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Minutes of the meeting of the **DOVER LEISURE CENTRE PROJECT ADVISORY GROUP** held at the Council Offices, Whitfield on Thursday, 8 November 2018 at 2.32 pm.

Present:

Chairman: Councillor T J Bartlett

Councillors: P M Beresford
N J Collor
M D Conolly

Also present: Mr T Crafer (Places Leisure)
Mr R Thompson (Hadron Consulting)
Mr S Warriner (Places Leisure)
Councillor B Gardner

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

32 APOLOGIES

It was noted that Mr Peter Ward had sent an apology for absence.

33 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that no substitute members had been appointed.

34 DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest.

35 OPERATION OF EXISTING LEISURE CENTRE AND MOBILISATION OF NEW DOVER DISTRICT LEISURE CENTRE

Mr Tony Crafer advised that activity timetables for the new centre were being developed and would be made public between early December and early January. The company was looking to recruit 20-30 additional members of staff (including lifeguards, swimming teachers and a Clip 'n' Climb manager), and recruitment had commenced on 19 November. Places Leisure had also attended a meeting of the South Kent Coast Health and Wellbeing Board. Club timetables and bookings had nearly been finalised. The Principal Leisure Officer (PLO) advised that there were plans to invite clubs to trial the new centre before it opened to the public in order to obtain feedback on any adjustments that might be needed.

In response to Councillor M D Conolly, Mr Tony Crafer advised that existing staff had responded well to the changes and more training would be given before the move to the new site. Mr Steve Warriner added that it could sometimes take up to two years to acclimatise staff to a cultural change in working practices.

It was resolved that, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the

grounds that the item involves the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the Act.

Mr Warriner briefed members on the charges proposed at the new centre which would be in line with those set out in the tender submission. Current members would be informed of the new charges and membership fees in December. Those entitled to receive concessionary rates would have the options set out for them. The PLO reassured members that a lot of benchmarking had been done to ensure that the proposed prices were set at the appropriate level.

It was agreed: (a) That a copy of the letter to leisure centre customers would be circulated to Members.

(b) That the update be noted.

It was agreed that the press and public be readmitted.

36 CONSTRUCTION

Mr Richard Thompson advised that construction was progressing well and had moved into the final throes of completion.

It was agreed that the update be noted.

37 DESIGN DEVELOPMENT

Mr Thompson advised that, with the exception of the reception desk, everything had been procured and the design signed off.

It was agreed that the update be noted.

38 PROGRAMME

Mr Thompson advised that the building would be completed in late January or early February and then handed over to Places Leisure for fitting out. Councillor Conolly commended the fact that the building would be completed in accordance with the original timetable. Mr Thompson reassured members that the last stages of completion would not be rushed just to meet a contractual date. The building had thus far been constructed to a very high standard which it was important to maintain.

It was agreed that the update be noted.

39 PLANNING

The Principal Infrastructure and Delivery Officer (PIDO) advised that the Tesco roundabout works, a pre-occupation condition attached to the planning permission, were due to start on 19 November. A noise management plan could not be completed until the plant was operational. Landscaping proposals had been revised, with slight tweaks made to the layout and fencing. A travel plan was being developed by DHA Consultants. Discussions had taken place with Stagecoach on the incentive scheme. In respect of the latter, the PLO emphasised the need to consider access to the new centre from across the whole district.

It was agreed that the update be noted.

40 COMMUNICATIONS

The PLO reported that Sport England had visited the site that day and was very pleased with progress. It had asked Officers to share their knowledge and experience with Hastings and Suffolk authorities on the delivery model and management of the project. Officers from Folkestone & Hythe District Council had also sought advice and visited the site a couple of times. The Council's Funding and Communication Manager was liaising with BAM Ltd and Places Leisure on the opening ceremony. Officers were also considering holding a hard-hat event for the media before completion, an event for clubs and community groups and a trial or pilot for friends and family. It was confirmed that the opening ceremony would not involve a celebrity as the expense could not be justified.

It was agreed that the update be noted.

41 ACCESS ROAD

The PIDO advised that the road would be named around the same time as the official opening of the centre, and road signs would be installed when highway works were completed. The technical specification of the road and lighting specification had been agreed with Kent County Council (KCC). Drainage and roundabout works would need to be completed before KCC could adopt the road. The PLO added that the two school-children who had suggested the name of the new road would be rewarded with vouchers or something similar from Places Leisure.

It was agreed that the update be noted.

42 DATES OF FUTURE MEETINGS

Members noted that the next meeting would be held on 10 January 2019.

43 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.

44 CLIENT PROGRESS REPORT

Mr Thompson presented a client progress report prepared by BAM Ltd. The PLO advised that Officers were hopeful that the new centre would be open in time for half-term on 18 February 2019. She also commented that a gap of a couple of days between the closure of the existing centre and the opening of the new centre, whilst not ideal, would be acceptable.

It was agreed that the update be noted.

45 RISKS

A risks summary was circulated to Members. Mr Thompson advised that, whilst the access road was now the top risk, this was being managed.

It was agreed that the update be noted.

46 PROJECT COSTS

Mr Thompson reported that there were no concerns regarding project costs. Costs would be even clearer by the time of the next meeting on 10 January when members would receive a thorough briefing.

It was agreed that the update be noted.

The meeting ended at 3.46 pm.