

**TONBRIDGE AND MALLING BOROUGH COUNCIL**

**LEISURE AND ARTS ADVISORY BOARD**

**Tuesday, 26th February, 2013**

**Present:** Cllr T J Robins (Chairman), Cllr P F Bolt (Vice-Chairman), Cllr A W Allison, Cllr Mrs J M Bellamy, Cllr Ms V M C Branson, Cllr M O Davis, Cllr T Edmondston-Low, Cllr Miss J R L Elks, Cllr D Keeley and Cllr R Taylor.

Councillors Mrs Anderson, Atkins, Baldock, Bishop, Coffin, Cure, Mrs M Heslop, N Heslop, Luker, Mrs Murray and Rhodes 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 Mrs B Brown, Mrs Oakley and Ms Spence.

**PART 1 - PUBLIC**

**LAA  
13/001      DECLARATIONS OF INTEREST**

There were no declarations of interest made in accordance with the Code of Conduct.

**LAA  
13/002      MINUTES**

**RESOLVED:** That the notes of the meeting of the Leisure and Arts Advisory Board held on 10 December 2012 be approved as a correct record and signed by the Chairman.

**MATTERS FOR RECOMMENDATION TO THE CABINET**

**LAA  
13/003      LEISURE FACILITIES REVIEW OF MANAGEMENT OPTIONS**

Decision Notice D130020MEM

The joint report of the Chief Leisure Officer and the Cabinet Member for Leisure, Youth and Arts provided an update on progress following the Council's decision to establish a new Not for Profit Distributing Organisation (NPDO) to operate the Council's indoor leisure facilities and Poulton Wood Golf Centre.

**RECOMMENDED:** That

- (1) the timetable shown at Annex 1 to the report be approved with the earliest transfer date to a new NPDO of 1 October 2013 adopted subject to satisfactory progress on all issues;
- (2) the new NPDO be called Tonbridge and Malling Leisure Trust Limited; and
- (3) details of the Heads of Terms for the transfer to the new organisation be submitted to a future meeting of the Leisure and Arts Advisory Board.

[Subsequently noted that new NPDO to be called Tonbridge and Malling Leisure Trust]

**LAA  
13/004**

**GROUND MAINTENANCE RETENDER**

Decision Notice D130021MEM

The joint report of the Chief Leisure Officer and the Cabinet Member for Leisure, Youth and Arts highlighted the key issues relating to the retender of the Council's Ground Maintenance Contract which included proposed levels of service and some efficiency options.

**RECOMMENDED:** That

When retendering the Council's Ground Maintenance Contract

- (1) the contract be predominantly frequency based though opportunities be taken to utilise performance related elements where appropriate;
- (2) the contract length be 5 years with the option to extend for a further 5 year period subject to satisfactory performance by the contractor;
- (3) the levels of service remain the same as the current contract specification with the exception of the amendments shown at Annex 2 to the report;
- (4) the new contract be subject to an annual CPI increase; and
- (5) options to provide the flexibility to allow the Council to bring identified works in-house, as highlighted at paragraph 1.6.3 of the report, be investigated and subject to a future financial appraisal.

**LAA**

**TONBRIDGE RACECOURSE SPORTSGROUND - USER SURVEY**

## **13/005 RESULTS**

Decision Notice D130022MEM

The joint report of the Chief Leisure Officer and the Cabinet Member for Leisure, Youth and Arts provided details of the result of the 2012 user survey carried out at Tonbridge Racecourse Sportsground and brought forward potential improvements for consideration.

**RECOMMENDED:** That

(1) the 2012 market survey results for Tonbridge Racecourse Sportsground be noted; and

(2) the opportunity be taken to review the current Capital Plan Scheme for the extension to the existing Games Kiosk to assess the feasibility of the provision of additional public toilets.

### **MATTERS SUBMITTED FOR INFORMATION**

#### **LAA 13/006 CAPITAL PLAN SCHEMES**

The report gave details of progress with schemes contained in the Leisure Services section of the Capital Plan.

#### **LAA 13/007 TONBRIDGE ARTS FESTIVAL**

The report set out details of the preparations made for the 2013 Tonbridge Arts Festival.

#### **LAA 13/008 CHILDREN AND YOUNG PEOPLE UPDATE**

The Advisory Board was updated on key areas of the Children and Young People work programme, including Activate, the Summer Playscheme, the Y2 Crew programme, the Tonbridge and Malling Local Children's Trust Board and the Kent Youth Service Review.

#### **LAA 13/009 CAMBRIDGE MODEL REPORT FOR TONBRIDGE AND MALLING**

The report provided an update on the volume and value of tourism within the Borough based on 2011 statistics.

#### **LAA 13/010 LEISURE FACILITIES - FINANCIAL PERFORMANCE**

The report of the Chief Leisure Officer set out 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, Poult Wood Golf Centre, Tonbridge Castle/Customer Services, Tonbridge Cemetery, Country Parks and Poult Wood Grounds Maintenance.

**MATTERS FOR CONSIDERATION IN PRIVATE**

**LAA  
13/011**

**EXCLUSION OF PRESS AND PUBLIC**

There were no matters considered in private.

The meeting ended at 2035 hours

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF DECISION**

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

**Decision No: D130020MEM**

**Date: 26th February 2013**

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

**Leisure Facilities Review of Management Options**

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

**The report provided an update on progress following the Council's  
decision to establish a new Not for Profit Distributing Organisation  
(NPDO) to operate the Council's indoor leisure facilities and Poul  
Wood Golf Centre.**

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

- 1) the timetable shown at Annex 1 be approved with the earliest  
transfer date to a new NPDO of 1 October 2013 adopted subject to  
satisfactory progress on all issues;
- 2) the new NPDO be called Tonbridge and Malling Leisure Trust  
Limited; and
- 3) details of the Heads of Terms for the transfer to the new  
organisation be submitted to a future meeting of the Leisure and Arts  
Advisory Board.

Reasons: As set out in the report submitted to the Leisure and Arts  
Advisory Board of 26 February 2013.

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

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

**Date of publication: 01 March 2013**

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: D130021MEM**

**Date: 26th February 2013**

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

**Ground Maintenance Retender**

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

**(Annex 1)**

**(Annex 2)**

**The report highlighted the key issues relating to the retender of the Council's Grounds Maintenance Contract which included proposed levels of service and some efficiency options.**

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

When retendering the Council's Ground Maintenance Contract

1) the contract be predominantly frequency based though opportunities be taken to utilise performance related elements where appropriate;

2) the contract length be 5 years with the option to extend for a further 5 year period subject to satisfactory performance by the contractor;

3) the levels of service remain the same as the current contract specification with the exception of the amendments shown at Annex 2 to the report;

4) the new contract be subject to an annual CPI increase; and

5) options to provide the flexibility to allow the Council to bring identified works in-house, as highlighted at paragraph 1.6.3 of the report, be investigated and subject to a future financial appraisal.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 26 February 2013.

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

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

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**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF DECISION**

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

**Decision No: D130022MEM**

**Date: 26th February 2013**

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

**Tonbridge Racecourse Sportsground - User Survey Results**

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

**The report provided details of the results of the 2012 user survey  
carried out at Tonbridge Racecourse Sportsground and brought  
forward potential improvements for consideration.**

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

- 1) the 2012 market survey results for Tonbridge Racecourse  
Sportsground be noted; and
- 2) the opportunity be taken to review the current Capital Plan  
Scheme for the extension to the existing Games Kiosk to assess the  
feasibility of the provision of additional public toilets.

Reasons: As set out in the report submitted to the Leisure and Arts  
Advisory Board of 26 February 2013.

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

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

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