

**TONBRIDGE AND MALLING BOROUGH COUNCIL**

**LEISURE AND ARTS ADVISORY BOARD**

**Monday, 23rd May, 2011**

**Present:** Cllr T J Robins (Chairman), Cllr P F Bolt (Vice-Chairman in the Chair), Cllr A W Allison, Cllr Mrs J M Bellamy, Cllr Ms V M C Branson, Cllr Mrs B A Brown, Cllr M O Davis, Cllr Miss J R L Elks, Cllr R D Lancaster, Cllr Mrs A S Oakley and Cllr R Taylor.

Councillors Mrs Anderson, Ms Atkinson, Baldock, Mrs Bates, Coffin, Mrs M Heslop, N Heslop, Mrs Holland, Parry-Waller, Rhodes, Rogers and Worrall were also present pursuant to Council Procedure Rule No 15.21.

Representative: Mr A Nicholl (Tonbridge Sports Association).

**PART 1 - PUBLIC**

**LAA  
11/018      DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**LAA  
11/019      MINUTES**

**RESOLVED:** That the notes of the meeting of the Leisure and Arts Advisory Board held on 1 March 2011 be approved as a correct record and signed by the Chairman.

**MATTERS FOR RECOMMENDATION TO THE CABINET**

**LAA  
11/020      LEYBOURNE LAKES COUNTRY PARK - DRAFT MANAGEMENT PLAN**

Decision Notice D110056MEM

The report of the Chief Leisure Officer presented an updated Draft Management Plan for Leybourne Lakes Country Park and sought comment prior to formal public consultation.

**RECOMMENDED:** That

(1) the draft Leybourne Lakes Country Park Management Plan be circulated for public consultation as outlined in the report; and

(2) following public consultation, the final Plan be brought forward to a future meeting of the Advisory Board for consideration.

**LAA  
11/021**

## **TREE INSPECTION REPORT**

Decision Notice D110057MEM

The report of the Chief Leisure Officer outlined the tree inspections undertaken in 2010/11 and recommended that works be progressed in accordance with the Council's existing policy.

**RECOMMENDED:** That the tree works on the Council's outdoor leisure sites identified in the 2010/11 tree inspection reports be progressed in accordance with the Council's existing policy.

**LAA  
11/022**

## **LEISURE SERVICES BUSINESS UNIT - BUSINESS PLAN 2011/12**

Decision Notice D110058MEM

The Chief Leisure Officer's report sought endorsement of the Leisure Services Business Unit Business Plan 2011/12.

**RECOMMENDED:** That the Leisure Services Business Unit Business Plan 2011/12 be approved.

**LAA  
11/023**

## **EXTENSION OF SWIM SCHOOL PROGRAMME**

Decision Notice D110059MEM

The report of the Chief Leisure Officer referred to the previously approved proposals to extend the existing Swim School programme at Larkfield Leisure Centre and Tonbridge Swimming Pool. Detailed proposals were presented for consideration including an assessment of the potential increase in income to the Council.

**RECOMMENDED:** That the proposals to amend the Swim Schools at Larkfield Leisure Centre and Tonbridge Swimming Pool be pursued as outlined in the report with an implementation date of 1 September 2011.

**LAA  
11/024**

## **MYSTERY SHOPPER REPORTS**

Decision Notice D110060MEM

The Chief Leisure Officer presented the results of the 2010/11 mystery shopper visits to the Council's main leisure facilities and identified a number of key areas for improvement which were being addressed at each facility.

**RECOMMENDED:** That the 2010/11 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  
11/025**

## **LEISURE FACILITIES - CUSTOMER PANEL MEETINGS**

Decision Notice D110061MEM

The report of the Chief Leisure Officer sought the appointment of Member representatives to attend Customer Panel meetings at the Council's main leisure facilities until May 2012.

**RECOMMENDED:** That the Group Leaders be invited to nominate representatives to serve on the Customer Panels at the main leisure facilities until May 2012.

**LAA  
11/026**

## **TOURISM MARKETING**

Decision Notice D110062MEM

The Chief Leisure Officer's report invited consideration of the transfer of the Council's tourism marketing services from the existing Heart of Kent Consortia to Visit Kent.

**RECOMMENDED:** That the Council's tourism marketing services be transferred from Heart of Kent to Visit Kent from 1 January 2012.

**LAA  
11/027**

## **2011 COACH OF THE YEAR AWARD**

Decision Notice D110063MEM

The report of the Chief Leisure Officer brought forward a recommendation for the 2011 Coach of the Year Award.

**RECOMMENDED:** That

(1) the 2011 Coach of the Year Award be made to Mark Hookway for his achievements in the development of athletics, particularly cross country and road running; and

(2) the award be presented in liaison with Tonbridge Athletics Club at a suitable event in the athletics calendar.

### **MATTERS SUBMITTED FOR INFORMATION**

**LAA  
11/028**

## **TONBRIDGE SPORTS ASSOCIATION ANNUAL REPORT**

The Advisory Board received the Annual Report of the Tonbridge Sports Association for 2010/11 which was presented by Mr Alan Nicholl, the Association's Chairman who also provided an introduction to the work of the Tonbridge Sports Association. Members expressed their appreciation of the work of Mr Nicholl and the positive working partnership between the Sports Association and the Council.

**LAA  
11/029**      **CAPITAL PLAN PROGRESS REPORT**

Members were advised of progress with schemes contained in the Leisure Services section of the Capital Plan. The Chief Leisure Officer updated the Advisory Board on the arrangements for the official opening of the enhanced facilities at Tonbridge Racecourse Sportsground on 29 May 2011 when all the improvements which had taken place would be celebrated by means of a Family Fun Day.

**LAA  
11/030**      **TONBRIDGE CASTLE FESTIVAL OF MUSIC AND FIREWORKS**

Further to Decision No D110040MEM, the report provided an update on arrangements for the Festival on 7-9 July 2011 including planned performances and marketing arrangements.

**LAA  
11/031**      **CHILDREN AND YOUNG PEOPLE UPDATE**

Members were updated on key areas of the Children and Young People work programme including Activate, the Summer Playscheme, Y2 Crew and the Tonbridge and Malling Local Children's Trust Board.

**LAA  
11/032**      **QUEST AWARD - TONBRIDGE SWIMMING POOL**

The Chief Leisure Officer reported on the successful outcome of the recent Quest assessment at Tonbridge Swimming Pool. It was noted that the quality score of 91% placed the facility alongside Larkfield Leisure Centre at equal fourth of the 974 registered leisure sites nationally. The Advisory Board was pleased to note that the sites owned and operated by the Borough Council were the three highest scoring facilities in Kent and the only ones achieving 'Excellent' status.

Members recorded their congratulations to the Leisure Contracts Manager and staff at every level of the Business Unit.

**LAA  
11/033**      **LEISURE FACILITIES - FINANCIAL PERFORMANCE**

The Chief Leisure Officer presented details of the provisional financial position at year end of the Leisure Services Business Unit and submitted 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  
11/034**      **EXCLUSION OF PRESS AND PUBLIC**

No items were considered in private.

The meeting ended at 2054 hours

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF DECISION**

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

**Decision No: D110056MEM**

**Date: 23rd May 2011**

**Decision(s) and Reason(s)**

**Leybourne Lakes Country Park - Draft Management Plan**

**(Report of Chief Leisure Officer)  
(Draft Management Plan)**

**The report presented an updated Draft Management Plan for Leybourne Lakes Country Park and sought comment prior to formal public consultation.**

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

- 1) the draft Leybourne Lakes Country Park Management Plan be circulated for public consultation as outlined in the report; and
- 2) following public consultation, the final Plan be brought forward to a future meeting of the Advisory Board for consideration.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 23 May 2011.

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

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

**Date of publication: 27 May 2011**

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: D110057MEM**

**Date: 23rd May 2011**

**Decision(s) and Reason(s)**

**Tree Inspection Report**

**(Report of Chief Leisure Officer)  
(Annex 1)**

**The report outlined the tree inspections undertaken in 2010/11 and recommended that works be progressed in accordance with the Council's existing policy.**

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 2010/11 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 23 May 2011.

Signed Cabinet Member for M Heslop  
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: D110058MEM**

**Date: 23rd May 2011**

**Decision(s) and Reason(s)**

**Leisure Services Business Unit - Business Plan 2011/12**

**(Report of Chief Leisure Officer)  
(Annex 1)**

**The report sought endorsement of the Leisure Services Business Unit Business Plan 2011/12.**

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 2011/12 be approved.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 23 May 2011.

Signed Cabinet Member for M Heslop  
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: D110059MEM**

**Date: 23rd May 2011**

**Decision(s) and Reason(s)**

**Extension of Swim School Programme**

**(Report of Chief Leisure Officer)**

**The report referred to the previously approved proposals to extend the existing Swim School programme at Larkfield Leisure Centre and Tonbridge Swimming Pool. Detailed proposals were presented for consideration including an assessment of the potential increase in income to the Council.**

Following consideration by the Leisure and Arts Advisory Board, the Cabinet Member for Leisure, Youth and Arts resolved that the proposals to amend the Swim Schools at Larkfield Leisure Centre and Tonbridge Swimming Pool be pursued as outlined in the report with an implementation date of 1 September 2011.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 23 May 2011.

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

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**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF DECISION**

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

**Decision No: D110060MEM**

**Date: 23rd May 2011**

**Decision(s) and Reason(s)**

**Mystery Shopper Reports**

**(Report of Chief Leisure Officer)  
(Annex 1)**

**The report presented the results of the 2010/11 mystery shopper visits to the Council's main leisure facilities and identified a number of key areas for improvement which were being addressed at each facility.**

Following consideration by the Leisure and Arts Advisory Board, the Cabinet Member for Leisure, Youth and Arts resolved that the 2010/11 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 23 May 2011.

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

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**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF DECISION**

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

**Decision No: D110061MEM**

**Date: 23rd May 2011**

**Decision(s) and Reason(s)**

**Leisure Facilities - Customer Panel Meetings**

**(Report of Chief Leisure Officer)**

**The report sought the appointment of Member representatives to attend Customer Panel Meetings at the Council's main leisure facilities until May 2012.**

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 main leisure facilities until May 2012.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 23 May 2011.

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**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF DECISION**

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

**Decision No: D110062MEM**

**Date: 23rd May 2011**

**Decision(s) and Reason(s)**

**Tourism Marketing**

**(Report of Chief Leisure Officer)**

**Consideration was given to the transfer of the Council's tourism marketing services from the existing Heart of Kent Consortia to Visit Kent.**

Following consideration by the Leisure and Arts Advisory Board, the Cabinet Member for Leisure, Youth and Arts resolved that the Council's tourism marketing services be transferred from Heart of Kent to Visit Kent from 1 January 2012.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 23 May 2011.

Signed Cabinet Member for M Heslop  
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: D110063MEM**

**Date: 23rd May 2011**

**Decision(s) and Reason(s)**

**2011 Coach of the Year Award**

**(Report of Chief Leisure Officer)**

**The report brought forward a recommendation for the 2011 Coach of the Year Award.**

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

- 1) the 2011 Coach of the Year Award be made to Mark Hookway for his achievements in the development of athletics, particularly cross country and road running; and
- 2) the award be presented in liaison with Tonbridge Athletics Club at a suitable event in the athletics calendar.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 23 May 2011.

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