

TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

22 September 2010

**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 FACILITIES – CHRISTMAS CLOSURE ARRANGEMENTS 2010

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

- 1.1.1 The length of closure at Larkfield Leisure Centre 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 Major maintenance requirements this year include resealing of the sports hall floor, which will be undertaken 'in-house' by staff and requires closure of around seven working days. In addition, some of the poolside handrails will be replaced. Finally, consideration is being given to replacement of pool filter medium.
- 1.1.3 Other essential maintenance work includes deep cleaning of the pool surrounds and changing areas; carpet renewal and cleaning; high level cleaning of wet and dry changing areas; suspended ceiling repairs/replacement; general tiling repairs; servicing of the giant waterslides; 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.
- 1.1.4 Subject to a separate report in these papers Members will note the potential for the catering service to operate a restricted service prior to Christmas whilst improvement works to the kitchen and servery areas are being progressed.
- 1.1.5 The proposed closure arrangements for Larkfield Leisure Centre are, therefore, as follows:

Facility Area	Closed	Reopens
Leisure Pool	25 December	26 December
Fitness Pool	25 December	26 December
Sports Hall	20 December	28 December
Squash Courts	25 December	26 December
Lifestyles Fitness Suite	25 December	26 December
Lifestyles Health Suite	25 December	30 December
Catering	24 December	27 December
Soft Play Area	25 December	26 December
All Facilities	25 December	26 December

- 1.1.6 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

- 1.2.1 As in previous years, the programme of events and historical levels of usage determine the period of closure at the Angel Centre. 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
20 December	0700 – 2200
21 December	0700 – 2200
22 December	0700 – 2200
23 December	0700 – 2200
24 December	0800 – 1600
25 December	Closed
26 December	Closed
27 December (Bank Holiday)	0800 – 2100
28 December (Bank Holiday)	0800 – 2100
29 December	0800 – 2100
30 December	0800 – 1900
31 December	0800 – 1600
1 January	Closed
2 January	0800 – 1900
3 January (Bank Holiday)	0800 – 2100
4 January	Normal Opening Hours Resume

- 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, crèche and dance studio for the period 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 the Angel Centre.
- 1.2.5 Finally, Tonbridge Farm All Weather Area, which is managed by the Angel Centre, 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

- 1.3.1 The Board will recall that Tonbridge Swimming Pool was closed for an extended period last year to allow for the refurbishment of the external pumping station and other substantial maintenance works. The proposal this year is reflective of more routine maintenance work.
- 1.3.2 At the time of writing consideration is being given to the replacement of the lockers in the Changing Village and the refurbishment of the public toilets in the foyer, which may require some amendment to the proposed closure dates.
- 1.3.3 Other maintenance work includes shower refurbishment; cleaning of balance tanks; deep cleaning poolside; health suite reception upgrade; kitchen deep clean; and spa balance tank works.
- 1.3.4 The proposed programme of closure is, therefore, as follows:

Date	Opening Hours
20 December	Closed
21 December	Closed
22 December	Closed
23 December	Closed
24 December	Closed
25 December	Closed
26 December	1000 – 1600
27 December (Bank Holiday)	0800 – 1800
28 December (Bank Holiday)	0800 – 1800
29 December	Normal Opening Hours
30 December	Normal Opening Hours
31 December	0630 – 1700
1 January	1000 – 1600
2 January	0800 – 1800
3 January (Bank Holiday)	0800 – 1800
4 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 the 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 agreed in consultation with the

Cabinet Member for Leisure, Youth and Arts and the Chairman/Vice Chairman of this Board.

1.5 Poult Wood Golf Centre

1.5.1 The Christmas closure proposals for Poult Wood Golf Centre follow the pattern which has evolved over recent years, including the Clubhouse Restaurant and Bar offering lunch on Christmas Day for a limited number of customers. The proposed closure arrangements for Poult Wood Golf Centre are, therefore, as follows:

- Golf Courses/Driving Range/Shop – 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 1500 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 Gatehouse/Offices/Gateway

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

- Closed Friday, 24 December to Tuesday, 28 December 2010 inclusive – reopens Wednesday, 29 December 2010
- Closed Saturday, 1 January to Monday 3 January 2011 inclusive – reopens Tuesday 4 January 2011

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, although there will be no toilet cleaning undertaken on Christmas Day.

Tonbridge Castle Grounds, Tonbridge Racecourse Sportsground and Tonbridge Cemetery

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

1.7.3 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 from Friday 24 December 2010 to Tuesday 4 January 2011, inclusive.

1.8 Legal Implications

1.8.1 None.

1.9 Financial and Value for Money Considerations

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

1.10 Risk Assessment

1.10.1 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.

1.11 Policy Considerations

1.11.1 Communications, Customer Contact, Healthy Lifestyles.

1.12 Recommendation

1.12.1 It is, therefore, **RECOMMENDED TO CABINET** 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(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

Nil

contact: Martin Guyton
Darren Lanes
Stephen Gregg
Tina Levett

Robert Styles
Chief Leisure Officer

Martin Coffin
Cabinet Member for Leisure, Youth & Arts