MINUTES OF LEISURE CENTRE TASK GROUP

6TH DECEMBER 2012

PRESENT:

Councillors Mistry (Chairman), Mrs Bragg, Mrs Parker, Roberts, Roodhouse and Mrs Roodhouse (substituting for Councillor Dodd).

Ian Davis (Executive Director), Anna Rose (Head of Planning and Culture), Tim Margerison (Building Control and Corporate Property Manager), Caroline Johnson (Sports and Recreation Manager), Catrina Rimen (Project Assistant), Debbie Dawson (Scrutiny Officer) and Claire Waleczek (Democratic and Scrutiny Services Officer (Team Leader)).

1. MINUTES

The minutes of the meeting held on 23rd April 2012 were approved and signed by the Chairman.

2. APOLOGIES

An apology for absence from the meeting was received from Councillor Dodd.

3. DECLARATIONS OF INTEREST

Councillor Mrs Bragg declared a non-pecuniary interest as defined by the Council’s Code of Conduct for Councillors by virtue of an employee of the Ken Marriott Leisure Centre being known to her.

4. UPDATE ON THE CONSTRUCTION OF THE NEW LEISURE CENTRE

The Task Group received an update from the Building Control and Corporate Property Manager on the construction of the new leisure centre. The Task Group was shown progress photographs of the site as detailed below.

- entrance and café area to ‘street’ – this leads to the main reception desk and barriers to the paid area of the centre
- studio pool – the seven day water test for the pool had been undertaken. The water retaining capability of the pool would be tested prior to tiling.
- main pool – this was currently being tested.
- multi-use room and outside terrace – wooden beams were a key feature of this area.
- general office – in progress
- climbing wall elevation – the wall would be a key feature at night, with wall washes to light the elevation.
- sports hall – cladding was to be put on.
- main pool and spectator seating – seating was in progress.
• plant room – in progress
• fitness suite – in progress

The project was currently in week 43 of its programme, with 27 weeks remaining to complete on target.

The contractor had raised some concerns regarding the recent poor weather conditions and but remained committed to the original completion date. It was important that the Council did all it could to facilitate this.

The contractor had put several mitigation measures in place to ensure the completion of the project on target. It had increased the amount of resources and management on site. It was also preparing to include weekend working on site in the New Year. Temporary heating equipment had been installed on site to ensure the temperature inside the building was at a minimum of 5°C.

Officers were currently scheduling a ‘decant’ programme for the Ken Marriott Leisure Centre. This would involve timetabling dates for the removal of all equipment etc from the old centre and scheduling any items which were being used for re-fit.

The handover of the operation of the new leisure centre would take place on 1st April 2013. The demolition of the Ken Marriott Leisure Centre would take place between this date and October 2013. There would be a period of three months (1st April to 1st July 2013) when there would be no leisure facility available on site although the running track would continue to be accessible and in operation. Publicity on the closure of the site was part of the programme for the project.

5. OPERATION OF THE NEW LEISURE CENTRE (PROCUREMENT PROCESS)

The Head of Planning and Culture updated the Task Group on the procurement process for the operation of the new leisure centre.

Council on 11th December 2012 would consider in private the selection of the operator for the new leisure centre. Four bids had been received through the tendering process. A full repairing lease had been included as part of the tender specification.

Following Council’s decision, a mobilisation plan would be put in place, to include training for all employees and redeployment to other activities during the interim closure of the site. All existing leisure centre staff would be protected by TUPE arrangements.

6. LATEST BUDGET POSITION

The Building Control and Corporate Property Manager updated the Task Group on the latest budget position with regard to the project.

The original budget for the project was £12.83 million. The current expenditure was in line with the cash flow forecast. The expenditure forecast for the project was £12.81 million. This included the £400,000 contingency fund which had not been used to date.
7. **RISK REGISTERS**

The Task Group considered the risk registers for the project which had been circulated as part of the agenda.

The Council’s Risk and Insurance Officer was a member of the project board and attended their fortnightly meetings and internal audit had not raised any concerns about the risk management of the process.

The security on the site would remain high, with the surrounding hoarding remaining in place until the new leisure centre was ready for opening. Adjustments to the hoarding would then be made to provide access from the temporary car park to the leisure centre.

With regard to the prevention of unauthorised encampments on the site, gating was locked every night.

8. **WORK PROGRAMME**

The Task Group considered the briefing paper circulated with the agenda concerning its draft programme of work for the remainder of the 2012/13 municipal year.

The final meeting of the Task Group would be held in March 2013 and would consider:

- progress on construction of the leisure centre
- transitional arrangements
- latest budget position

The Task Group requested that the operator for the new leisure centre attend the meeting to outline their vision for the new building. Members identified two particular areas to discuss with the operator:

- their relationship with the clubs and societies that use the existing facilities
- their vision for the café.

Members of the Task Group were asked to submit any other questions in advance of the meeting.

A site visit for the Task Group would be held separately in mid March 2013.

9. **THANKS TO OFFICERS AND TASK GROUP**

The Chairman wished to place on record his appreciation of the work undertaken by officers and members of the Task Group to date.

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**CHAIRMAN**