

TONBRIDGE AND MALLING BOROUGH COUNCIL

LEISURE AND ARTS ADVISORY BOARD

Monday, 13th December, 2010

Present: Cllr Mrs M F Heslop (Chairman), Cllr T J Robins (Vice-Chairman), Cllr P F Bolt, 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 and Cllr A G Sayer.

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

Representative: Mr A Nicholl (Tonbridge Sports Association)

Apologies for absence were received from Councillors Ms Branson and Mrs Woodger.

PART 1 - PUBLIC

**LAA
10/054 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 had provided the fireworks display for the event in 2010 and he withdrew from the meeting during the discussion.

**LAA
10/055 MINUTES**

RESOLVED: That the notes of the meeting of the Leisure and Arts Advisory Board held on 22 September 2010 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

**LAA
10/056 LEISURE SERVICES - REVIEW OF CHARGES 2011/12**

The joint report of the Chief Leisure Officer and the Director of Finance outlined charging proposals in respect of Poult Wood Golf Centre, Tonbridge Cemetery, Tonbridge Castle Council Chamber and weddings, the Summer Playscheme, pitch hire for Sportsgrounds in Tonbridge and car parking at the Council's two Country Parks. It was noted that proposed charges for the Council's indoor leisure facilities were reported separately.

Members were advised that consideration had been given to a range of factors in bringing forward the proposed charges and were reminded that significant concessions were given to specific groups including

senior citizens, young people and people with disabilities, ensuring that the Council's leisure facilities were accessible to all. Attention was drawn to the significant challenge facing Poult Wood Golf Centre in a highly competitive and declining market.

The Advisory Board recognised the current difficult economic position and supported the wide range of concessions available within the charging structure, which were essential to ensure the Council's leisure facilities and services remained available and attractive to all.

RECOMMENDED: That

(1) the proposed charges for Poult Wood Golf Centre, as detailed at Annex 2 of the report, be agreed and implemented with effect from 1 April 2011;

(2) the proposed pitch hire charges for Tonbridge Sportsgrounds, as detailed at Annex 3 of the report, be agreed and implemented with effect from 1 April 2011;

(3) the proposed charges for Tonbridge Cemetery, as detailed at Annexes 4 and 5 to the report, be agreed and implemented with effect from 1 April 2011;

(4) the proposed charges for Tonbridge Castle Chamber and the associated list of concessionary users, as shown at Annexes 6, 7 and 8 of the report, be approved and implemented from 1 April 2011;

(5) the proposed charges for Weddings in 2012/13 at Tonbridge Castle be agreed, as detailed in Annex 9 of the report;

(6) the proposed charges for the 2011 Summer Playscheme, as detailed at Annex 10 of the report, be approved; and

(7) the charges for car parking at Leybourne Lakes and Haysden Country Parks be reviewed at a future meeting of the Car Parking Charges Advisory Board.

***Referred to Cabinet**

**LAA
10/057**

LEISURE SERVICES BUSINESS UNIT - REVIEW OF CHARGES

The Chief Leisure Officer and the Director of Finance outlined the charging proposals in respect of Larkfield Leisure Centre, Angel Centre, Tonbridge Swimming Pool, Tonbridge Farm All Weather Area and Tonbridge Racecourse Sportsground Games Hut. The Board's attention was drawn to the need for the charging proposals to be considered within the context of the Leisure Services Business Unit draft revenue estimates which would be reported to the Finance and Property Advisory Board on 5 January 2011. The overall impact of the proposals outlined in the report was estimated to result in additional income to the Leisure Services Business Unit of £46,900 in 2011/12.

RECOMMENDED: That the scale of charges for the Council's leisure

facilities, as set out in Annexes 1-3 of the report, be implemented with effect from 1 April 2011.

***Referred to Cabinet**

**LAA
10/058**

CAPITAL PROJECTS - POST IMPLEMENTATION REVIEWS

Decision Notice D100149MEM

The joint report of the Chief Leisure Officer and the Cabinet Member for Leisure, Youth and Arts brought forward for consideration Capital Plan Post Implementation Reviews in respect of Tonbridge Pool Wet Change Works, Tonbridge Pool Pumping Station Refurbishment, Tonbridge Pool Changing Village and Floor, Poult Wood Golf Centre Maintenance Building, Tonbridge Sportsground Ball Court, Tonbridge Farm Sportsground Refurbishment of All Weather Pitch and Leybourne Lakes Country Park Children's Play Area. The report indicated successful implementation of the projects.

RECOMMENDED: That the Post Implementation Reviews for Tonbridge Pool Wet Change Works, Tonbridge Pool Pumping Station Refurbishment, Tonbridge Pool Changing Village and Floor, Poult Wood Golf Centre Maintenance Building, Tonbridge Sportsground Ball Court, Tonbridge Farm Sportsground Refurbishment of All Weather Pitch and Leybourne Lakes Children's Play Area be endorsed.

**LAA
10/059**

TONBRIDGE FARM SPORTSGROUND MANAGEMENT PLAN

Decision Notice D100150MEM

The joint report of the Chief Leisure Officer and the Cabinet Member for Leisure, Youth and Arts brought forward details of comments received as part of the public consultation exercise on the draft Tonbridge Farm Sportsground Management Plan and recommended final approval of the Plan. A summary of the comments received and proposed amendments were found at Annex 2 to the report. Members noted that the consultation highlighted that the Plan was easy to follow and no significant issues were identified.

RECOMMENDED: That the proposed amendments highlighted at Annex 2 of the report be approved and the amended Tonbridge Farm Sportsground Management Plan be formally adopted.

**LAA
10/060**

LOCAL NATURE RESERVE DESIGNATION - LEYBOURNE LAKES COUNTRY PARK

Decision Notice D100151MEM

Members received the joint report of the Chief Leisure Officer and the Cabinet Member for Leisure, Youth and Arts which sought approval for Local Nature Reserve designation of Leybourne Lakes Country Park. It was explained that Haysden Country Park and Ditton Court Quarry were currently the only two declared Local Nature Reserves in the Borough.

Members noted that costs in the region of £500 related to the requirement of a Public Notice procedure and could be met from existing revenue budgets.

RECOMMENDED: That Local Nature Reserve designation for Leybourne Lakes Country Park be sought, in accordance with the declaration process outlined in the report.

**LAA
10/061**

HAYSDEN COUNTRY PARK - ACCESS AUDIT

Decision Notice D100152MEM

Members considered the joint report of the Chief Leisure Officer and the Cabinet Member for Leisure, Youth and Arts which brought forward a draft Access Audit for Haysden Country Park for approval and recommended a similar audit to be undertaken at Leybourne Lakes Country Park in 2011.

Reference was made to disabled facilities and the importance of providing access to the Country Park for the less able bodied. It was conceded that disability requirements needed to be considered when designing new or replacing old bridges. Members were reminded that 'Walks For All' highlighted routes in the Country Park for the less able bodied and disabled visitors and that information on accessible routes would be promoted via the website.

RECOMMENDED: That

(1) the draft Access Audit for Haysden Country Park, as shown at Annex 1 to the report, be approved;

(2) improvement actions within the Access Audit be implemented in accordance with the proposals highlighted at sub-section 1.2.2 of the report; and

(3) an access audit for Leybourne Lakes Country Park be carried out in summer 2011, in liaison with Tonbridge and Malling Access Group.

**LAA
10/062**

2011 HOLIDAY ACTIVITY PROGRAMMES FOR YOUNG PEOPLE

Decision Notice D100153MEM

The joint report of the Chief Leisure Officer and the Cabinet Member for Leisure, Youth and Arts brought forward potential changes and improvements to the Borough Council's Holiday Activity Programmes for young people.

Members were advised that the percentage of places booked on the 2010 Summer Playscheme was lower than expected, resulting in a review of the current demand and staffing levels. The Chief Leisure Officer was confident that staffing levels were appropriate to ensure the scheme complied fully with Ofsted regulations, operated as cost effectively as possible and retained flexibility to redeploy staff to

venues that had a higher than predicted demand.

RECOMMENDED: That the proposed changes/improvements to the Borough Council's Holiday Activity Programme for young people as outlined in the report be agreed.

MATTERS SUBMITTED FOR INFORMATION

**LAA
10/063** **CAPITAL PLAN PROGRESS REPORT**

Members were advised of progress with schemes contained in the Leisure Services section of the Capital Plan. Particular attention was drawn to £11,000 funding secured from the Local Strategic Partnership for the provision of an Outdoor Gym at Tonbridge Racecourse Sportsground.

Members welcomed the news that the new skate facility at Tonbridge Racecourse Sportsground was open for use.

**LAA
10/064** **LEISURE FACILITIES - FINANCIAL PERFORMANCE**

The Chief Leisure Officer presented details of the overall financial performance of the Leisure Services Business Unit and submitted management information for Larkfield Leisure Centre, Angel Centre, Tonbridge Swimming Pool, Poulton Wood Golf Centre, Tonbridge Gateway/Castle, Tonbridge Cemetery, Country Parks Income and Poulton Wood Grounds Maintenance.

Particular reference was made to the good overall financial position of the Leisure Services Business Unit which was £51,070 above profile at the end of September 2010. However, Members were warned of areas of concern that could have financial implications for the remainder of the year. These included the VAT increase, the cost of utilities and the impact of the recent adverse weather on income.

MATTERS FOR CONSIDERATION IN PRIVATE

**LAA
10/065** **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
10/066** **TONBRIDGE CASTLE FESTIVAL OF MUSIC AND FIREWORKS
(Reason: LGA 1972 – Sch 12A Paragraph 3 – Financial or
business affairs of any particular person)**

The Chief Leisure Officer advised Members of the ongoing review of

the Festival of Music and Fireworks and proposed a suggested interim way forward in light of current market conditions.

Members discussed in-depth the proposals outlined and whilst recognising the volume of local support for the event, appreciated the financial difficulties created by the current economic climate.

RECOMMENDED: That

(1) the decision regarding the Tonbridge Castle Festival of Music and Fireworks in 2011 be informed by any responses from potential partners and reported back to a future meeting of the Leisure and Arts Advisory Board;

(2) the Council work closely with Tonbridge Lions to support its event on the Castle Lawn on 12 June 2011;

(3) the Council's programme of Sunday afternoon Band Concerts on the Castle Lawn be retained; and

(4) discussions take place with the Tonbridge Arts Festival Committee to consider options for an outdoor concert on the Castle Lawn in 2012.

***Referred to Cabinet**

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: D100149MEM

Date: 13th December 2010

Decision(s) and Reason(s)

Capital Projects - Post Implementation Reviews

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

(Annex 1)

(Annex 2)

(Annex 3)

(Annex 4)

(Annex 5)

(Annex 6)

(Annex 7)

The report brought forward for consideration Capital Plan Post Implementation Reviews in respect of Tonbridge Pool Wet Change Works, Tonbridge Pool Pumping Station Refurbishment, Tonbridge Pool Changing Village and Floor, Poulton Wood Golf Centre Maintenance Building, Tonbridge Sportsground Ball Court, Tonbridge Farm Sportsground Refurbishment of All Weather Pitch and Leybourne Lakes Country Park Children's Play Area. The report indicated successful implementation of the projects.

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 Pool Wet Change Works, Tonbridge Pool Pumping Station Refurbishment, Tonbridge Pool Changing Village and Floor, Poulton Wood Golf Centre Maintenance Building, Tonbridge Sportsground Ball Court, Tonbridge Farm Sportsground Refurbishment of All Weather Pitch and Leybourne Lakes Children's Play Area be endorsed.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 13 December 2010.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 16 December 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: D100150MEM

Date: 13th December 2010

Decision(s) and Reason(s)

Tonbridge Farm Sportsground Management Plan

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

(Annex 1)

(Annex 2)

**The report brought forward details of comments received as part of
the public consultation exercise on the draft Tonbridge Farm
Sportsground Management Plan and recommended final approval
of the Plan.**

Following consideration by the Leisure and Arts Advisory Board, the
Cabinet Member for Leisure, Youth and Arts resolved that the proposed
amendments highlighted at Annex 2 of the report be approved and the
amended Tonbridge Farm Sportsground Management Plan be formally
adopted.

Reasons: As set out in the report submitted to the Leisure and Arts
Advisory Board of 13 December 2010.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 16 December 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: D100151MEM

Date: 13th December 2010

Decision(s) and Reason(s)

Local Nature Reserve Designation - Leybourne Lakes Country Park

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

**The report sought approval for Local Nature Reserve designation
of Leybourne Lakes Country Park.**

Following consideration by the Leisure and Arts Advisory Board, the Cabinet Member for Leisure, Youth and Arts resolved that Local Nature Reserve designation for Leybourne Lakes Country Park be sought, in accordance with the declaration process outlined in the report.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 13 December 2010.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 16 December 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: D100152MEM

Date: 13th December 2010

Decision(s) and Reason(s)

Haysden Country Park - Access Audit

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

**The report brought forward a draft Access Audit for Haysden
Country Park for approval and recommended a similar audit to be
undertaken at Leybourne Lakes Country Park in 2011.**

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

- 1) the draft Access Audit for Haysden Country Park, as shown at Annex 1 to the report, be approved;
- 2) improvement actions within the Access Audit be implemented in accordance with the proposals highlighted at sub-section 1.2.2 of the report; and
- 3) an access audit for Leybourne Lakes Country Park be carried out in summer 2011, in liaison with Tonbridge and Malling Access Group.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 13 December 2010.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 16 December 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: D100153MEM

Date: 13th December 2010

Decision(s) and Reason(s)

2011 Holiday Activity Programmes for Young People

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

**The report brought forward potential changes/improvements to the
Borough Council's Holiday Activity Programmes for young people.**

Following consideration by the Leisure and Arts Advisory Board, the
Cabinet Member for Leisure, Youth and Arts resolved that the proposed
changes/improvements to the Borough Council's Holiday Activity
Programme for young people as outlined in the report be agreed.

Reasons: As set out in the report submitted to the Leisure and Arts
Advisory Board of 13 December 2010.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 16 December 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.