

TONBRIDGE AND MALLING BOROUGH COUNCIL

LEISURE AND ARTS ADVISORY BOARD

Tuesday, 15th July, 2008

Present: Cllr Mrs S M Murray (Chairman), Cllr Mrs M F Heslop (Vice-Chairman), Cllr P F Bolt, Cllr Ms V Branson, Cllr Mrs E M Holland, Cllr D Keeley, Cllr R D Lancaster, Cllr B J Luker, Cllr Mrs A S Oakley, Cllr A G Sayer and Cllr Mrs C J Woodger.

Representative: Mr A Nicholl (Tonbridge Sports Association)

Councillors Mrs Anderson, Baldock, Coffin, Court, Rhodes, Thornewell and Worrall were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Mrs English and Robins.

PART 1 - PUBLIC

**LAA
08/050**

DECLARATIONS OF INTEREST

Councillor Coffin declared a personal interest in respect of the item relating to Leisure Services - Areas for Review (Festival of Music and Fireworks) in that he owned a pyrotechnic business.

**LAA
08/051**

MINUTES

RESOLVED: That the notes of the meeting of the Leisure and Arts Advisory Board held on 20 May 2008 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

**LAA
08/052**

LEISURE SERVICES - AREAS FOR REVIEW

Decision Notice D080131MEM

Further to the item considered at the Cabinet meeting held on 2 April 2008 in respect of Options to Address Budget Funding Gap (Cabinet Decision Notice D080061CAB refers) the joint report of the Chief Leisure Officer and the Cabinet Member for Leisure, Youth and Arts set out details of the review of activities undertaken in respect of Tonbridge in Bloom, the Festival of Music and Fireworks and Tourism.

RECOMMENDED: That

(1) with regard to 'Tonbridge in Bloom' the Chief Leisure Officer be requested to review the current level of service and examine opportunities to seek sponsorship opportunities from local businesses, with the findings of this review being reported to a future meeting of the Advisory Board;

(2) with regard to the Festival of Music and Fireworks a review of the market for outdoor concerts be undertaken, proposals be sought from the current and alternative promoters and an examination of further opportunities to use the equipment and staging for daytime events be investigated; and

(3) the Council's existing cost effective partnership approach to the delivery of tourism services be acknowledged, the Council confirm its commitment to the Heart of Kent Tourism Consortium for a further three years and continue to support Visit Kent and Tourism South East at the existing level of financial contribution.

**LAA
08/053**

**LARKFIELD LEISURE CENTRE/ANGEL CENTRE - TENDER OF
CARDIO-VASCULAR FITNESS EQUIPMENT**

Decision Notice D080132MEM

The joint report of the Chief Leisure Officer and the Cabinet Members for Leisure, Youth and Arts and Finance brought forward proposals for the procurement of cardio vascular fitness equipment at Larkfield Leisure Centre and Angel Centre under European Union Regulations and in accordance with the Council's Contracts Procedure Rules.

RECOMMENDED: That

(1) the replacement of the cardio vascular fitness equipment at Larkfield Leisure Centre and Angel Centre be procured in accordance with European Union Regulations and the Council's Contracts Procedure Rules;

(2) the tender be conducted as an open procedure; and

(3) the contract selection criteria be based on the economically most advantageous tender, with the evaluation weighted in favour of quality as outlined in the report.

**LAA
08/054**

LARKFIELD LEISURE CENTRE - INCLUSIVE FITNESS INITIATIVE

Decision Notice D080133MEM

The joint report of the Chief Leisure Officer and the Cabinet Member for Leisure, Youth and Arts set out details of a proposal that Larkfield Leisure Centre should seek accreditation to the Inclusive Fitness Initiative Mark, an industry scheme that recognised fitness facilities striving to become more inclusive and accessible.

RECOMMENDED: That accreditation to the Inclusive Fitness Initiative Mark be sought for Larkfield Leisure Centre.

**LAA
08/055**

POULT WOOD GOLF CENTRE - GOLF SOCIETY CHARGES

Decision Notice D080134MEM

Consideration was given to the joint report of the Chief Leisure Officer and the Director of Finance which brought forward details of the proposed Golf Society Charges for 2009/10 in advance of the annual review of charges to enable the publication of promotional material. It was noted that the proposals took into account existing usage patterns, charges levied at competing facilities and prevailing inflation figures and had been prepared in consultation with the on-site contractors.

RECOMMENDED: That the proposed Golf Society charges at the Poulton Wood Golf Centre for 2009/10 be agreed as outlined in the report.

**LAA
08/056**

CAPITAL PROJECTS - POST IMPLEMENTATION REVIEW

Decision Notice D080135MEM

Consideration was given to the joint report of the Chief Leisure Officer and the Cabinet Members for Leisure, Youth and Arts and Finance which brought forward a Capital Plan Post Implementation Review in respect of the Poulton Wood Golf Centre Practice Ground.

RECOMMENDED: That the Post Implementation Review for the Poulton Wood Golf Course Practice Ground be endorsed.

**LAA
08/057**

WOODLAND TREE INSPECTIONS

Decision Notice D080136MEM

The joint report of the Chief Leisure Officer and the Cabinet Member for Leisure, Youth and Arts outlined the results of the tree inspection recently completed by the Council's Ground Maintenance Contractor which identified tree work required on woodland trees on a prioritised basis. With regard to the development of a Tree Risk Strategy for the Council, the Chief Leisure Officer confirmed that relevant bodies would be consulted on the draft Strategy, including the Health and Safety Executive.

RECOMMENDED: That

(1) the Priority 1 and 2 tree works on woodland areas identified in the 2008 woodland tree inspection report be progressed in accordance with the Council's agreed policy; and

(2) a Tree Risk Strategy for public open spaces and woodlands owned by the Council be developed in liaison with the Council's Insurer.

**LAA
08/058**

TONBRIDGE CASTLE GATEHOUSE CHARGES

Decision Notice D080137MEM

Consideration was given to the joint report of the Customer Services Manager and the Director of Finance which recommended revised charges for the Tonbridge Castle Gatehouse tourist attraction for implementation from 1 April 2009. It was noted that the proposals took into account prevailing inflation figures, competitor charges and local market conditions. In addition, consideration was given to the introduction of a Season Ticket for families.

RECOMMENDED: That

(1) subject to the addition of a Season Ticket (Family) at £50, the proposed charges for Tonbridge Castle Gatehouse as outlined in the report be agreed for implementation from 1 April 2009; and

(2) the charges be reflected in the appropriate tourism marketing material.

MATTERS SUBMITTED FOR INFORMATION

**LAA
08/059**

YOUNG PEOPLE/CHILDREN UPDATE

The report of the Chief Leisure Officer provided an update on activities and initiatives for young people and children. The Board noted that the Youth and Play Development Officer would be leaving the Council in September and requested that its formal thanks be sent to her in recognition of her contribution to this priority area of work over the last six years.

**LAA
08/060**

HERITAGE OPEN DAYS

The report of the Chief Leisure Officer set out details of organisations and properties which would be participating in the Heritage Open Days.

**LAA
08/061**

LEISURE SERVICES BUSINESS UNIT - STAFF SURVEY

The Chief Leisure Officer's report summarised the results of the bi-annual survey of staff within the Leisure Services Business Unit.

**LAA
08/062**

CAPITAL PLAN PROGRESS REPORT

The report updated Members on progress with schemes contained in the Leisure Services section of the Capital Plan.

**LAA
08/063**

LEISURE FACILITIES - FINANCIAL PERFORMANCE

Management information for Larkfield Leisure Centre, the Angel Centre, Tonbridge Swimming Pool, Poulton Wood Golf Centre, Tonbridge Castle/Customer Services, Tonbridge Cemetery and the Ground Maintenance Contract at Poulton Wood Golf Course was summarised in the report.

MATTERS FOR CONSIDERATION IN PRIVATE

**LAA
08/064**

EXCLUSION OF PRESS AND PUBLIC

No matters were considered in private.

The meeting ended at 2055 hours

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

**Decision Taken By: CABINET MEMBER FOR
Innovation and Improvement**

Decision No: D080131MEM

Date: 15th July 2008

Decision(s) and Reason(s)

Leisure Services - Areas for Review

**(Joint Report of Chief Leisure Officer and Cabinet Member for
Leisure, Youth and Arts)
(Annex 1)**

**Further to the item considered at the Cabinet meeting held on 2
April 2008 in respect of Options to Address Budget Funding Gap
(Cabinet Decision Notice D080061CAB refers) the report set out
details of the review of activities undertaken in respect of
Tonbridge in Bloom, the Festival of Music and Fireworks and
Tourism.**

Following consideration by the Leisure and Arts Advisory Board, the Cabinet Member for Innovation and Improvement resolved that

- 1) with regard to 'Tonbridge in Bloom' the Chief Leisure Officer be requested to review the current level of service and examine opportunities to seek sponsorship opportunities from local businesses, with the findings of this review being reported to a future meeting of the Advisory Board;
- 2) with regard to the Festival of Music and Fireworks a review of the market for outdoor concerts be undertaken, proposals be sought from the current and alternative promoters and an examination of further opportunities to use the equipment and staging for daytime events be investigated; and
- 3) the Council's existing cost effective partnership approach to the delivery of tourism services be acknowledged, the Council confirm its commitment to the Heart of Kent Tourism Consortium for a further three years and continue to support Visit Kent and Tourism South East at the existing level of financial contribution.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 15 July 2008.

Signed Cabinet Member for O Baldock

Innovation and
Improvement:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 18 July 2008

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

In accordance with Paragraph 2, Annex 1 of the Executive Procedure Rules, the Leader nominated the Cabinet Member for Innovation and Improvement to take this decision in the absence of the Cabinet Member for Leisure, Youth and Arts.

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

**Decision Taken By: CABINET MEMBER FOR
Leisure, Youth and Arts**

Decision No: D080132MEM

Date: 15th July 2008

Decision(s) and Reason(s)

Larkfield Leisure Centre/Angel Centre - Tender of Cardio-Vascular Fitness Equipment

(Joint Report of Chief Leisure Officer and Cabinet Members for Leisure, Youth and Arts and Finance)

(Annex 1)

(Annex 2)

The report brought forward proposals for the procurement of cardio vascular fitness equipment at Larkfield Leisure Centre and Angel Centre under European Union Regulations and in accordance with the Council's Contracts Procedure Rules.

Following consideration by the Leisure and Arts Advisory Board, the Cabinet Member for Leisure, Youth and Arts resolved that:

- 1) the replacement of the cardio vascular fitness equipment at Larkfield Leisure Centre and Angel Centre be procured in accordance with European Union Regulations and the Council's Contracts Procedure Rules;
- 2) the tender be conducted as an open procedure; and
- 3) the contract selection criteria be based on the economically most advantageous tender, with the evaluation weighted in favour of quality as outlined in the report.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 15 July 2008.

Signed Cabinet Member for M Coffin
Leisure, Youth and Arts:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 18 July 2008

This decision will come into force and may then be implemented on the expiry of 5

working days after publication unless it is called in.

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

**Decision Taken By: CABINET MEMBER FOR
Leisure, Youth and Arts**

Decision No: D080133MEM

Date: 15th July 2008

Decision(s) and Reason(s)

Larkfield Leisure Centre - Inclusive Fitness Initiative

**(Joint Report of Chief Leisure Officer and Cabinet Member for
Leisure, Youth and Arts)**

**The report set out details of a proposal that Larkfield Leisure
Centre should seek accreditation to the Inclusive Fitness Initiative
Mark, an industry scheme that recognised fitness facilities striving
to become more inclusive and accessible.**

Following consideration by the Leisure and Arts Advisory Board, the
Cabinet Member for Leisure, Youth and Arts resolved that accreditation
to the Inclusive Fitness Initiative Mark be sought for Larkfield Leisure
Centre.

Reasons: As set out in the report submitted to the Leisure and Arts
Advisory Board of 15 July 2008.

Signed Cabinet Member for M Coffin
Leisure, Youth and Arts:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 18 July 2008

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working days after publication unless it is called in.

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

**Decision Taken By: CABINET MEMBER FOR
Leisure, Youth and Arts**

Decision No: D080134MEM

Date: 15th July 2008

Decision(s) and Reason(s)

Poult Wood Golf Centre - Golf Society Charges

**(Joint Report of Chief Leisure Officer and Director of Finance)
(Annex 1)**

Consideration was given to details of the proposed Golf Society Charges for 2009/10 in advance of the annual review of charges to enable the publication of promotional material. It was noted that the proposals took into account existing usage patterns, charges levied at competing facilities and prevailing inflation figures and had been prepared in consultation with the on-site contractors.

Following consideration by the Leisure and Arts Advisory Board, the Cabinet Member for Leisure, Youth and Arts resolved that the proposed Golf Society charges at the Poult Wood Golf Centre for 2009/10 be agreed as outlined in the report.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 15 July 2008.

Signed Cabinet Member for M Coffin
Leisure, Youth and Arts:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 18 July 2008

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TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

**Decision Taken By: CABINET MEMBER FOR
Leisure, Youth and Arts**

Decision No: D080135MEM

Date: 15th July 2008

Decision(s) and Reason(s)

Capital Projects - Post Implementation Review

**(Joint Report of Chief Leisure Officer and Cabinet Members for
Leisure, Youth and Arts and Finance)
(Annex 1)**

**Consideration was given to the Capital Plan Post Implementation
Review in respect of the Poult Wood Golf Centre Practice Ground.**

Following consideration by the Leisure and Arts Advisory Board, the Cabinet Member for Leisure, Youth and Arts resolved that the Post Implementation Review for the Poult Wood Golf Course Practice Ground be endorsed.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 15 July 2008.

Signed Cabinet Member for M Coffin
Leisure, Youth and Arts:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 18 July 2008

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TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

**Decision Taken By: CABINET MEMBER FOR
Leisure, Youth and Arts**

Decision No: D080136MEM

Date: 15th July 2008

Decision(s) and Reason(s)

Woodland Tree Inspections

**(Joint Report of Chief Leisure Officer and Cabinet Member for
Leisure, Youth and Arts)**

The report outlined the results of the tree inspection recently completed by the Council's Ground Maintenance Contractor which identified tree work required on woodland trees on a prioritised basis.

Following consideration by the Leisure and Arts Advisory Board, the Cabinet Member for Leisure, Youth and Arts resolved that:

- 1) the Priority 1 and 2 tree works on woodland areas identified in the 2008 woodland tree inspection report be progressed in accordance with the Council's agreed policy; and
- 2) a Tree Risk Strategy for public open spaces and woodlands owned by the Council be developed in liaison with the Council's Insurer.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 15 July 2008.

Signed Cabinet Member for M Coffin
Leisure, Youth and Arts:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

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TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

**Decision Taken By: CABINET MEMBER FOR
Leisure, Youth and Arts**

Decision No: D080137MEM

Date: 15th July 2008

Decision(s) and Reason(s)

Tonbridge Castle Gatehouse Charges

**(Joint Report of Customer Services Manager and Director of
Finance)
(Annex 1)**

The report recommended revised charges for the Tonbridge Castle Gatehouse tourist attraction for implementation from 1 April 2009. It was noted that the proposals took into account prevailing inflation figures, competitor charges and local market conditions.

Following consideration by the Leisure and Arts Advisory Board, the Cabinet Member for Leisure, Youth and Arts resolved that:

- 1) subject to the addition of a Season Ticket (Family) at £50, the proposed charges for Tonbridge Castle Gatehouse as outlined in the report be agreed for implementation from 1 April 2009; and
- 2) the charges be reflected in the appropriate tourism marketing material.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 15 July 2008.

Signed Cabinet Member for M Coffin
Leisure, Youth and Arts:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

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