

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**LEISURE and ARTS ADVISORY BOARD**

**16 March 2009**

**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 POULT WOOD GOLF CENTRE – REFURBISHMENT OF MAINTENANCE  
BUILDING**

**Summary**

**This report updates the Board on progress relating to the proposed extension and refurbishment of the maintenance building at Poulton Wood Golf Centre, and highlights measures being taken to reduce the overall cost of the project.**

**1.1 Background**

1.1.1 The Board will be aware that the extension and refurbishment of the maintenance building at Poulton Wood Golf Centre is an approved scheme on List A of the Capital Plan. The project will address workplace health and safety issues identified by the Council's Health and Safety Officer, increase machine storage capacity and meet staff welfare requirements. It is the intention to progress the works as cost effectively as possible, and this is reflected in a recent reduction in the capital plan provision from £173,000 to £154,000 following discussions with the consultant architect to revise the design. The building was erected in 1974 and is in poor condition.

**1.2 Revised Design**

1.2.1 The revised design is shown at **[Annex 1]**. It allows a slightly reduced extension of approximately 54m<sup>2</sup> created by removal of the existing end wall and constructed in blockwork with metal cladding. A new roof will be constructed and existing glazing largely removed and replaced with blockwork. The existing rollover door will be retained with an additional opening created. Internal ceilings and fittings will be stripped and minor alterations made to internal partitioning to retain and improve staff welfare facilities and office space.

- 1.2.2 The final tender documentation will seek to ensure that the contract is delivered in as short a time as possible in order to mitigate the likely costs, including the provision of alternative storage of equipment and security.

### **1.3 Procurement**

- 1.3.1 Expressions of interest were sought via the South East Centre of Excellence Business Portal and in accordance with Contract Procedure Rules. This resulted in over 60 interested parties, and the Leisure Contracts Manager is currently evaluating Pre-Qualification Questionnaires in liaison with Financial Services and the Health & Safety Officer prior to inviting six contractors to tender.
- 1.3.2 It is hoped that the expressed level of interest, combined with current pressure in the construction market, will result in a competitive price for the work. In any event, discussions will take place with the successful contractor to identify any further economies that may be achieved through programming or construction methods.
- 1.3.3 It is hoped that tenders will be returned by the middle of April 2009. Subject to evaluation, adherence to Contract Procedure Rules and the overall cost of the scheme being reduced as far as it is practically possible, the contract will be awarded and construction will hopefully commence in May 2009.

### **1.4 Planning Considerations**

- 1.4.1 The consultant architect will seek planning permission and building control regulations concurrent with the tender timescale.

### **1.5 Legal Implications**

- 1.5.1 The contract for the works has been let in accordance with the Council's Contract Procedure Rules.

### **1.6 Financial and Value for Money Considerations**

- 1.6.1 As outlined in the report a procurement process has been followed to provide as competitive a price for the works as possible, and modifications to the design have been made to reduce costs.

### **1.7 Risk Assessment**

- 1.7.1 The Leisure Services Business Unit Operational Risk Register identifies the need to complete Capital Plan schemes within agreed timescales and approved budgets, to comply with the Council's Standing Orders and Financial Regulations, to improve the fabric of our leisure facilities and to maintain user satisfaction levels in respect of course maintenance/ground conditions.

1.7.2 The hazards of failing to meet the identified risks are professional, physical and financial. The Leisure Contracts Manager believes the approach suggested within this report reduces the risks as far as practicably possible.

## **1.8 Policy Considerations**

1.8.1 Procurement, Asset Management, Human Resources

## **1.9 Recommendations**

1.9.1 It is, therefore, **RECOMMENDED** to Cabinet that:

- 1) the revised design shown at **[Annex 1]** for the extension and refurbishment of the maintenance building at Poulton Wood Golf Centre be approved; and
- 2) subject to the outcome of the tender process, the contract be awarded.

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

Background papers:

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Nil

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Chief Leisure Officer

Martin Coffin  
Cabinet Member for Leisure, Youth and Arts