

# Public Document Pack



Democratic Services  
White Cliffs Business Park  
Dover  
Kent CT16 3PJ

Telephone: (01304) 821199  
Fax: (01304) 872453  
DX: 6312  
Minicom: (01304) 820115  
Website: [www.dover.gov.uk](http://www.dover.gov.uk)  
e-mail: [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk)

26 October 2016

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 3 November 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](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 5-7)

To confirm the attached notes of the meeting of the Committee held on 29 September 2016.

5 **UPDATE ON SPA OPTION**

A specialist consultant has been appointed to develop a feasibility appraisal of providing a spa with the leisure centre. This report will be completed by 24 November and the consultant will present her findings at the Project Advisory Group meeting scheduled to be held in December.

6 **PROGRAMME**

To receive a verbal briefing on the revised project programme.

7 **LAND ACQUISITION**

To receive a verbal briefing on progress in acquiring the site.

8 **RISKS**

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

9 **DATES OF FUTURE MEETINGS**

To consider the following provisional meeting dates:

8 December at 3.00pm

12 January 2017 at 5.00pm

9 February 2017 at 4.30pm

9 March 2017 at 4.30pm

10 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 8)

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 **DESIGN DEVELOPMENT**

To receive a verbal briefing on the current proposed design, and to discuss options with the technical team, taking into account the implications (including cost) of these

options.

12 **PROJECT COST**

To receive a verbal briefing on the overall project 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](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, 29 September 2016 at 5.00 pm.

Present:

Chairman: Councillor T J Bartlett

Councillors: Councillor N J Collor  
Mr P Ward

Officers: Director of Environment and Corporate Assets  
Procurement Manager  
Principal Infrastructure and Delivery Officer  
Principal Community and Leisure Officer

34 APOLOGIES

It was noted that apologies for absence had been received from Councillors P M Beresford and M D Conolly.

35 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that there were no substitute members.

36 DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest.

37 MINUTES

The notes of the meeting of the Group held on 26 July 2016 were approved as a correct record and signed by the Chairman.

38 FACILITY MIX

The Principal Infrastructure and Delivery Officer (PIDO) advised that Cabinet had approved the sports facilities mix at its meeting held on 20 September, subject to further investigation into the inclusion of a spa facility, as recommended by the Group.

Members were advised that there were only a small number of specialist spa consultants in the UK. It was understood that the consultant who had worked on the Ramsgate spa might be available to undertake this work. Whilst a tender exercise was preferable, the consultant was likely to be appointed directly since the report was required urgently and the value of the contract would be less than £10,000. The aim was to report back to Cabinet in December. It had been suggested that a site visit be made to Barking which had a new-build spa. Given the tight timescales, it was agreed that Officers would undertake the visit alone.

Referring to the table at paragraph 1.1 of the report, Councillor Collor sought clarification on the number of parking spaces that would be provided. The Director of Environment and Corporate Assets advised that the number was as set out in Table 1 of the report which had been approved by Cabinet. Other figures had

appeared in documents appended to the report, but it was confirmed that the number approved by Cabinet was a minimum of 250.

It was agreed that the report be noted.

#### 39 PROCUREMENT OF CONSULTANT TEAMS

The Procurement Manager advised that Faithful and Gould, a project management consultancy, had been appointed as lead consultants. Their indicative fees were based on completion of the whole project. They would be working on the design of the centre as the next stage of the project. The Principal Leisure Officer (PLO) advised that The Sports Consultancy (TSC) had also been appointed, and would be looking at the procurement of the leisure management contract to run Dover and Tides leisure centres, as well as providing the legal services required to support this work. In addition, TSC would continue to advise the Council on how design developments would affect the revenue position, business case and affordability of the project throughout RIBA Stage 3. It would also feed this information directly to Sport England, and provide support with the funding application. The DECA advised that various matters would be brought to the Group in the months ahead, including the criteria for operator procurement (which would need to strike a balance between price and quality) and handover/transition arrangements. The PLO added that the operator of the centre would also have an input into the final design (including finishes and materials used) of the centre.

It was agreed that the update be noted.

#### 40 REVIEW OF PROJECT PROGRAMME

The PIDO advised that an inception meeting would be held with the consultants on 6 October when delivery timescales would be reviewed, in particular the impact of adding a spa. Stephen Jepson of Hadron Consulting had recommended that the overall project should proceed in parallel with work on the spa. The Group agreed with this approach as it would prevent delays and associated costs. The PIDO added that Annex 5 of the Cabinet report, which set out the key milestones of the project, was worth a look.

It was agreed that the update be noted.

#### 41 ENGAGEMENT WITH SCHOOLS

The PLO reported that Officers continued to engage with the schools. For example, meetings had been held in June and July with several schools (including Dover College, Dover Christ Church Academy and Sir Roger Manwood's) which had expressed a desire to collaborate with the Council on the community use of their sports halls, as set out in the Indoor Sports Facility Strategy's action plan. A meeting had also been held with Vista Twisters, with another due to be held in January, to discuss how challenges such as storage could be overcome. An imminent meeting with the Dover Squash and Racquetball Club at Duke of York's Royal Military School would discuss the potential use of the school's four-court facilities for competitions and club events. Vista Twisters and Dover Gymnastics Club were seeking stand-alone specialist facilities, and the Council would continue to support them where possible.

It was agreed that the update be noted.

42 LAND ACQUISITION

The DECA advised that arrangements were in hand to secure the land at Whitfield, whose acquisition it was hoped to progress as soon as possible.

It was agreed that the update be noted.

43 DATES OF FUTURE MEETINGS

It was agreed that the next meeting date of 3 November be noted.

The meeting ended at 5.33 pm.

DOVER DISTRICT COUNCIL

NON-KEY DECISION

**EXECUTIVE**

DOVER LEISURE CENTRE PROJECT ADVISORY GROUP – 3 NOVEMBER 2016

**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>
Design Development	3	Information relating to the financial or
Project Cost	3	business affairs of any particular person (including the authority holding that information)