

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**LEISURE and ARTS ADVISORY BOARD**

**21 September 2011**

**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**

**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 Essential maintenance work includes deep cleaning of the pool surrounds and changing areas; high level cleaning of wet and dry changing areas; studio floor sealing; 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.

1.1.3 The proposed closure arrangements for Larkfield Leisure Centre are, therefore, as follows:

<b>Facility Area</b>	<b>Closed</b>	<b>Reopens</b>
Leisure Pool	25 December	26 December
Fitness Pool	25 December	26 December
Sports Hall	25 December	26 December
Squash Courts	25 December	26 December
Lifestyles Fitness Suite	25 December	26 December
Lifestyles Health Suite	19 December	26 December
Catering	22 December	27 December

Soft Play Area	25 December	26 December
All Facilities	25 December	26 December

- 1.1.4 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. However, based upon previous year's bookings the Crèche will close between Christmas and the New Year.
- 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 – 2100
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 – 2100
31 December	0800 – 1600
1 January	Closed
2 January (Bank Holiday)	0800 – 2100
3 January	Normal Opening Hours Resume

- 1.2.3 The Board will note that the proposed closures do not affect any community bookings or regular hirers of the Angel Centre.
- 1.2.4 Finally, Tonbridge Farm All Weather Area, which is managed by the Angel Centre, will be closed from 24 December until 2 January inclusive, subject to confirmation that regular hirers do not require their usual bookings.

## 1.3 Tonbridge Swimming Pool

- 1.3.1 At Tonbridge Swimming Pool it is the intention to progress a Capital Plan project to replace the existing ozone generator with UV pool water disinfection plant and install an automated backwashing system. It is hoped this work will be undertaken during the Christmas break subject to the tender process.

1.3.2 Other maintenance work includes tiling works; refurbishment of the toddler pool features; cleaning of balance tanks; deep cleaning poolside; drain jetting; IEE electrical testing works; kitchen deep clean; and general redecoration work.

1.3.3 The proposed programme of closure is, therefore, as follows:

<b>Date</b>	<b>Opening Hours</b>
19 December	Closed
20 December	Closed
21 December	Closed
22 December	Closed
23 December	Closed
24 December	Closed
25 December	Closed
26 December (Bank Holiday)	1000 – 1600
27 December (Bank Holiday)	0800 – 1800
28 December	0630 – 2000
29 December	0630 – 2000
30 December	0630 – 2000
31 December	0630 – 1600
1 January	1000 – 1600
2 January (Bank Holiday)	0800 – 1800
3 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 Gateway/Gatehouse Offices**

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

- Closed Sunday 25 December to Wednesday 28 December 2011 inclusive – reopens Thursday, 29 December 2011
- Closed Sunday, 1 January and Monday 2 January 2012 inclusive – reopens Tuesday 3 January 2012.

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.

## **1.8 Tonbridge Cemetery**

1.8.1 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 23 December 2011 to Tuesday 3 January 2012, inclusive.

## **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 Policy Considerations**

1.12.1 Communications, Customer Contact, Healthy Lifestyles.

### 1.13 Recommendation

1.13.1 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

Maria Heslop  
Cabinet Member for Leisure, Youth & Arts

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	Closure of the facilities is for the shortest possible period to allow appropriate maintenance and reflects historical usage patterns.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	Yes	Access to the facilities is maintained for everyone wherever possible and advertised widely.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

*In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.*