

Public Document Pack



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21 March 2016

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **PROJECT ADVISORY GROUP (DOVER LEISURE CENTRE)** will be held in the HMS Brave Room at these Offices on Thursday 31 March 2016 at 5.00 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 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 **TERMS OF REFERENCE** (Pages 5-6)

To consider the attached draft Terms of Reference for the Project Advisory Group (Dover Leisure Centre).

5 **OVERVIEW OF THE DOVER LEISURE CENTRE PROJECT** (Page 7)

To receive an overview of the project to date, including:

- The need to renovate or replace Dover Leisure Centre
- The existing facility mix
- Supply and demand analysis for indoor sport
- Draft Indoor Sports Facility Strategy
- Feasibility and Options Appraisal for Dover Leisure Centre – outline programme (report attached)

6 **NEXT STEPS**

To receive a briefing on what is happening now and in the short-term, including:

- Public consultation
- Site visits

7 **DATES OF FUTURE MEETINGS**

To consider future meeting dates.

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 Support 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.

PROJECT ADVISORY GROUP (DOVER LEISURE CENTRE)

DRAFT TERMS OF REFERENCE

Membership:

- Portfolio Holder for Property Management and Public Protection
- Portfolio Holder for Housing, Health and Wellbeing
- Portfolio Holder for Access and Licensing
- Portfolio Holder for Corporate Resources and Performance
- A representative from the Labour Group
- A member of the public (Mr Peter Ward)

Terms of Reference:

(a) To provide a forum for consultation with other Members of the Council before the Dover Leisure Centre project is determined by Cabinet.

(b) To assist and support the Cabinet/Portfolio Holder with regard to background information or preliminary work or research in connection with the Dover Leisure Centre project.

(c) To advise the Cabinet (via the Portfolio Holder for Property Management and Public Protection) on the delivery of a replacement for Dover Leisure Centre.

Such advice is to:

- Establish whether the proposals meet identified indoor sporting needs of the district, now and over the next ten to twenty years.
- Examine whether the proposals represent good value for money.
- Have regard to long term financial viability
- Have regard to physical and planning constraints at identified sites.

OTHER MATTERS

Chairmanship

The Group will be chaired by the Portfolio Holder for Property Management and Public Protection.

Powers

The Group is not a decision-making body. Its recommendations will be reported back to the Cabinet via the Portfolio Holder for Property Management and Public Protection.

Frequency of Meetings

The group shall meet at a frequency of once every two to three months for the duration of the project, i.e. until a replacement leisure centre has opened to the public. Exact meeting dates will be determined by the Portfolio Holder for Property Management and Public Protection, with the

objective of ensuring they occur at times when evidence is being gathered or choices are being explored about delivery of the project.

Outline Programme Proposed for Detailed Feasibility and Design Work

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Week Commencing	22/02/2016	29/02/2016	07/03/2016	14/03/2016	21/03/2016	28/03/2016	04/04/2016	11/04/2016	18/04/2016	25/04/2016	02/05/2016	09/05/2016	16/05/2016	23/05/2016	30/05/2016	06/06/2016
1 – Project Initiation	█	█	█													
2 – Sequential test and planning consultancy				█	█	█	█	█	█							
3 – Background Review & Surveys for the Whitfield site							█	█	█	█	█					
4 – Stakeholder Consultation and Brief Development					█	█	█	█	█	█						
5 – Development of the Facility Options							█	█	█	█	█	█				
6 – Management Options and Soft Market Testing										█	█	█	█			
7 – Public Consultation												█	█			
8 – Refinement of Options													█	█		
9 – Recommendations & Conclusions													█	█	█	
10 – Meetings and Presentation	•	█	█	█	•	█	█	█	•	█	█	█	•	█	•	