

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**LEISURE and ARTS ADVISORY BOARD**

**16 September 2013**

**Report of the Director of Street Scene & Leisure**

**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 area.
- 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; 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 the potential for additional significant work to be undertaken this year which will mean the closure of individual areas. It is currently anticipated that a complete drain down of the Fitness Pool may be necessary in order to re-grout and carry out tile and associated pipe work repairs. A proposal to re-line and re-seal the Sports Hall is to be investigated as well as the installation of new rebound boards and high level clean of pool halls.
- 1.1.4 Every effort will be made, subject to the scheduling of the above, to isolate the closures to individual areas whilst keeping the remaining facilities, such as Gym, Studio and Larkabout open to the public. However, it is not possible at this stage to guarantee these opening times.
- 1.1.5 The proposed closure arrangements for Larkfield Leisure Centre are, therefore, as follows:

| <b>Date</b>                | <b>Opening Hours</b>        |
|----------------------------|-----------------------------|
| 23 December                | Normal Opening              |
| 24 December                | 0630 – 1700                 |
| 25 December (Bank Holiday) | Closed                      |
| 26 December (Bank Holiday) | 1000 – 1600                 |
| 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 |

- 1.1.6 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.
- 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>        |
|----------------------------|-----------------------------|
| 23 December                | Normal Opening              |
| 24 December                | 0800 - 1600                 |
| 25 December (Bank Holiday) | Closed                      |
| 26 December (Bank Holiday) | Closed                      |
| 27 December                | 0800 - 2100                 |
| 28 December                | 0800 - 1900                 |
| 29 December                | 0800 - 1900                 |
| 30 December                | 0800 - 2100                 |
| 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 Routine maintenance of the sportshall floor, will result in the sports hall being closed from 24 December 2013 to 1 January 2014 inclusive.
- 1.2.5 Based on previous years' bookings the Crèche will be closed from 23 December 2013 to 2 January 2014 inclusive.

- 1.2.6 Finally, Tonbridge Farm All Weather Area, which is managed by the Angel Centre, will be closed from 23 December 2013 until 1 January 2014 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 number of large projects; extension of the safety flooring in the changing village to the non-barefoot section; re-grout of the fitness pool and teaching pool Wiesbaden channels; refurbishment of the Centre's changing village toilets and installation of an extract fan to the cafe roof both funded by the Buildings Repairs Reserve Expenditure Plan.
- 1.3.2 Other maintenance work includes; refurbishment of the pool underwater lighting; cleaning of balance tanks; poolside safety floor refurbishment; drain jetting; IEE electrical testing works; kitchen extract deep clean.
- 1.3.3 The proposed programme of closure is, therefore, as follows:

| Date                       | Opening Hours               |
|----------------------------|-----------------------------|
| 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                | 0070 – 1800                 |
| 29 December                | 0700 – 1800                 |
| 30 December                | 0700 – 2000                 |
| 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 Poulton Wood Golf Centre

1.5.1 The Christmas closure proposals for Poulton 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 Poulton 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 Wednesday 25 December 2013 to Friday 27 December 2013 inclusive - reopens Saturday 28 December 2013;
- closed Wednesday, 1 January 2014 - reopens Thursday 2 January 2014.

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 Tuesday 24 December 2013 to Thursday 2 January 2014, 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 Director of Street Scene & Leisure confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and policy Framework.

Background papers:

contact: Martin Guyton

Nil

Robert Styles  
Director of Street Scene & Leisure

Maria Heslop  
Cabinet Member for Leisure, Youth and 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.*