

TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

15 October 2007

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

Part 1- Public

**Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken
by the Cabinet Member)**

1 LEISURE SERVICES – CHRISTMAS CLOSURE ARRANGEMENTS

Summary

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

1.1 Larkfield Leisure Centre (LLC)

- 1.1.1 The length of closure at LLC has been determined previously by the extent of maintenance works required. The closure is also designed to take account of established patterns of trading and is, therefore, staggered throughout the facility areas.
- 1.1.2 Members will be aware that significant phased redevelopment of the health and fitness facilities was recently completed and the project to lower the main walkway through the building is currently progressing. Due to the lengthy ongoing capital development works which will be completed shortly prior to Christmas the Leisure Contracts Manager is eager to keep any other facility closures to a minimum.
- 1.1.3 The only major maintenance requirement is the resealing of the sports hall floor which will be undertaken 'in-house' and requires closure of around seven working days.
- 1.1.4 Other essential maintenance work includes minor remedial tiling on the leisure poolside; cleaning of the squash courts; deep cleaning of the pools surround and changing areas; carpet cleaning; high level cleaning of wet and dry changing areas; and deep cleaning of bar, kitchen and cafeteria. These works can be completed without total closure of facility areas although some restrictions may apply to ensure public health and safety.

1.1.5 Other work that may normally be completed at Christmas including re-gelling of the giant waterslide and re-lamping of the sports hall will be undertaken towards the end of the capital works ensuring no extended maintenance related closure of these facilities.

1.1.6 The proposed closure arrangements for LLC are, therefore, as follows:

Area	Closed	Reopens
Leisure Pool	25 December	26 December
Fitness Pool	25 December	26 December
Sports Hall	23 December	1 January
Squash Courts	25 December	26 December
Lifestyles Fitness Suite	25 December	26 December
Lifestyles Health Suite	25 December	26 December
Catering	23 December	26 December
Invicta Studios	23 December	28 December
Soft Play Area	25 December	26 December
All Facilities	25 December	26 December

1.1.7 Finally, Members are advised that restricted opening hours will operate on Christmas Eve between 0630 and 1700 and on Boxing Day between 1000 and 1600. On New Year's Eve the Centre will open from 0630 to 1700 and from 1000 to 1600 on New Year's Day.

1.2 Angel Centre (AC)

1.2.1 As in previous years the programme of events and historical levels of usage determine the period of closure at AC. The usage of Lifestyles has been carefully monitored in previous years and considered within the proposals below.

1.2.2 At present there are no major events booked over the Christmas/New Year period and, therefore, the proposed programme of closure is as follows:

Date	Opening Hours
21 December	0700 – 2100
22 December	0800 – 1700
23 December	0800 – 1700
24 December	Closed
25 December	Closed
26 December	Closed
27 December	0700 – 2100
28 December	0700 – 2100
29 December	0800 – 1700
30 December	0800 – 1700
31 December	0800 – 1700
1 January	Closed

1.2.3 It is important to note, however, that the above does not take into account the need to reseal the sports hall floor. This will require closure of the sports hall for

the period from the afternoon of 27 December to 1 January inclusive and closure of the crèche and dance studio from 24 December to 1 January inclusive.

- 1.2.4 The Board will note that the proposed closures do not affect any community bookings or regular hirers of AC.
- 1.2.5 Finally, Tonbridge Farm All Weather Area will be closed from 24 December until 1 January inclusive, subject to confirmation that regular hirers do not require their usual bookings.

1.3 Tonbridge Swimming Pool (TSP)

- 1.3.1 Once again, as in previous years, it is proposed that TSP is closed based upon maintenance requirements and established patterns of trade.
- 1.3.2 The primary maintenance requirement this year is the need to upgrade the poolside showers, replace the foyer floor and upgrade some pool dosing equipment. It is also hoped that repair/replacement of the steam room and health suite foyer ceiling will be progressed during the closure period.
- 1.3.3 A deep clean of the facility and other minor, yet essential, maintenance works will also be undertaken during the closure period.
- 1.3.4 The proposed opening hours for the entire holiday period are shown in the following table:

Date	Opening Hours
17 - 25 December	Closed
26 December	Open 1000 – 1600
27 – 30 December	Normal Hours
31 December	0630 – 1700
1 January	1000 – 1600
2 January	Normal opening hours resume

1.4 External Contractors

- 1.4.1 The Board will note that the proposals above do, in some instances, rely on availability of external contractors to undertake maintenance work. Whilst, at the time of writing, every effort to secure agreement has been made, this could result in amendment to the proposals, which would be progressed in consultation with the Cabinet Member for Leisure, Youth and Arts.

1.5 Poult Wood Golf Centre (PWGC)

- 1.5.1 The Christmas closure proposals for PWGC follow the pattern which has evolved over recent years, with the only exception being the Clubhouse Restaurant and Bar offering lunch on Christmas Day for a limited number of customers.

- Golf Courses – closed Christmas Day only.

- Clubhouse Bar/Restaurant – closed all day on Christmas Day (with the exception of pre-booked lunch) and New Year's Day and from 15.00 on Christmas Eve, Boxing Day and New Year's Eve. New Year's Eve charity event (ticket only).

1.5.2 The proposals are supported by the Clubhouse Manager and the Golf Professional.

1.6 Tonbridge Castle Offices/Gatehouse

1.6.1 The Christmas closure proposals for the Tonbridge Castle office/Gatehouse are as follows:

- Closed Sunday, 23 December 2007 – re-opens Thursday, 27 December 2007.
- Closed Tuesday, 1 January 2008.

1.6.2 No operational difficulties are anticipated and the proposals follow the pattern adopted in previous years when no adverse customer comments were received.

1.7 Leybourne Lakes and Haysden Country Parks

1.7.1 Both country parks will be open as normal during the holiday period, though there will be no toilet cleaning undertaken on Christmas Day.

1.8 Tonbridge Castle Grounds, Tonbridge Racecourse Sportsground and Tonbridge Cemetery

1.8.1 It is proposed that these sites should be open with pedestrian only access during daylight hours throughout the holiday period.

1.8.2 The Cemetery Office will be open to deal with enquiries in accordance with the schedule for the main Council Offices. Burials will not normally be undertaken between Friday, 21 December 2007 and Monday, 7 January 2008.

1.9 Legal Implications

1.9.1 None.

1.10 Financial and Value for Money Considerations

1.10.1 The recommended closure periods contained within this report are reflected as far as possible in the revenue estimates for each facility.

1.11 Risk Assessment

1.11.1 The Service's operational risk registers identify the risk of failing to maintain the assets properly and recognises the risk of failure may result in loss of professional

credibility and or financial loss. The proposed closures respond not only to market demand but also allow proper maintenance of the Council's assets.

1.12 Recommendation

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

The Chief Leisure Officer confirms that the proposals contained in the recommendation, if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

Nil

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