

**LEISURE (PFI) BOARD held at COUNCIL OFFICES LONDON ROAD  
SAFFRON WALDEN on 17 SEPTEMBER 2002 at 3.00 pm**

Present: Councillor A R Row – Chairman.  
Councillors R A E Clifford, R J Copping and A J Ketteridge.

Officers in attendance: Mrs E Forbes, Mrs L Bunting, F Chandley,  
Ms K Chapman, J B Dickson and Mrs S McLagan.

**PFI 194 MINUTES**

The Minutes of the meeting of the Leisure (PFI) Board held on 1 August 2002 were received, confirmed and signed by the Chairman as a correct record.

**PFI 195 BUSINESS ARISING**

There was no business arising that would not be discussed later in the meeting.

**PFI 196 SENIOR OFFICER LEISURE BOARD**

There had been no recent meetings of the Senior Officer Leisure Board. It had been decided to arrange any Senior Officer meetings that were required to coincide with scheduled meetings of the Leisure Board.

**PFI 197 UPDATE ON PROGRESS**

**(i) Staffing at the Leisure Centres**

The Project Manager reported that the presentations made by Leisure Connection to staff at both the Lord Butler Fitness and Leisure Centre and the Dunmow Sports Centre, had been well presented and very professional. A handover plan was being prepared for Leisure Connection's take over on 1 December 2002. Copies of the plan would be circulated to Members when finalised. The Project Manager stated that staff would be transferred on the terms and conditions in their present contracts.

**(ii) Lord Butler Fitness and Leisure Centre**

The Project Manager reported that a defined plan of works would be completed in October. It was probable that work would begin on conversion of the current dance studio into the new fitness centre. The existing fitness suite would remain operational during this time. It was also anticipated that work on the tiles in the wet change area would also be undertaken during this time. It had been previously expected that this work would be commenced when all other works at the Centre had been completed but it was now considered that it would be a good image management exercise to get this area underway and concluded before the expected time. The contractor was giving a great deal of thought to minimising the impact of disruption on users of the Centre. All members of the Centre would be contacted and kept up to date with details of the proposed disruption in services.

**(iii) Helena Romanes School**

The Project Manager circulated copies of an overall programme of works which had been produced by the contractors, Pellikaan. Work at the School was progressing well and currently ahead of schedule. The contractors had a good relationship with the School and were going out of their way to be accommodating. The turf cutting ceremony had gone well with Pellikaan executives present.

**(iv) Stansted Mountfitchet High School**

Pellikaan had now fenced off the site at this School and it was anticipated that work would begin during the first week in October. The date for the turf cutting ceremony at Stansted was 2 October at 9.30 am and Councillor Mrs C M Dean would be officiating.

PFI 198

**REPORT TO SCRUTINY COMMITTEE – 18 SEPTEMBER 2002**

The Head of Community and Leisure would be attending the above meeting to update Members on the progress of the project. Councillor Copping felt that it was important that a Member of the Leisure Board should also be present.

Members questioned the need for progress reports to be reported to the Scrutiny Committee as well as Leisure Board and considered that this was a duplication of work as progress was always reported in the minutes. The Head of Community and Leisure was to raise this issue with Scrutiny Committee.

PFI 199

**REPORT TO RESOURCES COMMITTEE – 19 SEPTEMBER 2002**

A report would be put to the meeting of the Resources Committee to be held on 19 September 2002. The report would outline the need for approval of additional legal consultancy costs amounting to £166,028.48 to be funded from Capital Receipts. The Director of Resources was to present the report to the Resources Committee.

PFI 200

**ANY OTHER BUSINESS****(i) Lord Butler Leisure Centre**

Councillor Ketteridge asked who was responsible for site maintenance at the Leisure Centre. He said that a large amount of litter had collected in amongst the perimeter hedge and it looked very unsightly. The Head of Community and Leisure said that it was the responsibility of the Grounds Maintenance section of Uttlesford District Council and would contact the Head of Environmental Health with a view to getting it cleared.

Councillor Ketteridge also referred to a large hole in the tennis court fencing. The Project Manager said that it was in the specification of the current

maintenance programme for the fence to be replaced prior to the handover of the facilities on 1 December 2002.

**(ii) Stansted Parish Council**

Councillor Clifford reiterated, from previous meetings, that Stansted Parish Council were due to meet to discuss the financial contribution that they had pledged towards the project.

**(iii) Uttlesford Project**

The Director of Resources noted that Bruce Johnston who had been the solicitor representing NIB Capital Bank was speaking at a seminar on Leisure PFI. It appeared that he had not informed the Project Manager of this matter and she would raise this with David Steele (Linteum).

**(iv) Delisting of Kunick Plc**

The Project Manager circulated a copy of a fax she had received from David Steele (Linteum). It concerned the delisting of the above company from the Stock Exchange. They had now been renamed Kunick Limited and Leisure Connection Plc had similarly been renamed Leisure Connection Limited. There were no other changes and employment contracts of all staff were unchanged and remained with their existing employer.

PFI 201

**DATE OF NEXT MEETING AND PROGRAMME OF FUTURE MEETINGS**

The date for the next meeting of the Leisure Board will be 14 November 2002 at 3.00 pm.

A programme for future meetings had been prepared as follows:

Wednesday, 15 January 2003	10.00 am
Wednesday, 12 March 2003	10.00 am
Wednesday, 14 May 2003	10.00 am
Wednesday, 16 July 2003	10.00 am
Wednesday, 17 September 2003	10.00 am

If it was necessary to arrange any other meetings these would be arranged as and when required.

The meeting ended at 4.20 pm.