

TONBRIDGE AND MALLING BOROUGH COUNCIL

LEISURE AND ARTS ADVISORY BOARD

Monday, 16th September, 2013

Present: Cllr Mrs J M Bellamy (Chairman), Cllr Mrs E M Holland (Vice-Chairman), Cllr P F Bolt, Cllr S R J Jessel, Cllr D Keeley, Cllr R D Lancaster, Cllr Ms S V Spence and Cllr R Taylor.

Councillors Mrs Anderson, Baldock, Coffin, Mrs M Heslop, N Heslop and Rhodes were also present pursuant to Council Procedure Rule No 15.21.

Representative: Mr A Nicholl (Tonbridge Sports Association)

An apology for absence was received from Councillor Trice.

PART 1 - PUBLIC

**LAA
13/029 DECLARATIONS OF INTEREST**

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

**LAA
13/030 MINUTES**

RESOLVED: That the notes of the meeting of the Leisure and Arts Advisory Board held on 21 May 2013 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

**LAA
13/031 REVIEW OF CHILDREN'S CENTRES**

Decision Notice D130109MEM

The report of the Chief Executive set out details of Kent County Council's review of the future provision of children's centres across the County and identified proposed changes to the two of the eight centres currently within the Borough.

RECOMMENDED: That

(1) the County Council be invited to enter into further discussions regarding the need for Children's Centre outreach services to be provided in those communities affected by the proposed closures with a view to ensuring that any proposed alternative service provision meets the needs of the most vulnerable local families;

(2) the potential adverse impact of the proposed closure of the Hadlow/East Peckham Children's Centre on associated youth facilities in Hadlow be drawn to the attention of the County Council; and

(3) the County Council be invited to consider the retention of a single manager for all Children's Centres in the Borough.

**LAA
13/032**

LEISURE FACILITIES - ESTABLISHMENT OF NEW TRUST

The Director of Street Scene and Leisure presented the final draft documents relating to the transfer of the management of the Council's main leisure facilities to a new Leisure Trust. The draft documents for the Management Agreement, Business Transfer Agreement, Support Services Agreement and the Trust's Business Plan had been circulated separately and Mr R Thompson of RPT Consulting and Ms J Bussell of Winckworth Sherwood, Solicitors were present to respond to detailed questions on these documents. Members commended the Management Team, Officers of Leisure Services and the Leisure Services Business Unit and the Consultants for the comprehensive report and anticipated a strong working relationship between the Borough Council and the new Trust which would allow the excellent services provided to the community to continue.

RECOMMENDED: That

(1) the final draft Agreements relating to the transfer of the management of the Council's main leisure facilities to a new Trust, circulated with the papers, be approved;

(2) authority be delegated to the Director of Street Scene and Leisure in liaison with the Council's external legal advisers to finalise the drafting of the agreements on the basis set out in the report; and

(3) the transfer to the new Trust be progressed by 1 November 2013, in accordance with the agreed timescale.

***Referred to Cabinet**

**LAA
13/033**

GROUND MAINTENANCE RETENDER

Decision Notice D130110MEM

The joint report of the Director of Street Scene and Leisure and the Cabinet Member for Leisure, Youth and Arts provided an update on the retendering of the Council's Grounds Maintenance Contract and brought forward a timeframe for the procurement of the new contract.

RECOMMENDED: That the Council's Grounds Maintenance Contract be retendered in accordance with the timeframe set out at Annex 1 to the report.

**LAA
13/034**

TONBRIDGE MEMORIAL GARDENS

Decision Notice D130111MEM

The joint report of the Director of Street Scene and Leisure and the Cabinet Member for Leisure, Youth and Arts provided an update on progress with the refurbishment of Tonbridge Memorial Gardens and brought forward an outline design and proposed timeframe for the project.

RECOMMENDED: That

- (1) approval be given to the design proposed at Annex 1 to the report subject to any alterations agreed in liaison with the Tonbridge Memorial Gardens Trust;
- (2) the time frame for development be noted and approved; and
- (3) the contract for refurbishment works to Tonbridge Memorial Gardens be procured as highlighted at paragraph 1.5 of the report.

**LAA
13/035**

TONBRIDGE RACECOURSE SPORTSGROUND MANAGEMENT PLAN

Decision Notice D130112MEM

The joint report of the Director of Street Scene and Leisure and the Cabinet Member for Leisure, Youth and Arts brought forward comments received as part of the public consultation exercise on the draft Tonbridge Racecourse Sportsground Management Plan.

RECOMMENDED: That the proposed amendments to the Tonbridge Racecourse Sportsground Management Plan, as highlighted at Annex 1 to the report, be approved and the Management Plan be formally adopted.

**LAA
13/036**

TONBRIDGE CASTLE GATEHOUSE CHARGES

Decision Notice D130113MEM

The joint report of the Director of Central Services and the Director of Finance and Transformation set out details of proposed charges for the Tonbridge Castle Gatehouse tourist attraction for implementation from 1 April 2014.

RECOMMENDED: That

- (1) the proposed charges for Tonbridge Castle Gatehouse, as outlined in the report, be approved for implementation from 1 April 2014; and
- (2) the charges be reflected in the appropriate tourism marketing material.

**LAA
13/037**

LEISURE FACILITIES - CHRISTMAS CLOSURE ARRANGEMENTS

Decision Notice D130114MEM

The proposed Christmas closure arrangements for the Council's leisure facilities were brought forward following consultation with the Buildings and Facilities Manager and took into account essential maintenance works at the individual sites. The overall approach generally followed the principles adopted for each facility in recent years.

RECOMMENDED: That the Christmas closure arrangements for the Council's leisure and customer service facilities, as detailed in the report, be agreed and publicised in the December edition of Here & Now and other appropriate outlets.

**LAA
13/038**

CAPITAL PROJECTS - POST IMPLEMENTATION REVIEW

Decision Notice D130115MEM

The Capital Plan Post Implementation Review was brought forward for consideration in respect of Tonbridge Racecourse Sportsground Improvement Plan – Phase 1.

RECOMMENDED: That the Post Implementation Review for Tonbridge Racecourse Sportsground Improvement Plan – Phase 1 be endorsed.

MATTERS SUBMITTED FOR INFORMATION

**LAA
13/039**

CHILDREN AND YOUNG PEOPLE UPDATE

Members were updated on activities for children and young people which had taken place over the summer holidays including Activate, the Summer Playscheme and Y2 Crew.

**LAA
13/040**

EVENT PROGRAMME UPDATE

The report of the Director of Street Scene and Leisure provided an update of the 2013 Event Programme.

**LAA
13/041**

SPORTS DEVELOPMENT UPDATE

Members were updated on key areas of the Sports Development Programme including the Young Cricket Leaders Project, Sports Awards, Sports Club Support, Discovery Day, Spring into Sport, the Primary Schools Kwik Cricket Festival and Parkrun. Particular reference was made to the success of the Young Cricket Leaders Project and to the Award Presentation to be held at Lords Cricket Ground on 29 September 2013.

**LAA
13/042**

CAPITAL PLAN SCHEMES

The report of the Director of Street Scene and Leisure advised of progress made with schemes contained in the Leisure Services Section of the Capital Plan.

**LAA
13/043**

QUEST ASSESSMENT - TONBRIDGE SWIMMING POOL

The report of the Director of Street Scene and Leisure provided an update on the recent Quest Assessment at Tonbridge Swimming Pool and the Advisory Board was extremely pleased to note that the Centre had achieved an overall banding of 'Excellent'.

**LAA
13/044**

LEISURE FACILITIES - FINANCIAL PERFORMANCE

The report of the Director of Street Scene and Leisure 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 Castle Gateway/Tourism/Customer Services, Tonbridge Cemetery, Country Parks and Poulton Wood Grounds Maintenance.

MATTERS FOR CONSIDERATION IN PRIVATE

**LAA
13/045**

EXCLUSION OF PRESS AND PUBLIC

There were no matters considered in private.

The meeting ended at 2050 hours

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

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

Decision No: D130109MEM

Date: 16th September 2013

Decision(s) and Reason(s)

Review of Children's Centres

(Report of the Chief Executive)

The report set out details of Kent County Council's review of the future provision of children's centres across the County and identified proposed changes to the eight centres currently within the Borough.

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

- 1) the County Council be invited to enter into further discussions regarding the need for Children's Centre outreach services to be provided in those communities affected by the proposed closures with a view to ensuring that any proposed alternative service provision meets the needs of the most vulnerable local families;
- 2) the potential adverse impact of the proposed closure of the Hadlow/East Peckham Children's Centre on associated youth facilities in Hadlow be drawn to the attention of the County Council; and
- 3) the County Council be invited to consider the retention of a single manager for all Children's Centres in the Borough.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 16 September 2013.

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

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 20 September 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: D130110MEM

Date: 16th September 2013

Decision(s) and Reason(s)

Ground Maintenance Retender

**(Report of Director of Street Scene and Leisure and Cabinet
Member for Leisure, Youth and Arts)
(Annex 1)**

**The report provided an update on the retendering of the Council's
Grounds Maintenance Contract and brought forward a timeframe
for the procurement of the new contract.**

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

The Council's Grounds Maintenance Contract be retendered in
accordance with the timeframe set out at Annex 1 to the report.

Reasons: As set out in the report submitted to the Leisure and Arts
Advisory Board of 16 September 2013.

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

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 20 September 2013

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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: D130111MEM

Date: 16th September 2013

Decision(s) and Reason(s)

Tonbridge Memorial Gardens

**(Report of Director of Street Scene and Leisure and Cabinet
Member for Leisure, Youth and Arts)**

(Annex 1)

(Annex 2)

**The report provided an update on progress with the refurbishment
of Tonbridge Memorial Gardens and brought forward an outline
design and proposed timeframe for the project.**

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

- 1) approval be given to the design proposed at Annex 1 to the report
subject to any alterations agreed in liaison with the Tonbridge Memorial
Gardens Trust;
- 2) the time frame for development be noted and approved; and
- 3) the contract for refurbishment works to Tonbridge Memorial Gardens
be procured as highlighted at paragraph 1.5 of the report.

Reasons: As set out in the report submitted to the Leisure and Arts
Advisory Board of 16 September 2013.

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

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 20 September 2013

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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: D130112MEM

Date: 16th September 2013

Decision(s) and Reason(s)

Tonbridge Racecourse Sportsground Management Plan

**(Report of Director of Street Scene and Leisure and Cabinet
Member for Leisure, Youth and Arts)
(Annex 1)**

**The report brought forward comments received as part of the
public consultation exercise on the draft Tonbridge Racecourse
Sportsground Management Plan.**

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

The proposed amendments to the Tonbridge Racecourse Sportsground
Management Plan, as highlighted at Annex 1 to the report, be approved
and the Management Plan be formally adopted.

Reasons: As set out in the report submitted to the Leisure and Arts
Advisory Board of 16 September 2013.

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

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 20 September 2013

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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: D130113MEM

Date: 16th September 2013

Decision(s) and Reason(s)

Tonbridge Castle Gatehouse Charges

**(Report of Director of Central Services and Director of Finance and Transformation)
(Annex 1)**

The report set out details of proposed charges for the Tonbridge Castle Gatehouse tourist attraction for implementation from 1 April 2014.

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

- 1) the proposed charges for Tonbridge Castle Gatehouse, as outlined in the report, be approved for implementation from 1 April 2014; and
- 2) the charges be reflected in the appropriate tourism marketing material.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 16 September 2013.

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

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 20 September 2013

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TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

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

Decision No: D130114MEM

Date: 16th September 2013

Decision(s) and Reason(s)

Leisure Facilities - Christmas Closure Arrangements

(Report of Director of Street Scene and Leisure)

The proposed Christmas closure arrangements for the Council's leisure facilities were brought forward following consultation with the Buildings & Facilities Manager and took into account essential maintenance works at the individual sites. The overall approach generally followed the principles adopted for each facility in recent years.

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

The Christmas closure arrangements for the Council's leisure and customer service facilities, as detailed in the report, be agreed and publicised in the December edition of Here & Now and other appropriate outlets.

Reasons: As set out in the report submitted to the Leisure and Arts Advisory Board of 16 September 2013.

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

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 20 September 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: D130115MEM

Date: 16th September 2013

Decision(s) and Reason(s)

Capital Projects - Post Implementation Review

**(Report of Director of Street Scene and Leisure and Cabinet
Member for Leisure, Youth and Arts)
(Annex 1)**

**The Capital Plan Post Implementation Review was brought forward
for consideration in respect of Tonbridge Racecourse
Sportsground Improvement Plan – Phase 1.**

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

The Post Implementation Review for Tonbridge Racecourse
Sportsground Improvement Plan – Phase 1 be endorsed.

Reasons: As set out in the report submitted to the Leisure and Arts
Advisory Board of 16 September 2013.

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

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 20 September 2013

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working days after publication unless it is called in.