

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**LEISURE and ARTS ADVISORY BOARD**

**17 September 2012**

**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 in previous years closures have been staggered throughout the facility areas. However, due to the nature and extent of the maintenance work to be carried out a complete closure of the facility is anticipated this year.
- 1.1.2 Routine maintenance work includes deep cleaning of the pool surrounds and changing areas; high level cleaning of wet and dry changing areas; sports hall floor sealing; general tiling repairs and deep cleaning of the kitchen and cafeteria.
- 1.1.3 Although the above maintenance work does not require a complete closure of the Centre, there is additional significant work to be undertaken this year. This includes re-grouting of the Teaching Pool, Rapids Space Bowl and Leisure Pool, re-surfacing and re-varnishing of the Rapids Bridge, re-lamination of the Space Bowl, repairs to gully tiling in Fitness Pool, painting and repair of woodwork around the Centre, re-tiling deep and shallow ends of the Fitness Pool.
- 1.1.4 It should also be noted that at present a tender exercise is underway to replace all of the equipment in Lifestyles, with the intention to install the new equipment in late December. The outcome of the tender will be reported to Cabinet in October,

when it will be possible to advise if this work can also take place during the closure period.

- 1.1.5 Every effort will be made, subject to the scheduling of the above, to isolate and open areas of the Centre such as the Fitness Pool individually once the work in that area is complete. However, it is not possible at this stage to guarantee these opening times.
- 1.1.6 The proposed closure arrangements for Larkfield Leisure Centre are, therefore, as follows:

<b>Date</b>	<b>Opening Hours</b>
17 December	Closed
18 December	Closed
19 December	Closed
20 December	Closed
21 December	Closed
22 December	Closed
23 December	Closed
24 December	Closed
25 December (Bank Holiday)	Closed
26 December (Bank Holiday)	Closed
27 December	Normal Opening
28 December	Normal Opening
29 December	Normal Opening
30 December	Normal Opening
31 December	0630 – 1700
1 January (Bank Holiday)	1000 – 1600
2 January	Normal Opening Hours Resume

- 1.1.7 Finally, the Board will note that 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. However, as at Larkfield, it should be noted that at present a tender exercise is taking place to replace all of the equipment in Lifestyles, with the intention to install the new equipment in late December. The outcome of the tender will be reported to Cabinet in October, when it will also be possible to advise of any additional closures to this facility.
- 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:

<b>Date</b>	<b>Opening Hours</b>
21 December	0700 – 2100
22 December	0800 – 1900
23 December	0800 – 1900
24 December	0800 – 1600
25 December (Bank Holiday)	Closed
26 December (Bank Holiday)	Closed
27 December	0800 – 2100
28 December	0800 – 2100
29 December	0800 – 1900
30 December	0800 – 1900
31 December	0800 – 1600
1 January (Bank Holiday)	Closed
2 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 Based on previous years' bookings the Crèche will be closed from 24 December to 2 January inclusive.
- 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 At Tonbridge Swimming Pool it is the intention to progress two major projects; a Capital Plan project to extend safety flooring into the changing village; and refurbishment of the Centre's toilets funded by the Buildings Repairs Reserve Expenditure Plan.
- 1.3.2 Other maintenance work includes; foyer and café floor replacement; refurbishment of the toddler pool features; cleaning of balance tanks; poolside safety floor maintenance; drain jetting; IEE electrical testing works; kitchen extract deep clean.
- 1.3.3 The proposed programme of closure is, therefore, as follows:

<b>Date</b>	<b>Opening Hours</b>
17 December	Closed
18 December	Closed
19 December	Closed
20 December	Closed
21 December	Closed
22 December	Closed
23 December	Closed
24 December	Closed
25 December (Bank Holiday)	Closed

26 December (Bank Holiday)	1000 – 1600
27 December	0630 – 2000
28 December	0630 – 2000
29 December	0700 – 1800
30 December	0700 – 1800
31 December	0630 – 1700
1 January (Bank Holiday)	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 the availability of external contractors to undertake maintenance work. Whilst, at the time of writing, every effort to secure agreement has been made, this is likely to 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 Monday 24 December to Wednesday 26 December 2012 inclusive - reopens Thursday 27 December 2012.
- closed Tuesday, 1 January 2013 - reopens Wednesday 2 January 2013.

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 12 noon Friday 21 December 2012 to Wednesday 2 January 2013, 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 and Arts

<b>Screening for equality impacts:</b>		
<b>Question</b>	<b>Answer</b>	<b>Explanation of impacts</b>
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.*