

# Public Document Pack



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4 September 2018

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 13 September 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](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 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 7 June 2018.

5 **OPERATION OF EXISTING LEISURE CENTRE AND MOBILISATION OF NEW DOVER DISTRICT LEISURE CENTRE**

To receive an update on the operation of the existing centre and preparations for moving to the new centre.

6 **CONSTRUCTION**

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

7 **DESIGN DEVELOPMENT**

To receive a briefing on design development.

8 **PROGRAMME**

To receive a briefing on the project programme.

9 **PLANNING**

To receive a briefing on outstanding planning conditions.

10 **COMMUNICATIONS**

To receive an update on communications.

11 **ACCESS ROAD**

To receive a briefing on the arrangements for the naming and adoption of the access road.

12 **DATES OF FUTURE MEETINGS**

8 November at 4.45pm.

10 January 2019 at 4.45pm.

13 **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

### 14 CLIENT PROGRESS REPORT

To receive a summary of progress on construction.

### 15 RISKS

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

### 16 PROJECT COSTS

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

#### **Access to Meetings and Information**

- The provisions of Part VI of the Local Government Act 1972, The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 do not apply to meetings of this Advisory Group so as to require its meetings to be open to the public.

Notwithstanding the above, the Council will, whenever possible, conduct meetings of the Advisory Group in public in furtherance of its commitment to openness and transparency. However, there may be occasions on which the nature of the business to be transacted requires members of the public to be excluded from the meetings or parts of them.

- 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 are normally published within five working days of 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](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, 7 June 2018 at 4.45 pm.

Present:

Chairman: Councillor T J Bartlett

Councillors: M D Conolly  
M R Eddy  
Mr P Ward

Also present: Mr T Crafer (Places for People)  
Mr T Goodhand (Places for People)  
Mr R Thompson (Hadron Consulting)  
Mr S Warriner (Places for People)

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

1 APOLOGIES

It was noted that Councillors P M Beresford, N J Collor and P Walker had sent apologies for absence.

2 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that Councillor M R Eddy had been appointed as a substitute member for Councillor P Walker.

3 DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest.

4 MINUTES

The notes of the meeting of the Group held on 8 March 2018 were approved as a correct record and signed by the Chairman.

5 HANDOVER AND MOBILISATION OF DOVER LEISURE CENTRE

Mr Steve Warriner reported that the handover had been straightforward and successful, and that the new contract manager (Mr Tony Crafer) had been in place since mid-April. Staff had responded well to the changes, and there had been excellent feedback from customers since the handover on cleanliness, service, etc.

Mr Tony Crafer advised that major cleaning and maintenance had been undertaken since the handover, including pump replacement, redecoration, a deep clean of facilities and the introduction of new health and safety policies and procedures. New managers had been added to the existing team and more would be added when the new centre opened. A programme of staff training was in place, including the training of all lifeguards in Pool Safety Operating Procedures. It was anticipated that the ongoing discussions with clubs on bookings, future prices, etc would be finished by August. Positive engagement with clubs was continuing, including with Vista Twisters.

Mr Tom Goodhand explained that partnership boards in other districts were usually attended by around three members of the company's management team, one or two officers and a couple of Members. Given that there was also usually a customer forum, customers would not normally be members of the board. It was preferred to keep the board and forum separate, not least for reasons of confidentiality. Whilst meetings of the board would be relatively high level, the management team would report back to the board on key issues raised at the customer forum. The Principal Infrastructure and Delivery Officer (PIDO) advised that further work would be done to determine how the customer forums would work, with the aim of giving Members reassurance that customers would have a meaningful input.

Councillor M R Eddy agreed that the distinction between the board and the forum should be maintained since one was more strategic/policy focused and the other customer facing. In response to Councillor Eddy, the PIDO advised that Officers would probably be ready to report to Council on facilities, pricing, etc in October. The Director of Environment and Corporate Assets added that the report should include an update on construction and the transfer.

RESOLVED: That the report be noted.

6 CONSTRUCTION

Mr Richard Thompson reported that construction was progressing well.

RESOLVED: That the update be noted.

7 DESIGN DEVELOPMENT

Mr Thompson advised that most aspects of the design had now been finalised, including signage, reception and gym layout.

RESOLVED: That the update be noted.

8 PLANNING

The PIDO advised Members that there had been a lot of progress in relation to planning conditions. Drainage conditions had now been approved and the archaeological watching brief had been reduced. One of the main conditions outstanding related to off-site works at the Tesco roundabout. Work had not yet started on the bus ticketing scheme but Stagecoach was well aware of it.

RESOLVED: That the update be noted.

9 COMMUNICATIONS

The PIDO advised that the Council's Funding and Communication Manager was liaising with People for Places and BAM Ltd on publicity, and press releases had been issued. The Council's Keep Me Posted facility would also be used to publicise progress. Discussions had been held with the Leader of the Council on the form the opening ceremony might take. Given the lack of a famous local sporting star (and the cost of hiring a celebrity), it was likely that a number of local people with a story to tell would be involved in the ceremony.

RESOLVED: That the update be noted.

10 ACCESS ROAD

The PIDO advised that an application had been made for a brown tourism sign. A meeting had also been held with Kent County Council (KCC) about adopting the road which would be subject to a number of criteria being met. A revised specification had been drawn up which had slightly increased the cost. However, this was to the Council's benefit in the longer term as KCC would be responsible for maintaining the road once adopted. This was also the case with street lighting.

RESOLVED: That the update be noted.

11 DATES OF FUTURE MEETINGS

The PIDO advised that the September meeting might not go ahead as there was unlikely to be much to report on. Councillor Eddy suggested that the September meeting might still be worthwhile as discussions could be held on what would be presented to Council in October. Mr Thompson suggested that a visit to the site in September would be useful, regardless of whether the meeting went ahead.

RESOLVED: That the update be noted.

12 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.

13 CLIENT PROGRESS REPORT

Mr Thompson presented a client progress report prepared by BAM Ltd. Drainage had been a key issue but had now been resolved. The appointment of a clerk of works had proved to be money well spent, and had indicated that there were no issues of concern. There was every confidence that the projected completion date would be met. The PIDO added that there were contractual obligations relating to when Places for People could access the new building, so it was important to monitor progress.

RESOLVED: That the update be noted.

14 RISKS

Mr Thompson advised that the cost of the new access road would be more in the region of £180,000. The PIDO reported that a draft travel plan had been submitted with the planning application. A more detailed plan, including the bus ticketing scheme, would be drawn up. Such a scheme was preferable to introducing a new bus service which was likely to be withdrawn once Section 106 monies had come to an end. In any case, there were two existing bus services, one of which stopped at Tesco. It was clarified that the proposed cycle path would be more of a footpath. This proposal would entail significant works and require a planning application. The scheme would be revisited once the available budget was known.

RESOLVED: That the update be noted.

15 PROJECT COSTS

Mr Thompson advised that the budget was in a healthy position. A refund for foul drainage works would be sought since these would be around £65,000 less than originally predicted. The contingency budget was being used for improvements rather than addressing problems which was a good position to be in. The amount of contingency budget remaining would be clarified at the next meeting. In response to Councillor Eddy, the PIDO clarified that a considerable sum of the Sport England funding had already been drawn down. Further funds would be drawn down as and when required, subject to compliance and monitoring requirements.

RESOLVED: (a) That a contingency budget update be provided at the next meeting.

(b) That the update be noted.

The meeting ended at 6.03 pm.



DOVER DISTRICT COUNCIL

NON-KEY DECISION

**EXECUTIVE**

DOVER LEISURE CENTRE ADVISORY GROUP – 13 SEPTEMBER 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	