

TONBRIDGE AND MALLING BOROUGH COUNCIL

LEISURE AND ARTS ADVISORY BOARD

Tuesday, 18th May, 2010

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

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

Representative: Mr A Nicholl (Tonbridge Sports Association)

PART 1 - PUBLIC

**LAA
10/018 DECLARATIONS OF INTEREST**

Councillor Coffin declared a personal and prejudicial interest in the item on Tonbridge Castle Festival of Music and Fireworks on the grounds that his company was providing the fireworks display for the event and he withdrew from the meeting during the discussion.

**LAA
10/019 MINUTES**

RESOLVED: That the notes of the meeting of the Leisure and Arts Advisory Board held on 15 March 2010 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

**LAA
10/020 LEISURE FACILITIES - CUSTOMER PANEL MEETINGS**

Decision Notice D100051MEM

Consideration was given to the appointment of Member representatives to attend Customer Panel meetings at the Council's main leisure facilities until May 2011.

RECOMMENDED: That the Group Leaders be invited to nominate representatives to serve on the Customer Panels at the following facilities until May 2011:-

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
10/021**

TONBRIDGE RACECOURSE SPORTSGROUND - IMPROVEMENT PLAN

The joint report of the Chief Leisure Officer and Cabinet Members for Leisure, Youth and Arts and Finance presented for consideration planned improvements for Tonbridge Racecourse Sportsground to be progressed on a phased basis subject to available funding. It was noted that of the five priority items proposed to be progressed in the current financial year, items 1 and 2 (play area and crazy golf) were fully funded from provision within the Capital Renewals Fund. Items 3, 4 and 5 (teenage facilities, centre path and picnic area) could be met from a developer financial contribution but required the creation of a new capital scheme for which an evaluation matrix was set out at Annex 2 to the report. Members were advised that consideration of the implementation of Phase 2 of the project would take place when funding had been secured.

RECOMMENDED: That

- (1) the proposed phased improvements at Tonbridge Racecourse Sportsground, as detailed in the report, be approved;
- (2) Phase 1 of the improvements be progressed in the current financial year subject to further consultation with key stakeholders;
- (3) the Capital Plan Renewals programme be reprofiled as detailed in paragraph 1.3.1 of the report;
- (4) the action taken to bring forward a new Capital Plan scheme for the teen facilities, centre path and picnic area be confirmed and the Council be recommended to approve a supplementary estimate for the reasons outlined in the report; and
- (5) Phase 2 of the improvements be progressed when funding is secured.

***Referred to Cabinet**

TREE INSPECTION REPORT

**LAA
10/022**

Decision Notice D100052MEM

The joint report of the Chief Leisure Officer and Cabinet Member for Leisure, Youth and Arts gave details of the 2009/10 Tree Inspection Report, completed by the Council's Ground Maintenance Contractor, which identified prioritised tree work required on areas of Public Open Space.

RECOMMENDED: That the tree works on the Council's outdoor leisure sites identified in the 2009/10 tree inspection reports be progressed in accordance with the Council's existing policy.

**LAA
10/023**

MYSTERY SHOPPER REPORTS

Decision Notice D100053MEM

The joint report of the Chief Leisure Officer and Cabinet Member for Leisure, Youth and Arts provided the results of the 2009/10 mystery shopper visits to the Council's main leisure facilities. A number of key areas for improvement were identified which would either be addressed immediately or incorporated in the relevant Service Improvement Plans for each facility. Members were pleased to note that the average scores for the three indoor leisure facilities were all above the industry mean score, with two out of the three in the upper quartile of performance.

RECOMMENDED: That the 2009/10 Mystery Shopper results be noted, the identified areas of improvement be addressed and the results be considered within the relevant Service Improvement Plans for each facility.

**LAA
10/024**

LEISURE SERVICES BUSINESS UNIT - BUSINESS PLAN 2010/11

Decision Notice D100054MEM

The joint report of the Chief Leisure Officer and Cabinet Member for Leisure, Youth and Arts sought endorsement of the Leisure Services Business Unit Business Plan for 2010/11 which contained objectives and targets for each of the Council's indoor facilities and the ground maintenance contract at Poulton Wood Golf Centre.

RECOMMENDED: That the Leisure Services Business Unit Business Plan 2010/11 be approved.

MATTERS SUBMITTED FOR INFORMATION

**LAA
10/025**

TONBRIDGE SPORTS ASSOCIATION ANNUAL REPORT

The report of the Chief Leisure Officer provided details of the Tonbridge Sports Association's Annual Report for 2009/10. Members recorded their thanks to the Association's Chairman, Mr Alan Nicholl, for the continuing positive working partnership with the Council.

**LAA
10/026**

QUEST AWARD

Members were advised of the successful outcome of the recent Quest assessment at Larkfield Leisure Centre which had resulted in a quality score of 91% and placed the Centre equal fourth on the most current database of 950 registered leisure sites nationally. The Board was pleased to note that the status of all three indoor leisure sites owned and operated by the Council was graded on or above the 84%

'Excellent' Quest threshold and thanks were recorded to all involved in this achievement.

**LAA
10/027**

TONBRIDGE SWIMMING POOL - CENTENARY CELEBRATIONS

The report outlined proposals to celebrate 100 years of public swimming provision in Tonbridge. It was noted that the main event, a centenary pool party, would take place on 10 July 2010 and would be attended by Duncan Goodhew.

**LAA
10/028**

2012 OLYMPICS

The Chief Leisure Officer provided an update on work linked to the 2012 Olympics and, in particular, the Council's partnership approach with Kent County Council to help 'Deliver a Legacy'.

**LAA
10/029**

HOLIDAY ACTIVITIES FOR YOUNG PEOPLE

The report updated Members on the recent Easter Activate programme and gave details of arrangements for the 2010 summer holiday activities for young people including Summer Activate, Summer Playscheme and Y2 Crew.

**LAA
10/030**

YOUTH AND PLAY DEVELOPMENT UPDATE

The report of the Chief Leisure Officer provided an update on activities and initiatives for children and young people, making particular reference to the Try Angle Awards and the Youth Perception Event being organised by the Tonbridge and Malling Youth Forum. An outline was given of the work of the Kent Children's Trust and Local Children's Trust Board including the updating of the Kent Children and Young People's Plan.

**LAA
10/031**

TONBRIDGE CASTLE FESTIVAL OF MUSIC AND FIREWORKS

The Board received an update on the confirmed programme for the event to be held on 23 - 25 July together with details of ticket sales to date and marketing arrangements.

**LAA
10/032**

CABE SPACE: URBAN GREEN NATION REPORT

The report referred to recent research on the impact of urban green spaces undertaken by the Commission for Architecture and the Built Environment (CABE Space). A copy of the research summary was set out at Annex 1 to the report.

**LAA
10/033**

CAPITAL PLAN PROGRESS REPORT

Members were advised of progress with schemes contained in the Leisure Services section of the Capital Plan, particular attention being drawn to the Priory Wood Children's Play scheme.

**LAA
10/034**

LEISURE FACILITIES - FINANCIAL PERFORMANCE

The Chief Leisure Officer presented 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 Grounds Maintenance.

MATTERS FOR CONSIDERATION IN PRIVATE

**LAA
10/035**

EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

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

PART 2 - PRIVATE

MATTERS FOR RECOMMENDATION TO THE CABINET

**LAA
10/036**

LEISURE SERVICES BUSINESS UNIT - CATERING, BAR AND VENDING CONTRACT

(Reason: LGA 1972 Sch 12A Para 3 - Financial or business affairs of any particular person)

Decision Notice D100055MEM

The joint report of the Chief Leisure Officer and Cabinet Member for Leisure, Youth and Arts recommended further investigation into a number of options in respect of the renewal of the existing catering, bar and vending contracts at the Council's indoor leisure facilities.

RECOMMENDED: That

(1) discussions be entered into with OJ's (Juice for Life Ltd) to determine the available options for a new Catering, Bar and Vending contract at Larkfield Leisure Centre and a further report be submitted to the next meeting of the Advisory Board; and

(2) consideration be given to letting the Vending contract at Tonbridge Swimming Pool and the Angel Centre or providing the service in-house as part of existing arrangements at Tonbridge Swimming Pool and a further report be submitted to the next meeting of the Advisory Board.

The meeting ended at 2045 hours

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

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

Decision No: D100051MEM

Date: 18th May 2010

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 2011.**

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 2011:-

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 18 May 2010.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 21 May 2010

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: D100052MEM

Date: 18th May 2010

Decision(s) and Reason(s)

Tree Inspection Report

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

**Details were given of the 2009/10 Tree Inspection Report,
completed by the Council's Ground Maintenance Contractor, which
identified prioritised tree work required on areas of Public Open
Space.**

Following consideration by the Leisure and Arts Advisory Board, the Cabinet Member for Leisure, Youth and Arts resolved that the tree works on the Council's outdoor leisure sites identified in the 2009/10 tree inspection reports be progressed in accordance with the Council's existing policy.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 18 May 2010.

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: D100053MEM

Date: 18th May 2010

Decision(s) and Reason(s)

Mystery Shopper Reports

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

The report provided the results of the 2009/10 mystery shopper visits to the Council's main leisure facilities. A number of key areas for improvement were identified 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 2009/10 Mystery Shopper results be noted, the identified areas 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 18 May 2010.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 21 May 2010

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: D100054MEM

Date: 18th May 2010

Decision(s) and Reason(s)

Leisure Services Business Unit - Business Plan 2010/11

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

(Leisure Services Business Unit - Business Plan 2010/11)

The report sought endorsement of the Leisure Services Business Unit Business Plan for 2010/11 which contained objectives and targets for each of the Council's indoor facilities and the ground maintenance contract at Poult Wood Golf Centre.

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 2010/11 be approved.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 18 May 2010.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 21 May 2010

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TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

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

Decision No: D100055MEM

Date: 18th May 2010

Decision(s) and Reason(s)

Leisure Services Business Unit - Catering, Bar and Vending Contract

(Reason: LGA 1972 Sch 12A Para 3 - Financial or business affairs of any particular person)

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

The report recommended further investigation into a number of options in respect of the renewal of the existing catering, bar and vending contracts at the Council's indoor leisure facilities.

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

- 1) discussions be entered into with OJ's (Juice for Life Ltd) to determine the available options for a new Catering, Bar and Vending contract at Larkfield Leisure Centre and a further report be submitted to the next meeting of the Advisory Board; and
- 2) consideration be given to letting the Vending contract at Tonbridge Swimming Pool and the Angel Centre or providing the service in-house as part of existing arrangements at Tonbridge Swimming Pool and a further report be submitted to the next meeting of the Advisory Board.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 18 May 2010 (contains exempt information).

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 21 May 2010

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.