

TONBRIDGE AND MALLING BOROUGH COUNCIL

LEISURE AND ARTS ADVISORY BOARD

Monday, 16th March, 2009

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

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

Apologies for absence were received from Councillors Keeley, Robins, Sayer and Mrs Woodger and from Mr A Nicholl (Tonbridge Sports Association).

PART 1 - PUBLIC

**LAA
09/013 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**LAA
09/014 MINUTES**

RESOLVED: That the notes of the meeting of the Leisure and Arts Advisory Board held on 12 January 2009 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

**LAA
09/015 OUTDOOR LEISURE - CHILDRENS PLAY FACILITIES**

Decision Notice D090037MEM

The joint report of the Chief Leisure Officer and Cabinet Member for Leisure, Youth and Arts updated the position on a number of improvements to children's play facilities at the Council's outdoor leisure sites and sought approval to progress applications for external funding in respect of schemes at Leybourne Lakes and Haysden Country Parks and Tonbridge Racecourse Sportsground.

Members were pleased to note that the implementation of schemes identified in the report would result in a total of over £400,000 being invested in new/enhanced play provision in the Borough in 2009/10. The majority were being progressed through external funding sources and thanks were recorded to the Leisure Services team for this

achievement.

RECOMMENDED: That the proposed applications for external funding through the Parks for People and Play Builder schemes, as outlined in the report, be approved.

**LAA
09/016**

TONBRIDGE CASTLE AND GROUNDS - MARKET SURVEY RESULTS

Decision Notice D090038MEM

The joint report of the Chief Leisure Officer and Cabinet Member for Leisure, Youth and Arts gave details of the 2008 market survey carried out at Tonbridge Castle and recommended that the issues raised by respondents be considered during preparation of the future Management Plan for the site.

RECOMMENDED: That

- (1) the 2008 market survey results for Tonbridge Castle be noted; and
- (2) the customer improvements identified within the report be considered in the development of the Site Management Plan to be reported to a future meeting of the Advisory Board.

**LAA
09/017**

CAPITAL PROJECTS - POST IMPLEMENTATION REVIEWS

Decision Notice D090039MEM

Consideration was given to Capital Plan Post Implementation Reviews brought forward in respect of Tonbridge Cemetery Memorial Safety and Tonbridge Castle Grounds Improvements. The joint report of the Chief Leisure Officer and Cabinet Member for Leisure, Youth and Arts indicated the successful implementation of the projects subject to the stabilisation of a number of the tombs at St Peter's and St Paul's closed churchyard which was being addressed in liaison with the church and the Council's Health and Safety Officer.

RECOMMENDED: That the Post Implementation Reviews for Tonbridge Cemetery Memorial Safety and Tonbridge Castle Grounds Improvements be endorsed, subject to the satisfactory stabilisation of the tombs at St Peter's and St Paul's closed churchyard in Tonbridge.

**LAA
09/018**

2009 COACH OF THE YEAR AWARD

Decision Notice D090040MEM

Consideration was given to nominations for the 2009 Coach of the Year Award. A supplementary report gave details of the recommendations made by the Award Panel at its meeting on 9 March 2009.

RECOMMENDED: That

- (1) the 2009 Coach of the Year Award be made to Dean Ianson, coach at the Snodland Amateur Boxing Club;
- (2) a Lifetime Achievement Award be given to Linda Chapman of the Tonbridge Lawn Tennis Club; and
- (3) the awards be presented by the Mayor at the forthcoming Festival of Sport event on Sunday 26 April 2009.

**LAA
09/019**

**POULT WOOD GOLF CENTRE - REFURBISHMENT OF
MAINTENANCE BUILDING**

Decision Notice D090041MEM

The joint report of the Chief Leisure Officer and Cabinet Member for Leisure, Youth and Arts provided an update on progress relating to the proposed extension and refurbishment of the maintenance building at Poulton Wood Golf Centre and highlighted measures being taken to reduce the overall cost of the project. Details were given of the procurement process and the anticipated commencement of construction in May 2009.

RECOMMENDED: That

- (1) the revised design, shown at Annex 1 to the report, for the extension and refurbishment of the maintenance building at Poulton Wood Golf Centre be approved; and
- (2) subject to the outcome of the tender process, the contract be awarded.

MATTERS SUBMITTED FOR INFORMATION

**LAA
09/020**

CAPITAL PLAN PROGRESS REPORT

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

**LAA
09/021**

ACTIVE PEOPLE SURVEY RESULTS

Details were given of the recent Active People Survey undertaken by Sport England which focussed particularly on sports participation rates, a national performance indicator for local authorities. The Board was pleased to note that Tonbridge and Malling had the highest level in Kent of sports participation, club membership and satisfaction with local sports provision.

**LAA
09/022**

FESTIVAL OF SPORT EVENT

The Board was advised of preparations for a Festival of Sport Event to be held at Tonbridge School on Sunday 26 April 2009 in liaison with

the Tonbridge Lions Club and local sports clubs and organisations.

**LAA
09/023**

HERITAGE OPEN DAYS

The report provided an update on the preparation for the Heritage Open Days event which would take place during the weekend of 12 and 13 September 2009.

**LAA
09/024**

HEART OF KENT TOURISM CONSORTIUM

The report of the Chief Leisure Officer provided information on the recent launch of the 2009 Heart of Kent Holiday Guide together with other work undertaken by the partnership which, it was noted, would be celebrating its 21st anniversary in 2009.

**LAA
09/025**

HOLIDAY ACTIVITY PROGRAMMES 2009

Members were updated on the arrangements for the 2009 Easter and Summer Activate programmes and the 2009 Summer Playscheme.

**LAA
09/026**

Y2 CREW SUMMER SCHEME 2009

The report updated the position on arrangements for the 2009 Y2 Crew Summer Scheme.

**LAA
09/027**

INDOOR LEISURE FACILITIES - JUNIOR ACTIVITIES

The Chief Leisure Officer updated the Board in respect of the recently launched Excel programme together with future proposals for the further development of the brand.

**LAA
09/028**

LEISURE FACILITIES - FINANCIAL PERFORMANCE

The report summarised management information for Larkfield Leisure Centre, Angel Centre, Tonbridge Swimming Pool, Poult Wood Golf Centre, Tonbridge Castle/Customer Services, Tonbridge Cemetery, Country Parks Car Park Income and Poult Wood Ground Maintenance. Attention was drawn to the many positive measures designed to mitigate the deficit in the Leisure Services Business Unit's overall financial position which, it was noted, had reduced in January in comparison with the December figures.

MATTERS FOR CONSIDERATION IN PRIVATE

**LAA
09/029**

EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matter be considered in private.

PART 2 - PRIVATE

MATTERS FOR RECOMMENDATION TO THE CABINET

**LAA
09/030**

**INDOOR LEISURE FACILITIES - CLEANING SERVICES
CONTRACT 2010-2014**

(Reason: LGA 1972 Sch 12A Para 1 - Information relating to an individual)

Decision Notice D090042MEM

The joint report of the Chief Leisure Officer and Cabinet Member for Leisure, Youth and Arts sought approval to re-tender the Cleaning Services Contract for the Council's indoor leisure facilities through the Kent Commercial Services European Union Framework Agreement.

RECOMMENDED: That

(1) subject to the approach outlined in the report being confirmed by Legal Services following a demonstration by Kent Commercial Services, the tender for the Indoor Leisure Facilities Cleaning Services Contract 2010-2014 be progressed through the Kent Commercial Services European Union Framework Agreement; and

(2) appropriate consultation be undertaken in respect of the TUPE transfer of post number XX2502.

**LAA
09/031**

CHAIRMAN'S ANNOUNCEMENT

The Chairman indicated that this was the last meeting of the Leisure and Arts Advisory Board in the current municipal year and she thanked Members and officers for their support during her Chairmanship.

The meeting ended at 2050 hours

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

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

Decision No: D090037MEM

Date: 16th March 2009

Decision(s) and Reason(s)

Outdoor Leisure - Childrens Play Facilities

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

The report updated the position on a number of improvements to children's play facilities at the Council's outdoor leisure sites and sought approval to progress applications for external funding in respect of schemes at Leybourne Lakes and Haysden Country Parks and Tonbridge Racecourse Sportsground.

Following consideration by the Leisure and Arts Advisory Board, the Cabinet Member for Leisure, Youth and Arts resolved that the proposed applications for external funding through the Parks for People and Play Builder schemes, as outlined in the report, be approved.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 16 March 2009.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 20 March 2009

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: D090038MEM

Date: 16th March 2009

Decision(s) and Reason(s)

Tonbridge Castle and Grounds - Market Survey Results

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

**The report gave details of the 2008 market survey carried out at
Tonbridge Castle and recommended that the issues raised by
respondents be considered during preparation of the future
Management Plan for the site.**

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

- 1) the 2008 market survey results for Tonbridge Castle be noted;
and
- 2) the customer improvements identified within the report be
considered in the development of the Site Management Plan to be
reported to a future meeting of the Advisory Board.

Reasons: As set out in the report submitted to the Leisure and Arts
Advisory Board of 16 March 2009.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 20 March 2009

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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: D090039MEM

Date: 16th March 2009

Decision(s) and Reason(s)

Capital Projects - Post Implementation Reviews

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

(Annex 1)

(Annex 2)

**Consideration was given to Capital Plan Post Implementation
Reviews brought forward in respect of Tonbridge Cemetery
Memorial Safety and Tonbridge Castle Grounds Improvements.**

Following consideration by the Leisure and Arts Advisory Board, the Cabinet Member for Leisure, Youth and Arts resolved that the Post Implementation Reviews for Tonbridge Cemetery Memorial Safety and Tonbridge Castle Grounds Improvements be endorsed, subject to the satisfactory stabilisation of the tombs at St Peter's and St Paul's closed churchyard in Tonbridge.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 16 March 2009.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 20 March 2009

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TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

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

Decision No: D090040MEM

Date: 16th March 2009

Decision(s) and Reason(s)

2009 Coach of the Year Award

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

(Supplementary report)

(Annex (2.13 M/bytes))

**Consideration was given to nominations for the 2009 Coach of the
Year Award together with recommendations made by the Award
Panel at its meeting on 9 March 2009.**

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

- 1) the 2009 Coach of the Year Award be made to Dean Ianson,
coach at the Snodland Amateur Boxing Club;
- 2) a Lifetime Achievement Award be given to Linda Chapman of the
Tonbridge Lawn Tennis Club; and
- 3) the awards be presented by the Mayor at the forthcoming Festival
of Sport event on Sunday 26 April 2009.

Reasons: As set out in the report and supplementary report submitted to
the Leisure and Arts Advisory Board of 16 March 2009.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 20 March 2009

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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: D090041MEM

Date: 16th March 2009

Decision(s) and Reason(s)

Poult Wood Golf Centre - Refurbishment of Maintenance Building

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

**The report provided an update on progress relating to the
proposed extension and refurbishment of the maintenance building
at Poult Wood Golf Centre and highlighted measures being taken to
reduce the overall cost of the project.**

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

- 1) the revised design, shown at Annex 1 to the report, for the
extension and refurbishment of the maintenance building at Poult Wood
Golf Centre be approved; and
- 2) subject to the outcome of the tender process, the contract be
awarded.

Reasons: As set out in the report submitted to the Leisure and Arts
Advisory Board of 16 March 2009.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 20 March 2009

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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: D090042MEM

Date: 16th March 2009

Decision(s) and Reason(s)

**Indoor Leisure Facilities - Cleaning Services Contract 2010-2014
(Reason: LGA 1972 Sch 12A Para 1 - Information relating to an individual)**

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

The report sought approval to re-tender the Cleaning Services Contract for the Council's indoor leisure facilities through the Kent Commercial Services European Union Framework Agreement.

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

- 1) subject to the approach outlined in the report being confirmed by Legal Services following a demonstration by Kent Commercial Services, the tender for the Indoor Leisure Facilities Cleaning Services Contract 2010-2014 be progressed through the Kent Commercial Services European Union Framework Agreement; and
- 2) appropriate consultation be undertaken in respect of the TUPE transfer of post number XX2502.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 16 March 2009 (contains exempt information).

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

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