

TONBRIDGE AND MALLING BOROUGH COUNCIL

LEISURE AND ARTS ADVISORY BOARD

Tuesday, 19th May, 2009

Present: Cllr Mrs M F Heslop (Chairman), Cllr T J Robins (Vice-Chairman), Cllr Ms V Branson, Cllr Mrs F A English, Cllr Mrs C A F Grant, Cllr Mrs E M Holland, 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, Rhodes and Worrall were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Bolt and Keeley.

PART 1 - PUBLIC

**LAA
09/032 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**LAA
09/033 MINUTES**

RESOLVED: That the notes of the meeting of the Leisure and Arts Advisory Board held on 16 March 2009 be approved as a correct record and signed by the Chairman.

**LAA
09/034 PRESENTATION BY MIKE HILLS, THE RETENTION PEOPLE**

The Board received a detailed presentation by Mr Mike Hills, Account Manager for 'The Retention People' which provided the membership retention software at the Council's leisure facilities. Mr Hills responded to questions from Members who thanked him for his interesting and informative presentation.

MATTERS FOR RECOMMENDATION TO THE CABINET

**LAA
09/035 KENT CHILDREN AND YOUNG PEOPLE'S PLAN 2008-2011**

Decision Notice D090065MEM

The joint report of the Chief Leisure Officer and the Cabinet Member for Leisure, Youth and Arts provided details of the new Kent Children and Young People's Plan 2008-2011 which set the direction for the Kent Children's Trust for the next three years.

RECOMMENDED: That the key priorities outlined in the Kent Children and Young People's Plan 2008-2011 be adopted and assistance given in meeting the Plan's aims by continued multi-agency and partnership work.

**LAA
09/036**

LEISURE FACILITIES - CUSTOMER PANEL MEETINGS

Decision Notice D090066MEM

Consideration was given to the appointment of Member representatives to attend Customer Panel Meetings at the Council's main leisure facilities until May 2010.

RECOMMENDED: That the Group Leaders be invited to nominate representatives to serve on the Customer Panels at the following facilities until May 2010:-

Larkfield Leisure Centre
Angel Centre
Tonbridge Swimming Pool
Poult Wood Golf Centre
Haysden Country Park
Leybourne Lakes Country Park
Tonbridge Racecourse Sportsground
Tonbridge Farm Sportsground

**LAA
09/037**

ANNUAL TREE INSPECTIONS FOR OUTDOOR LEISURE SITES

Decision Notice D090067MEM

An outline was given of the tree inspection reports recently completed by the Council's Ground Maintenance Contractor, which identified on a prioritised basis tree work required on areas of Public Open Space, Country Parks and at Poult Wood Golf Course. The report provided an update on the development of a Tree Strategy for the Council.

RECOMMENDED: That

(1) the tree works on the Council's outdoor leisure sites identified in the 2009 tree inspection reports be progressed in accordance with the Council's agreed policy; and

(2) progress on the development of a Tree Strategy be noted and a final draft be submitted to a future meeting of the Board for consideration.

**LAA
09/038**

**TONBRIDGE SWIMMING POOL - PUMPING STATION
REFURBISHMENT**

Decision Notice D090068MEM

The joint report of the Chief Leisure Officer and the Cabinet Member for Leisure, Youth and Arts provided an update on the Capital Plan List A project to refurbish the pumping station serving Tonbridge Swimming Pool.

RECOMMENDED: That

(1) the proposal outlined in the report and the programme shown at paragraph 1.4.2 therein for the refurbishment of the pumping station at Tonbridge Swimming Pool be approved; and

(2) subject to the outcome of the procurement process, the work contracts be awarded.

**LAA
09/039**

LEISURE SERVICES BUSINESS UNIT - BUSINESS PLAN 2009/10

Decision Notice D090069MEM

Consideration was given to the Leisure Services Business Unit Business Plan 2009/10.

RECOMMENDED: That the Leisure Services Business Unit Business Plan 2009/10 be approved.

**LAA
09/040**

MYSTERY SHOPPER REPORTS

Decision Notice D090070MEM

The report provided details of the results of the 2008/09 mystery shopper visits to the Council's main leisure facilities. The report identified a number of key areas for improvement which would either be addressed immediately or incorporated in the relevant service improvement plans for each facility.

RECOMMENDED: That the 2008/09 Mystery Shopper results be noted, the identified areas in need of improvement be addressed and the results be considered within the relevant service improvement plans for each facility.

MATTERS SUBMITTED FOR INFORMATION

**LAA
09/041**

**LEISURE SERVICES BUSINESS UNIT - MEMBERSHIP RETENTION
SOFTWARE**

Further to the presentation provided by Mike Hills earlier in the meeting the Chief Leisure Officer provided an update on the success of the retention software installed at Larkfield Leisure Centre and the Angel Centre in late 2007.

**LAA
09/042**

HEALTHY LIVING UPDATE

The report of the Chief Leisure Officer provided an update on current activity linked to the Council's Key Priority of 'Healthy Living'.

**LAA
09/043**

TONBRIDGE SPORTS ASSOCIATION ANNUAL REPORT

The report of the Chief Leisure Officer provided details of the Tonbridge Sports Association's Annual Report for 2008/2009. Members thanked the Chairman of the Tonbridge Sports Association, Mr Alan Nicholl, for the continuing service and co-operation of the Association with the Council.

**LAA
09/044**

TONBRIDGE CASTLE FESTIVAL OF MUSIC AND FIREWORKS

The report updated the Board on progress made towards the Festival of Music and Fireworks to be held at Tonbridge Castle over the weekend of 10 to 12 July 2009.

**LAA
09/045**

ARTS PROGRAMME UPDATE

The Chief Leisure Officer's report provided an update on current arts activity being delivered by the Council in partnership with other organisations.

**LAA
09/046**

TM YOUTH FORUM UPDATE

The report updated the Board on work undertaken by the Tonbridge and Malling Youth Forum.

**LAA
09/047**

HOLIDAY ACTIVITIES FOR YOUNG PEOPLE

Members were updated on the recent Easter Activate programme and the arrangements for the 2009 Summer Activate, Summer Playscheme and Y2 Crew Summer Scheme programmes.

**LAA
09/048**

CAPITAL PLAN PROGRESS REPORT

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

**LAA
09/049**

LEISURE FACILITIES - FINANCIAL PERFORMANCE

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

MATTERS FOR CONSIDERATION IN PRIVATE

**LAA
09/050**

EXCLUSION OF PRESS AND PUBLIC

No items were considered in private.

The meeting ended at 2107 hours

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

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

Decision No: D090065MEM

Date: 19th May 2009

Decision(s) and Reason(s)

Kent Children and Young People's Plan 2008-2011

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

**The report provided details of the new Kent Children and Young
People's Plan 2008-2011 which set the direction for the Kent
Children's Trust for the next three years.**

Following consideration by the Leisure and Arts Advisory Board, the
Cabinet Member for Leisure, Youth and Arts resolved that the key
priorities outlined in the Kent Children and Young People's Plan 2008-
2011 be adopted and assistance given in meeting the Plan's aims by
continued multi-agency and partnership work.

Reasons: As set out in the report submitted to the Leisure and Arts
Advisory Board of 19 May 2009.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 22 May 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: D090066MEM

Date: 19th May 2009

Decision(s) and Reason(s)

Leisure Facilities - Customer Panel Meetings

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

**Consideration was given to the appointment of Member
representatives to attend Customer Panel Meetings at the Council's
main leisure facilities until May 2010.**

Following consideration by the Leisure and Arts Advisory Board, the
Cabinet Member for Leisure, Youth and Arts resolved that the Group
Leaders be invited to nominate representatives to serve on the customer
Panels at the following facilities until May 2010:-

Larkfield Leisure Centre

Angel Centre

Tonbridge Swimming Pool

Poult Wood Golf Centre

Haysden Country Park

Leybourne Lakes Country Park

Tonbridge Racecourse Sportsground

Tonbridge Farm Sportsground

Reasons: As set out in the report submitted to the Leisure and Arts
Advisory Board of 19 May 2009.

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: D090067MEM

Date: 19th May 2009

Decision(s) and Reason(s)

Annual Tree Inspections for Outdoor Leisure Sites

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

An outline was given of the tree inspection reports recently completed by the Council's Ground Maintenance Contractor, which identified on a prioritised basis tree work required on areas of Public Open Space, Country Parks and at Poult Wood Golf Course. The report provided an update on the development of a Tree Strategy for the Council.

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

- 1) the tree works on the Council's outdoor leisure sites identified in the 2009 tree inspection reports be progressed in accordance with the Council's agreed policy; and
- 2) progress on the development of a Tree Strategy be noted and a final draft be submitted to a future meeting of the Board for consideration.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 19 May 2009.

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: D090068MEM

Date: 19th May 2009

Decision(s) and Reason(s)

Tonbridge Swimming Pool - Pumping Station Refurbishment

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

**The report provided an update on the Capital Plan List A project to
refurbish the pumping station serving Tonbridge Swimming Pool.**

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

- 1) the proposal outlined in the report and the programme shown at
paragraph 1.4.2 therein for the refurbishment of the pumping station at
Tonbridge Swimming Pool be approved; and
- 2) subject to the outcome of the procurement process, the work
contracts be awarded.

Reasons: As set out in the report submitted to the Leisure and Arts
Advisory Board of 19 May 2009.

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

Signed Leader: M Worrall

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TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

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

Decision No: D090069MEM

Date: 19th May 2009

Decision(s) and Reason(s)

Leisure Services Business Unit - Business Plan 2009/10

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

**Consideration was given to the Leisure Services Business Unit
Business Plan 2009/10.**

Following consideration by the Leisure and Arts Advisory Board, the
Cabinet Member for Leisure, Youth and Arts resolved that the Leisure
Services Business Unit Business Plan 2009/10 be approved.

Reasons: As set out in the report submitted to the Leisure and Arts
Advisory Board of 19 May 2009.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

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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: D090070MEM

Date: 19th May 2009

Decision(s) and Reason(s)

Mystery Shopper Reports

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

The report provided details of the results of the 2008/09 mystery shopper visits to the Council's main leisure facilities. The report identified a number of key areas for improvement which would either be addressed immediately or incorporated in the relevant service improvement plans for each facility.

Following consideration by the Leisure and Arts Advisory Board, the Cabinet Member for Leisure, Youth and Arts resolved that the 2008/09 Mystery Shopper results be noted, the identified areas in need of improvement be addressed and the results be considered within the relevant service improvement plans for each facility.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 19 May 2009.

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

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