled. The next meeting would therefore be held on 11 January, with People for Places invited to attend. It was suggested that the March meeting could take place at the construction site. However, the Democratic Services Officer advised that this would present problems

since meetings of the Project Advisory Group were required to be accessible to the public.

It was agreed that People for Places be invited to attend the next meeting on 11 January 2018.

29 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: 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.

30 RISKS

Referring to the risks summary circulated to Members, Mr Thompson advised that the Planning risks had diminished significantly, with the emphasis now on discharging conditions. That said, the risk relating to foul water drainage capacity remained significant, albeit that it had dropped slightly. The PIDO advised that, whilst there was a desire to introduce a cycle path, costs had not yet been fully defined and there was no budget for it. Design work was being undertaken on the access road which would be finished to a standard that could be adopted by Kent County Council. Archaeological risks had reduced following surveys. The Council's Building Control Officer had visited the site and was content with the works to date. Finally, Zurich Insurance had raised an issue with the cladding to be used on the building and discussions were ongoing.

It was agreed that the update be noted.

31 PROJECT COSTS

Mr Thompson reminded Members that the project costs had been approved by Cabinet at its meeting held on 11 September. The total cost of the project would be £26.4 million. The contract sum would be monitored on a monthly basis.

The meeting ended at 6.25 pm.

DOVER DISTRICT COUNCIL

NON-KEY DECISION

EXECUTIVE

DOVER LEISURE CENTRE PROJECT ADVISORY GROUP – 11 JANUARY 2018

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>
Client Progress Report	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Risks	3	
Project Costs	3	

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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