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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.