



EXECUTIVE SERVICES

Chief Executive

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NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.

Contact: Committee Services
committee.services@tmbc.gov.uk

4 March 2014

To: MEMBERS OF THE LEISURE AND ARTS ADVISORY BOARD
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Leisure and Arts Advisory Board to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Wednesday, 12th March, 2014 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

PART 1 - PUBLIC

1. Apologies for absence
2. Declarations of interest

3. Minutes

To confirm as a correct record the Notes of the meeting of the Leisure and Arts Advisory Board held on Monday, 9 December 2013

Matters for Recommendation to the Cabinet

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Matters submitted for Information

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| 9. | Medway Valley Countryside Partnership | 55 - 62 |
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| 11. | Tonbridge Racecourse Sportsground Projects | 65 - 70 |
| 12. | Capital Plan Schemes | 71 - 78 |
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| 14. | 2014 Events Update | 85 - 90 |
| 15. | Urgent Items | |

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

Matters for consideration in Private

16. Exclusion of Press and Public

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

PART 2 - PRIVATE

17. Urgent Items

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

MEMBERSHIP

Cllr Mrs J M Bellamy (Chairman)
Cllr Mrs E M Holland (Vice-Chairman)

Cllr T Bishop
Cllr P F Bolt
Cllr Mrs B A Brown
Cllr Miss J R L Elks
Cllr S R J Jessel
Cllr D Keeley

Cllr R D Lancaster
Cllr Miss S O Shrubsole
Cllr Ms S V Spence
Cllr R Taylor
Cllr D J Trice

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

12 March 2014

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 – LEISURE TRUST UPDATE

Summary

This report updates Members on the management and operation of the Council's leisure facilities through the agreement with the Tonbridge and Malling Leisure Trust. The report presents the Trust's Annual Service Delivery Plan, results from recent mystery shopper visits and updates on the refurbishment of Tonbridge Swimming Pool.

1.1 Background

1.1.1 Members will be aware from my report to this Board on 9 December 2013 that a new Leisure Trust has been operating independently from the Council since 1 November 2013 managing the Council's main leisure facilities.

1.1.2 Regular communication between the Council and the Trust has taken place since the transfer, supported by set monthly meetings and a more formal quarterly meeting. The Trust supplies the Council with a set of monitoring reports and Key Performance Indicators, as detailed in the Management Agreement and the Annual Service Delivery Plan.

1.2 Annual Service Delivery Plan

1.2.1 The first Annual Service Delivery Plan (**Annex 1**) produced by the Trust covers a period of 17 months in line with its first two trading years.

1.2.2 The Plan has been produced as a response to Agreed Service Outputs that have been identified and agreed through Schedule 1 to the Management Agreement. The Trust has developed its headline priorities within its Five Year Business Plan, which was approved as Schedule 6 to the Management Agreement and these are reflected in the Annual Service Delivery Plan.

1.2.3 A number of Key Performance Indicators (KPIs) have been set to measure outcomes against each aim and are detailed within the Plan together with Specific, Measurable, Achievable, Realistic and Timebound (SMART) targets.

1.3 Performance to Date

- 1.3.1 Since 1 November 2013 the Trust has performed well. It has established its new Head Office at Martin Square, Larkfield and has appointed into a new position of Group Operations Manager to oversee the day to day running of the centres. Trading has been good and I will update Members at the meeting on the most up to date financial position against profile.
- 1.3.2 The Trust is working with the Council on the approved Capital Plan schemes at Larkfield Leisure Centre (Upgrade of Health Suite and Energy Saving Measures) and a report will be presented to the next meeting of this Board. The potential introduction of an ultra violet disinfection system at Larkfield Leisure Centre is also currently being evaluated in liaison with the Trust.
- 1.3.3 The levels of overall customer satisfaction and cleanliness recorded through the Viewpoint system at the leisure centres met the required target of 80%. Customer comment cards have not highlighted any serious complaints.
- 1.3.4 It is clearly early days in the life of the Trust, and the settling in period has not been assisted by the closure of Tonbridge Pool due to flooding. Despite this, the Trust has started well and a more detailed analysis of performance against agreed service outputs will be reported to the next meeting of this Board.

1.4 Mystery Shopper Visits

- 1.4.1 Members may be aware that over the last few years mystery shopper visits have been undertaken at the Council's main leisure facilities. The Trust is committed to undertaking two visits per site annually as an Agreed Service Outcome measure for Customer Satisfaction.
- 1.4.2 The visits are undertaken by Right Directions Ltd ,as the Company's report format is closely allied to the Quest award criteria.
- 1.4.3 The mystery shopper rates the facility against a range of criteria including cleanliness, housekeeping, maintenance, customer care and supervision.
- 1.4.4 The accepted "pass mark" for the mystery visits is 60%, and this has become recognised across the leisure industry as an acceptable standard. However, in recognition of the desire to continuously improve our services a performance target of 82% has been set for the indoor leisure facilities and 75% for Poulton Wood Golf Centre.
- 1.4.5 The scores for each facility are listed below:

Facility	Score (%)
Larkfield Leisure Centre	83
Angel Centre	86
Tonbridge Pool	90
Poult Wood Golf Centre	81
Average	85

1.4.6 Members will note that the pass mark of 60% was achieved for all visits, and the overall average for all the facilities was 85%.

1.4.7 By using Right Directions Ltd the Trust can compare performance against overall Quest Award ratings. The current Quest database of all registered sites shows:

- the 'pass mark' is 60%
- the industry mean is 73%
- the upper quartile score is 80%

1.4.8 Members may recall that, whilst Poult Wood Golf Centre is measured against the same criteria as the indoor sites, the criteria is designed for leisure centres and adapted for the Golf Centre. In some areas this makes the scoring more challenging and therefore makes the latest level of scoring for the Centre especially pleasing, with all four sites scores in the upper quartile.

1.4.9 Copies of the full reports will be available on the evening and by request, detailing feedback on key strengths and areas for improvement for each site.

1.5 Tonbridge Swimming Pool

1.5.1 At midday on Christmas Eve the staff at Tonbridge Pool were advised by the Police to evacuate the facility following notification from the Environment Agency that the Leigh Barrier needed to release water at a greater frequency. Prior to this notification, water was already up against the flood wall and gates protecting the front of the building. Within just half an hour the water was two feet in depth against the outside of the flood wall. Before the pool was evacuated the flood defences constructed after the flood in 2000 were secured including the closure of all the flood gates around the building.

1.5.2 In 2000 the flood resulted in water levels of over two feet throughout the building and a closure of 14 weeks. Despite the flood in 2013 being more severe than 2000, the building only flooded to the level of 3-4 inches, with the exception of the plant room, which is located below ground level.

1.5.3 Every effort is being made in close liaison with the Council's Insurers and the Leisure Trust to re-open the facility as soon as possible and it is hoped that it will fully re-open in mid-March.

1.6 Staff and contractors have been busy since before the New Year cleaning and sanitising the facilities from top to bottom. The pools and plant room have been drained and flood recovery experts have visited the site with Environmental Health Officers to advise on the cleaning requirements.

1.7 All the major plant and equipment damaged by the flooding has been assessed by various technical contractors and orders have been placed for all major items. A programme of replacement and repair work has commenced and staff from the Council, the Leisure Trust and all relevant parties are meeting to assess progress on a weekly basis.

1.7.1 The cost of the reinstatement is being met in full by the Council's Insurers. The loss of income resulting from the closure will be met by the Insurers representing the Leisure Trust.

1.7.2 Whilst it is clear that the flood defences assisted greatly in protecting the pool, further consideration is being given to additional modifications in case of future flood. Meetings have taken place with the Council's Insurers and it has already been agreed that a number of items of plant will be raised to a higher level within the plant room.

1.8 Financial and Value for Money Considerations

1.8.1 The Transfer to the Leisure Trust has made a significant contribution to the savings to be identified and implemented as part of the 2014/15 budget cycle.

1.8.2 The cost of undertaking the mystery shopper visits are met by the Leisure Trust.

1.8.3 A £100 excess is payable in relation to the Council's insurance to cover reinstatement works for Tonbridge Swimming Pool, with the exception of instances of betterment which are being met through the Council's Buildings Repairs Expenditure Plan.

1.9 Risk Assessment

1.9.1 Risk assessment issues related to the establishment of the new Trust were considered in the report to the December 2012 meeting of this Board.

1.9.2 Reinstatement works for Tonbridge Swimming pool are being risk assessed individually and additional hazards that the works and flood have created are being monitored and assessed regularly to ensure control measures are effective.

1.10 Equality Impact Assessment

1.10.1 See 'Screening for equality impacts' table at end of report.

1.11 Policy Considerations

1.11.1 Asset Management, Community, Healthy Lifestyles, Young People.

1.12 Recommendations

1.12.1 It is **RECOMMENDED TO CABINET** that:

- 1) the Tonbridge & Malling Leisure Trust Annual Service Delivery Plan 1 November 2013 to 31 March 2015 be approved;
- 2) the results of the mystery shopper reports for all sites be noted; and
- 3) the progress and work to reinstate Tonbridge Swimming Pool in liaison with the Council's insurers and the Leisure Trust continue, with the facility reopening to the public in mid March 2014.

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: Stephen Gregg

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	
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	
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.

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Annual Service Delivery Plan Quarterly Monitoring Report

1 November to 31 December 2013

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Annual Service Delivery Plan Outcomes and Targets – 1 November to 31 December 2013

- denotes a Council Agreed Service Outcome measure
- ◆ denotes a Trust Five Year Business Plan measure
- denotes a Trust Annual Service Delivery Plan measure

PARTICIPATION

KEY OUTCOME: Improved physical activity through greater participation at the leisure centres				
Aim	Measure	Lead Officer	Timescale	Progress
Improve customer retention through utilisation of TRP software and achieve 75% high risk interactions and 70% effective interaction targets	■ %age of Lifestyles customers at high risk of leaving who are encouraged to stay and do stay (KPI 833)	Group Operations Manager	Monthly	High Risk Interactions LLC – 79.1% AC – 86.4% Effective Interactions LLC – 68.9% AC – 69.8% Q3 incorporates December when historically effectiveness is reduced due to Xmas break in training patterns. Both sites above 70% effectiveness in Oct & Nov.
Increase overall DD/Annual membership totals by 5%	■ Direct debit/annual members across all categories	Group Business Manager/Group Operations Manager	Monthly	2013/14 figures to provide baseline. Under development – reporting to commence Q1 2014/15
Reduce attrition to below 3.5%	■ Attrition rates	Group Operations Manager	Monthly	LLC Q3 Average – 3.7%. Annual cumulative – 2.9% AC Q3 Average – 1.4%. Annual cumulative – 1.4%

KEY OUTCOME: Improved access to coaching and talent development for sports				
Aim	Measure	Lead Officer	Timescale	Progress
Develop base attendance level indicators	■ Attendance at leisure centres	Group Business Manager	31 March 2014	2013/14 figures to provide baseline. Under development – reporting to commence Q1 2014/15

KEY OUTCOME: Increased participation in the facilities by children and young people (both in absolute terms and relative measures , such as percentage)				
Aim	Measure	Lead Officer	Timescale	Progress
Increase number of Swim School customers by 5%	■ Average number of customers enrolled in Swim School (KPI 840)	Group Business Manager/ Group Operations Manager	Termly	LLC Q3 874 TSP Q3 922
Increase Excel membership by 5%	■ Average number of Excel members age 11-18 (KPI 840)	Group Business Manager/ Group Operations Manager	Monthly	LLC Q3 288 AC/TSP Q3 252
Increase KickStart membership by 5%	■ Average number of KickStart members age 0-10 (KPI 836)	Group Business Manager/ Group Operations Manager	Monthly	LLC Q3 170 AC/TSP Q3 187

Outcome: Increased overall participation and, in particular increased participation by young people , over 50s, people on low income and families				
Aim	Measure	Lead Officer	Timescale	Progress
Increase number of Dryside Coaching School by 10%	◆ Average number of customers enrolled in Dryside Coaching School	Group Business Manager/ Group Operations Manager	Termly	LLC Q3 Gymnastics 179 / Trampolining 115 LLC Q3 Gymnastics 167 / Trampolining 44

AWARENESS

Outcome: Increased public awareness of the benefits of 5x30 minutes exercise per week to achieve a healthy lifestyle				
Aim	Measure	Lead Officer	Timescale	Progress
To increase awareness of Trust Vision – ‘More People, More Active, More Often’	● User/non-user survey recognition	Group Business Manager	31 March 2015	Not progressed
Develop 5x30 campaign	● User/non-user survey recognition	Group Business Manager	31 March 2015	Not progressed

HEALTHY LIFESTYLES

KEY OUTCOME: Delivery of healthy living programmes – reflected by improved health of the population				
Aim	Measure	Lead Officer	Timescale	Progress
Participation in local Health Action Team	● HAT engagement	Chief Executive	31 March 2015	CE attended HAT meeting in Q3
Increased intervention through Mind the Gap action plan	● Mind the Gap action plan outcomes	Chief Executive	31 March 2015	Not progressed
Improved local health indicators	● Annual indicators	Chief Executive	31 March 2015	2013/14 figures to provide baseline. Under development – reporting to commence 2014/15 in liaison with EH.

KEY OUTCOME: Increased participation in GP referral and healthy living programmes to result in reduced obesity and improved health				
Aim	Measure	Lead Officer	Timescale	Progress
Achieve approved NHS target of 400 customers enrolled on weight management programme	■ Number of adult referrals onto weight management programme (KPI 326)	Chief Executive	Quarterly	Annual cumulative – 348 referrals to end of Q3.
Increase number of GP Referrals by 5%	■ Number of GP referrals	Chief Executive	Quarterly	LLC Q3 – 67 Referrals. Annual cumulative 262 AC Q3 – 34 Referrals. Annual cumulative 141
Increase number of weight management referrals upgrading to Lighter Lifestyles DD option to 50%	■ Number of Lighter Lifestyles customers	Group Business Manager	Quarterly	2013/14 figures to provide baseline. Under development – reporting to commence Q1 2014/15

Outcome: Increased engagement with GP referral, weight management and other health related programmes.				
Aim	Measure	Lead Officer	Timescale	Progress
To introduce PT franchise opportunity in Lifestyles Gym at LLC/AC	◆ Number of PT contracts/Income	Group Operations Manager	31 March 2015	Not progressed
Work with TMBC Environmental Health Service to promote healthy lifestyle opportunities to local business	◆ Number of interventions/participation levels	Chief Executive	31 March 2015	Not progressed

CUSTOMER SATISFACTION

KEY OUTCOME: Development of effective customer and community engagement processes through customer forums to enable additional input from the local community

Aim	Measure	Lead Officer	Timescale	Progress
Review of customer engagement processes and development of positive local forums with relevant stakeholders	■ Residents satisfaction with facilities (KPI 829)	Chief Executive	31 March 2015	Not progressed

KEY OUTCOME: Improve customer satisfaction rates

Aim	Measure	Lead Officer	Timescale	Progress
Undertake 2 MV audits at each facility	■ MV scores	Group Operations Manager	Annual	No MVs scheduled in Q3
Achieve average Viewpoint overall satisfaction score of 80%	■ Overall Viewpoint satisfaction	Group Operations Manager	Monthly	LLC Q3 – 84% / 3.9 AC Q3 – 84% / 4.0 TSP Q3 – 86% / 4.1
Achieve average Viewpoint cleanliness score of 80%	■ Viewpoint satisfaction - cleanliness	Group Operations Manager	Monthly	LLC Q3 – 80% / 3.7 AC Q3 – 84% / 3.9 TSP Q3 – 87% / 4.1

Outcome: High measurable levels of customer engagement and satisfaction

Aim	Measure	Lead Officer	Timescale	Progress
Introduction of Contact Manager	◆ Implementation of software	Group Business Manager	31 March 2015	Not progressed
Introduction of NPS Closed Loop	◆ Implementation of software/NPS Score	Group Business Manager/Group Operations Manager	31 March 2015	Not progressed

SOCIAL INCLUSION

KEY OUTCOME: Increased participation from under represented groups including ethnic minorities, disabled, women and those on income support				
Aim	Measure	Lead Officer	Timescale	Progress
Increase number of Leisure Pass holders by 5%	■ Number of Leisure Pass holders (KPI 834)	Group Business Manager	Quarterly	Annual cumulative 777. 11.3% increase on base year 12/13

KEY OUTCOME: Introduction and increasing number of outreach sessions to enable access to activities outside of the facilities				
Aim	Measure	Lead Officer	Timescale	Progress
Review and develop outreach programme	◆ Outreach activities/Participation levels	Chief Executive	31 March 2015	Not progressed

Outcome: Pricing and programming strategies to ensure accessibility and affordability to facilities for all				
Aim	Measure	Lead Officer	Timescale	Progress
Review Sports Halls off peak programme and pricing policies	● Increased off peak Sports Hall income	Group Operations Manager	31 March 2014	Not progressed

CHARITABLE

KEY OUTCOME: Increased levels of volunteering and club based activity at the facilities to promote a sense of engagement and ownership				
Aim	Measure	Lead Officer	Timescale	Progress
Development of volunteering opportunities for staff and customers	◆ Number of volunteer hours	Chief Executive	31 March 2015	Not progressed

Outcome: Develop and deliver programmes and activities to underpin the charitable ethos of the Trust				
Aim	Measure	Lead Officer	Timescale	Progress
Consider development of charity fund	◆ Level of funding	Chief Executive	31 March 2015	Not progressed
Support national charitable campaigns	◆ Number of engagements/level of sponsorship income raised	Group Operations Manager	31 March 2015	Not progressed

ENVIRONMENTAL

KEY OUTCOME: Maintain and improve the amount of recycling from the leisure centres and reduction in waste				
Aim	Measure	Lead Officer	Timescale	Progress
Consider recycling strategy and implement recycling targets	● Recycled waste volumes	Group Operations Manager	31 March 2015	Not progressed

KEY OUTCOME: Reduction in energy consumption				
Aim	Measure	Lead Officer	Timescale	Progress
Reduce overall consumption of gas, electricity and water by 5% per M ² at each facility	■ Consumption of utilities	Group Operations Manager	Quarterly	Q3 billing outstanding following transfer of contracts to TMLT

Outcome: Operate and invest to reduce the environmental impact of the built facilities				
Aim	Measure	Lead Officer	Timescale	Progress
Review Environmental Policy	● Board Report	Chief Executive	31 March 2014	Not progressed
Review Green Team terms of reference and action plans	■ Consumption of utilities	Group Operations Manager	31 March 2014	Not progressed

QUALITY

KEY OUTCOME: Improve performance through the National Benchmarking Survey				
Aim	Measure	Lead Officer	Timescale	Progress
Undertake triennial National benchmarking Survey at each leisure centre on rolling basis	■ NBS scores	Group Operations Manager	Annual	Not progressed

KEY OUTCOME: Maintain and improve where possible Quest performance over the next five years				
Aim	Measure	Lead Officer	Timescale	Progress
Maintain or improve where possible Quest banding at leisure centres on rolling basis	■ Quest scores	Group Operations Manager	Annual	LLC Directional Review undertaken in December. Not scored – report received and SIAP updated to incorporate improvement actions.

KEY OUTCOME: Ensure the facilities are operated safely				
Aim	Measure	Lead Officer	Timescale	Progress
Reduce accidents per 100,000 visits at each site	■ Accidents per 100,000 visits	Group Operations Manager	Monthly	2013/14 figures to provide baseline. Under development – reporting to commence Q1 2014/15
Undertake biennial health and safety audit at each site and achieve score of 80%	■ External health and safety audit scores	Group Operations Manager	Annual	To commence 2014/15
Reduce number of RIDDOR reportable accidents year on year at each site	■ Number of RIDDOR reportable accidents	Group Operations Manager	Monthly	Q3 – 2 reportable accidents

Outcome: Provide safe services of high quality measured against industry best practice				
Aim	Measure	Lead Officer	Timescale	Progress
Introduction of Entry level Quest Assessment at PWGC	◆ Quest Accreditation	Chief Executive	31 March 2015	Not progressed

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STAFF

KEY OUTCOME: Maintain and improve staff satisfaction to deliver safe and secure services				
Aim	Measure	Lead Officer	Timescale	Progress
Undertake biennial staff satisfaction survey and improve score against previous survey	■ Overall staff satisfaction	Group Operations Manager	Annual	To be undertaken in 2014/15
Reduce sickness and absence rate to below 2%	■ Sickness and absence rates	Group Operations Manager	Quarterly	Q3 Overall rate 2.81%

Outcome: Recruit, select, train and develop staff resources in a consultative, inclusive manner				
Aim	Measure	Lead Officer	Timescale	Progress
Appoint Group Operations Manager	◆ Appointment	Chief Executive	1 November 2013	Commenced 4 November 2014
Appoint Sales Manager	◆ Appointment	Group Business Manager	31 January 2014	Advertisement placed. Interviews planned for January 2014
Consider options for introduction of Sales Commission	◆ Board Report/ Introduction of Sales Commission Structure	Group Business Manager	31 March 2014	To be progressed upon appointment of Sales Manager

Review and introduction of revised corporate induction process	◆ Implementation of revised process	Chief Executive	31 March 2014	Not progressed
Development of Staff Handbook	◆ Introduction of Staff Handbook	Group Business Manager	31 March 2014	Not progressed

FINANCIAL

KEY OUTCOME: Delivery of a reduced service fee over the term of the Agreement				
Aim	Measure	Lead Officer	Timescale	Progress
5% reduction in annual service fee net of CPI	■ Service fee reduction	Group Business Manager	Annual	To be measured from 1 April 2015

Outcome: Build a financially sustainable business with a solid revenue reserve. To act commercially as appropriate within a community setting				
Aim	Measure	Lead Officer	Timescale	Progress
Build revenue reserve to approved Business Plan level of £340,000	◆ Level of reserve	Group Business Manager	31 March 2015	To be measured at 31 March 2015
To deliver services within approved budget levels	◆ P&L Account/ Income/ Expenditure Monitoring	Executive Management Team	Monthly	
Review and develop a range of golf membership options	◆ Board Report/Introduction of membership options	Chief Executive	31 March 2014	Under consideration for TMLT Board report in January 2014
Review of golf professional services and letting of new contract	◆ Board Report /New contract	Chief Executive	30 September 2014	Not progressed
Review of Catering Services across TMLT	◆ Board Report	Chief Executive	31 March 2015	Not progressed
Revise sales strategy to increase cross- selling and upselling	◆ Direct Debit Yield	Group Business Manager	31 March 2014	To be progressed upon appointment of Sales Manager

REINVEST

KEY OUTCOME: Reinvestment of surpluses to deliver improved revenue and customer service at the facilities				
Aim	Measure	Lead Officer	Timescale	Progress
To influence progress towards development of new facility at Bradford Street	◆ OSG Minutes/ Development progress	Chief Executive	31 March 2015	Ongoing attendance at OSG
To assist in the design, development and delivery of Lifestyles Health Suite at LLC	◆ Scheme completion	Chief Executive/ Group Operations Manager	30 September 2014	Scheme evaluated and agreed at TMBC MT. Progress pending outcome of TMBC budget setting.
To assist in the design, development and delivery of LED lighting scheme in Sports Hall at LLC	◆ Scheme completion	Chief Executive/ Group Operations Manager	30 September 2014	Scheme evaluated and agreed at TMBC MT. Progress pending outcome of TMBC budget setting.
To assist in the design, development and delivery of Games Hut Redevelopment at TSG subject to availability of s106 funding	◆ Scheme completion	Chief Executive/ Group Operations Manager	30 September 2014	Not progressed pending developer contribution.

Outcome: To build a capital reserve to enable future planned investment to ensure sustained and improved facilities and services to customers				
Aim	Measure	Lead Officer	Timescale	Progress
To review minor capital scheme options and bring forward appropriate schemes for implementation	◆ Board Report/Scheme completion	Chief Executive	31 March 2015	None identified to date.
Maintain capital reserve at £150,000 subject to investment opportunities	◆ Level of reserve	Group Business Manager	31 March 2015	Achieved.

2013/15 Additional Executive Management Team Annual Service Delivery Objectives				
Aim	Measure	Lead Officer	Timescale	Progress
Review contract terms and conditions for new TMLT employees	● Board Report	Chief Executive	31 March 2015	Not progressed
Undertake a review of service requirements for Legal support service	● Board Report	Chief Executive	31 March 2015	Not progressed

Undertake a review of casual pay scales	● Board Report	Chief Executive	31 March 2015	Not progressed
Review future pension options	● Board Report	Chief Executive	31 March 2015	Not progressed
Launch Health & Safety Committee	● HSC Meetings	Chief Executive	31 December 2014	Report to Board approved trustee membership of HSC. First meeting scheduled for 13 January 2014.
Review suite of policies and procedures	● Board Report schedule	Chief Executive	31 March 2015	H&S Policy and Disciplinary Procedure approved at Trust Board. Grievance Procedure and DBS Policy to be considered at January Board
Implementation of Gladstone mobile application	● Implementation of app/level of usage	Group Business Manager	30 September 2014	Not progressed
Implement access control to Lifestyles Gym at LLC	● Installation of controls	Group Business Manager	30 June 2014	Not progressed
Introduction of tablets for internet sales/Learn 2 use	● Implementation of tablets/software	Group Business Manager	31 Sept 2014	Not progressed
Undertake remuneration review	● Board Report	Group Business Manager	31 March 2015	Not progressed
Undertake a review of service requirements for IT support service	● Board Report	Group Business Manager	31 March 2015	Not progressed
Undertake a review of service requirements for Finance support service	● Board Report	Group Business Manager	31 March 2015	Not progressed
Undertake a review of service requirements for HR support service	● Board Report	Group Business Manager	31 March 2015	Not progressed
Develop a PR strategy for TMLT	● Board Report	Group Business Manager	31 March 2014	Not progressed
Prepare tactive brand launch and standards	● Board Report	Group Business Manager	31 March 2014	Brand launch to be considered at January Board. Draft Corporate Brand Identity and Communication Guidelines and Promotional Plan prepared.
Review PWGC website	● Website launch	Group Business Manager	31 March 2014	Minor amendments completed to reflect change in management and society pricing.
Review use of social media including consideration of Twitter	● Board Report	Group Business Manager	30 September 2014	Not progressed

Launch Staff Intranet – Resource Space	● Intranet Launch	Group Business Manager	31 January 2014	Approved at December Board. Implementation progressing.
Undertake review of Admin/Reception staffing at LLC	● Revised structure/level of saving	Group Business Manager/ Group Operations Manager	31 December 2014	Review complete. Implementation to progress following further staff consultation.
Review terms of reference of Staff Forum	● Relaunch of Forum	Group Operations Manager	31 March 2014	Not progressed
Review PPM arrangements on WAM	● PPM programme	Group Operations Manager	31 March 2014	Not progressed
Respond to Initial H&S Audit	● Action Plan completion	Group Operations Manager	31 March 2014	Action Plan in place.
Review Technical Staff arrangements	● Review Report	Group Operations Manager	31 March 2014	Not progressed
Create action plan related to NBS Importance/Satisfaction ratings	● NBS scores	Group Operations Manager	31 March 2014	Action plan under consideration.

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

12 March 2014

Report of the Director of Street Scene & Leisure and the Cabinet Member for Leisure, Youth & Arts

Part 1- Public

Matters for Recommendation to Cabinet - Key Decision

1 POULT WOOD GOLF CENTRE – CHARGES

Summary

This report outlines charging proposals brought forward by the Tonbridge and Malling Leisure Trust in respect of Poulton Wood Golf Centre, together with details of proposed membership options and booking privileges.

1.1 Charges Review

- 1.1.1 At the last meeting of this Board Members agreed the proposed charges to the Leisure Trust's core charges. The charges for Poulton Wood were not considered as the Trust was considering the introduction of a membership option. It was, therefore, agreed that the charges for Poulton Wood would be considered at this meeting.
- 1.1.2 Within the Management Agreement the Trust is required to comply with the charges for the leisure facilities set out in the Core Pricing Schedule. It is agreed that the charges can be reviewed annually for implementation from 1 April each year. The Trust is entitled to increase the core prices provided that the average increase is not greater than CPI, and for any increases in core prices in excess of CPI the Trust requires the Council's consent. In determining fees and charges the Trust is required to have regard to:
- the Trust's charitable objectives
 - the needs of the local community
 - developing a balanced programme
 - the Council's key priorities
 - the Council's policy for pitch hire charges
 - the viability of the Trust
 - the prevailing market conditions

- pricing of other leisure facilities in the area

1.1.3 Attached at **[Annex 1]** is a schedule of the existing core charges for Poult Wood Golf Centre, together with the Trust's proposals for 2014/15. The percentage increase for each charge is also shown. The overall average proposed increase is 2.27%, compared to CPI of 2.1%. The proposals are felt to be acceptable.

1.2 Membership Options

1.2.1 Poult Wood Golf Centre has earned a deserved reputation as one of the best municipal pay and play courses in the South East. This has been sustained by ongoing investment in the course and facilities, as well as the dedication and skill of the experienced staff.

1.2.2 In more recent times, especially since the economic downturn in 2008, golf attendances have been down at the majority of golf courses, and Poult Wood has been no exception with an overall reduction in rounds played. This was especially stark in 2012 with poor weather and major events including the Diamond Jubilee and the London Olympics creating a further adverse impact on the market.

1.2.3 There has also been a significant reduction in the number of members of the Poult Wood Golf Club over recent years. The Club operates independently but in partnership with the management of the Centre, and provides the 'backbone' of regular users. Current membership is around 200, down from a peak of close to 500.

1.2.4 Whilst the pay and play tariff has a number of advantages it can also limit the attractiveness of the facility to golfers. Key issues include:

- the very regular golfer is now able to find competitive financial advantage in switching to a club, either private or municipal, that offers an annual membership with no consequent green fees. This applies particularly to the adult weekend market.
- income is reduced, sometimes to zero, during spells of bad weather, especially snow in winter.
- income is unpredictable and volatile. High dependence is placed on the summer months.
- golfers tend to display less loyalty in their behaviour.

1.2.5 Recent research has demonstrated that the majority of public courses, often owned by the local authority but operated by a trust or private operator now have a membership option.

1.2.6 The Trust is proposing to introduce the following Membership packages for a full year commencing on 1 April 2014:

- 7 Day - £780
- 5 Day - £510
- Junior - £120

1.2.7 Each of the options will be payable as a lump sum which would attract a 5% discount or by monthly direct debit based upon a 12 month contract renewable annually. Local comparisons are shown at **(Annex 2)**.

1.2.8 All categories of membership will apply to the use of both courses. The proposals are supported by the Poult Wood Golf Club and the Golf Professional. Tonbridge Sports Association has been consulted and is supportive of the proposals.

1.2.9 The Trust is seeking approval from the Council to offer members priority booking status with a suggested 48 hour advanced window for tee time bookings. This is consistent with the membership approach at the leisure centres.

1.3 Legal Implications

1.3.1 None.

1.4 Financial and Value for Money Considerations

1.4.1 All income from fees and charges at Poult Wood Golf Centre is retained by the Trust as part of the Management Agreement. The charging proposals outlined in this report will continue to ensure Poult Wood offers good value for money.

1.5 Risk Assessment

1.5.1 The introduction of membership packages at Poult Wood will provide an attractive option to golfers who wish to play regularly at the facility. Pay and Play will continue to be available, ensuring the facility is available to all.

1.6 Equality Impact Assessment

1.6.1 See screening for equality impacts later in this report.

1.7 Policy Considerations

1.7.1 Community, Healthy Lifestyles, Young People.

1.8 Recommendations

1.8.1 It is **RECOMMENDED TO CABINET** that:

- 1) the proposed core charges for Poulton Wood Golf Centre outlined in **[Annex 1]** be approved and be implemented by the Leisure Trust from 1 April 2014, and
- 2) the Leisure Trust's proposed new membership options be supported, and the proposed new membership priority booking status with a 48 hour advanced window for tee time bookings for Poulton Wood Golf Centre be agreed.

Background papers:

contact: Stephen Gregg

Nil

Robert Styles

Director of Street Scene & Leisure

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	The needs of different groups in the community are protected within the core charges.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	See above.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		Not applicable.

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.

Poult Wood Golf Centre – Core Charges

Activity	Current Charge 2013/14	Proposed Charge 2014/15	Percentage Increase
18 Hole, Weekend/Bank Holiday			
Adult, Discount Cardholder	20.50	21.00	2.4%
Adult, Visitor	25.00	25.50	2.0%
Junior/Student, Discount Cardholder	8.70	8.90	2.3%
Junior/Student, Visitor	9.80	10.00	2.0%
18 Hole, Weekday			
Adult, Discount Cardholder	14.70	15.00	2.0%
Adult, Visitor	18.00	18.50	2.8%
Junior/Student, Discount Cardholder	8.20	8.40	2.4%
Junior/Student, Visitor	9.80	10.00	2.0%
OAP/Leisure Pass, Discount Cardholder	10.00	10.20	2.0%
OAP/Leisure Pass, Visitor	11.50	11.80	2.6%
Discount Card			
Adult, Resident	26.00	26.50	1.9%
Adult, Non Resident	36.00	37.00	2.8%
Junior/Student, Resident	10.00	10.20	2.0%
Junior/Student, Non Resident	15.00	15.30	2.0%
9 Hole Short Course, Weekend/Bank Holiday			
Adult, One Round	9.00	9.20	2.2%
Junior, One Round	6.00	6.10	1.7%
OAP/Leisure Pass, One Round	7.00	7.20	2.8%
9 Hole Short Course, Weekday			
Adult, One Round	7.00	7.20	2.8%
Junior, One Round	4.10	4.20	2.4%
OAP/Leisure Pass, One Round	4.30	4.40	2.3%
	Average Increase		2.27%

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POULT WOOD GOLF CENTRE

COMPARISON OF CHARGES AND MEMBERSHIP OPTIONS 2013/14

18 Holes		Poult Wood	Lullingstone Sevenoaks	Cobtree Maidstone	High Elms Bromley	Weald of Kent Headcorn	Darenth Valley Shoreham
		£	£	£	£	£	£
Weekday	Adult	18.00	20.50	23.00	23.00	24.00	21.50
	Senior Citizen	11.50	15.50	N/A	15.00	16.00	15.50
	Junior	9.80	13.00	10.00	10.00	11.00	15.50
Weekend	Adult	25.00	27.50	29.00	29.00	31.00	28.00
	Senior Citizen	25.00	18.50	N/A	18.50	25.00	28.00
	Junior	9.80	16.00	14.00	14.00	16.00	15.50
Memberships		Proposed					
	7-Day	780.00	799.00	895.00	895.00	850.00	850.00
	7-Day Senior	780.00	799.00	895.00	895.00	850.00	755.00
	5-Day	510.00	499.00	595.00	595.00	585.00	690.00
	5-Day Senior	510.00	499.00	595.00	595.00	585.00	595.00
	Junior (8 - 12)	120.00	99.00	65.00	65.00	150.00	320.00
Teen (13 - 18)	120.00	99.00	95.00	95.00	150.00	320.00	

- 1 Cobtree Manor and High Elms both charge a £1 premium on their weekday rate on a Friday.
- 2 Cobtree does not offer Senior Citizen discount on standard green fees.
- 3 Darenth Valley is the only course that offers a reduced price for Senior Citizen memberships.
- 4 Poult Wood and High Elms both offer a one off annual loyalty card that reduces green fee cost.
- 5 Lullingstone GC has reduced membership charges on 1 January 2014 from £835/£535/£120 to £799/£499/£99 as shown in the table.
- 6 A range of other offers and discounts are applicable at most courses including green fee reduction for twilight rounds.

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

12 March 2014

Report of the Director of Street Scene & Leisure and the Cabinet Member for Leisure & Arts Advisory Board

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 TONBRIDGE MEMORIAL GARDENS

Summary

This report updates Members on progress with the refurbishment of Tonbridge Memorial Gardens and brings forward an amended timeframe for consideration and approval.

1.1 Background

1.1.1 Members will be aware of the current Capital Plan scheme for the refurbishment of Tonbridge Memorial Gardens that is being undertaken in liaison with the Tonbridge Memorial Gardens Trust.

1.1.2 At the meeting of this Board on the 16 September 2013, Members approved (Decision Notice D130111MEM) the design, timeframe and procurement process for the scheme. This report updates Members on the procurement process and the implications of this on the overall delivery of the scheme.

1.2 Procurement

1.2.1 Due to the specialist nature of the works, the projects Landscape Consultants, Enplan, recommended that the Council approach a select list of contractors for tenders as opposed to adopting an open tender process. In accordance with the Council's Contract Procedure Rules a waiver was sought and approved by the Chief Executive, Director of Finance and Transformation and Monitoring Officer to allow a select list of contractors to be used.

1.2.2 Tender documentation was sent out on the 10 December 2013 with a return deadline of 13 January 2014, allowing just under five weeks for responses. Tenders were invited from a select list of five contractors.

1.2.3 The outcome of this tender process was both disappointing and unexpected as the Council received no tenders, despite contact with the companies prior to and during the tender process. Feedback was sought and the lack of response was

mainly attributed to contractors current workloads combined with reduced staffing levels over the festive period.

- 1.2.4 Given the need to engage a main contractor as promptly as possible consideration was given to the options for re-tendering the works. Consultation was undertaken with Enplan and the Council's Legal Services. It was proposed that a second tender process take place with a new and extended select list and eight contractors were indentified. In accordance with the Council's Contract Procedure Rules a waiver was once again sought and approved.
- 1.2.5 Tender documentation was sent out on 23 January with a return deadline of 17 February. We are pleased to report that five tenders were received. The tenders are currently being evaluated in accordance with the agreed financial and quality evaluation criteria and a supplementary Part 2 report will be circulated to Members in advance of the meeting. The supplementary report will recommend the award of the contract to the successful tenderer, enabling the project timescale to be met.

1.3 Revised Timescale

- 1.3.1 The unsuccessful outcome of the first tender process has impacted on the timescale previously approved by Members. This timescale has been revised and can be found at **[Annex 1]** for consideration and approval. Adherence to the timescale will rely on the award of the contract as soon as possible following the meeting of this Board, with the successful contractor starting on site in mid March 2014. It is envisaged that the project will still be complete in time for a formal opening in late September, subject to no major problems being experienced during the works.

1.4 Legal Implications

- 1.4.1 Consultation with Legal Services will be undertaken throughout the project to ensure adherence to procurement legislation/procedures.

1.5 Financial and Value for Money Considerations

- 1.5.1 The full cost of the project is estimated at £250,000. A contribution from the Council of £100,000 has been allocated in the Capital Plan, with the remainder of the costs being met from fundraising and developer contributions. To date, the Tonbridge Memorial Gardens Trust has raised £41,000 and £202,000 has been secured through developer contributions. The success in securing developer contributions will reduce significantly the need for the Council to directly support the project financially. The Trust is still actively fundraising and any additional contributions will further reduce any contribution made by the Council

1.6 Risk Assessment

1.6.1 An internal Officer Study Group has been established to deliver the project.

1.7 Equality Impact Assessment

1.7.1 See 'Screening for equality impacts' table at end of report.

1.8 Policy Considerations

1.8.1 Asset Management, Community and Equalities/Diversity.

1.9 Recommendations

1.9.1 It is **RECOMMENDED TO CABINET** that:

- 1) the revised timescale for the refurbishment of the Tonbridge Memorial Gardens, as highlighted at **[Annex 1]**, be noted and approved; and
- 2) the revised procurement process for the project be noted, and the award of the contract be considered in a separate supplementary report in Part 2 of these papers.

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: Darren Lanes

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	N/a

Screening for equality impacts:		
Question	Answer	Explanation of impacts
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	Yes	The refurbishment proposals aim to increase accessibility for all to the facility.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?	N/a	N/a

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.

TONBRIDGE MEMORIAL GARDENS

TIMESCALE

Task	2014										
	January	February	March	April	May	June	July	August	September	October	November
Tender Period	█										
Tender Review & Award		█									
Contractor Mobilisation			█								
Construction				█							
Construction Completion								█			
Formal Opening									█		

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

12 March 2014

Report of the Director of Street Scene & Leisure 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 HAYSDEN COUNTRY PARK – USER SURVEY RESULTS

Summary

This report informs Members of the results of the 2013 user survey carried out at Haysden Country Park, and brings forward potential improvements for consideration.

1.1 Introduction

1.1.1 A user survey was undertaken at Haysden Country Park during the summer of 2013, as part of Leisure Services' ongoing market research programme. The survey consisted of 400 face to face interviews conducted at various locations within the Park, with interviews conducted on 15 separate days. The previous survey was undertaken in the summer of 2007.

1.1.2 The 2013 survey covers three main areas:

- Characteristics of market and patterns of use, including diversity;
- Customer assessment of the existing facilities;
- Identifying customer needs for the future.

1.1.3 The survey enables the Council to gauge current feedback from visitors to the Park and assess the impact of improvements made since the last survey in 2007. Since the last survey the following improvements have taken place; improvement to the picnic area; employment of a new Seasonal Ranger; replacement/upgrading of play equipment; installation of seating, re-decking of the Shallows Bridge; and the provision of a new mobile catering service.

1.2 Survey Results

1.2.1 A copy of the report's Executive Summary can be found at **[Annex 1]** and a full copy of the survey report can be made available to Members on request.

- 1.2.2 I am sure Members will be pleased to note the survey indicated that 97% of visitors were satisfied with the Park. This represents a minor drop of 2% since the last survey in 2007, but reflects the continued high standards being achieved.
- 1.2.3 A number of areas at Haysden Country Park have seen significant increases in satisfaction levels and are summarised in the table below.

Area of Satisfaction	2007 Result	2013 Result	Direction of Travel
Children's play area	74%	96%	+22%
Number of seats/ benches	80%	97%	+17%
Ranger service	71%	85%	+14%
Safety and security on site	78%%	89%	+11%
Signage in the Park	88%	98%	+10%
Car Parking	90%	96%	+6%
Cleanliness of the Park	92%	95%	+3%

- 1.2.4 The main reasons respondents gave for using the Park were to walk the dog or to engage in walks. Other high uses included use of the children's play area, enjoying the countryside or sitting and relaxing.
- 1.2.5 Users travelled from a wide catchment area, however, the majority lived within five miles of the Park (74%), almost half within two miles. 7% had travelled more than 20 miles.
- 1.2.6 Dissatisfaction levels were very low, with all but one of the areas recording a 2% or below dissatisfaction rating. The only area that received a higher dissatisfaction rating was refreshment facilities, where 22 comments were received representing 6% of those that used this service.
- 1.2.7 Users were also asked if they thought the Park should be improved in any way with 80% saying "No" and 20% saying "Yes". Those that replied yes (80 in number) were then asked what improvements they would like. The most frequently requested were improved refreshments, play area improvements and enhanced toilet provision.
- 1.2.8 The three main areas highlighted for improvement are detailed further below.
- Refreshment Facilities – when asked what improvements could be made 42 comments were received regarding improvements to refreshment facilities and typically related to: a more reliable service; a cafeteria building; and improved opening hours. Overall satisfaction levels for refreshment facilities were still high at 75%. It is, therefore, proposed that the outcome of the survey be discussed in liaison with the current catering provider to investigate potential areas for improvement.
 - Play Area – 29 comments were received regarding the play area and typically related to having more to do and more for older children. In recent years all the play equipment at the Park has been renewed and this is

reflected in an increase in satisfaction levels to 96%. It is acknowledged that the play area does have scope for expansion and a scheme for the extension of the play area is currently on List C of the Council's Capital Plan. It is, therefore, proposed that the scheme be progressed through the Capital Plan process when funding is identified, potentially through developer contributions or other external funding sources.

- Toilet Provision – 17 comments were received regarding toilets with only three relating to cleanliness. The remaining 14 all requested the provision of additional toilets within the Park. The Park has one main toilet block situated at the main car park close to the play area, picnic area and catering facility. At the current time it is not proposed that any additional facilities be provided elsewhere in the Park, due to the lack of services within these areas and the potential for anti-social behaviour and misuse. Consideration could, however, be given to enhancements to the existing toilets as and when funding is identified.

1.3 Summary

1.3.1 The market survey results have highlighted that Haysden Country Park continues to be well appreciated and highly valued by the local community. Overall satisfaction levels are extremely high and the results clearly reflect the positive impact of investment made in the Park by the Council and volunteers, and it is important that the existing facilities continue to be well maintained and looked after in the future. A large number of positive comments were received and a selection are highlighted below:

- “Tonbridge’s little paradise”
- “One of my favourite places”
- “Everything here is marvellous; thank you”
- “As a family we call this the quiet Park because it is so nice and peaceful here; don’t change it” (family from Portsmouth who visit 4 to 5 times a year)

1.4 Legal Implications

1.4.1 None.

1.5 Financial and Value for Money Considerations

1.5.1 Where possible, any actions to meet customer needs will be delivered through existing revenue budgets. Where additional funding is required this may be achievable through developer contributions or other external funding.

1.6 Equality Impact Assessment

1.6.1 See 'Screening for equality impacts' table at end of report.

1.7 Policy Considerations

1.7.1 Asset Management, Healthy Lifestyles and Community.

1.8 Recommendation

1.8.1 It is **RECOMMENDED TO CABINET** that:

- 1) the 2013 market survey results for Haysden Country Park user survey be noted; and
- 2) improvements be progressed in accordance with the approach outlined at 1.2.8.

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:

contact: Chris Fox

Haysden Country Park User Survey 2013

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	N/a
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	Yes	The proposals aim to extend/enhance current facility provision
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?	N/a	N/a

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.

HAYSDEN COUNTRY PARK – USER SURVEY RESULTS SUMMARY OF FINDINGS AND CONCLUSIONS

In terms of the profile of users, Haysden Country Park continues to attract visits from a variety of local and non-local repeat users. The profile this year was dominated by adults, although with fewer older users (55+ years and over) than in 2007.

Users this year came predominantly from Tonbridge town centre; almost half (48%) lived within two miles. This survey demonstrated a significantly smaller catchment area than in 2007 when only 11% lived within two miles and 63% were five or more miles away from home; this year that was reduced to 25% who lived five miles or more away.

Most users still arrived by car, but significantly more – double the number than in 2007 - cycled. The economic climate with fewer people able to afford to travel any distance by car on a regular basis, the current popularity of cycling and the provision of a cycling route round the park may help to account for the one in five on a bike. One in every three users visited at least once a week although frequent usage was lower than in 2007. Most users this year made shorter visits to the Park with three out of four staying less than two hours.

Users come to the Park for many different reasons but a walk of some description accounts for the majority of visits. Walking the dog and engaging in long or short walks are the most popular reasons. To use the play area was important for those with children and enjoying the countryside or to sit and relax were other main reasons for using the Park. On the day of the interview, or on a previous visit, a range of facilities had been used: the most frequently used are the toilets, the play facilities, the cycle route and the two trails. Four out of every five respondents were aware that the Park holds the Green Flag.

Users rated their overall satisfaction with their visit at a high 4.8 out of a possible 5 points (97%). A cumulative satisfaction score with all the seventeen specifically identified features of the park gave another high score of 4.6 out of a possible 5. The most satisfactory features in this survey were the condition of the path surfaces, on site interpretation, facilities for the disabled and cleanliness of the Park with the path surfaces and cleanliness recording significant improvement since 2007 and no users reporting dissatisfaction with these features. Improvements were noted to many other features in the Park including the number of seats, car parking, the children's play area, the attractiveness of the Park, safety and security on site and the Ranger service. The two least satisfactory facilities are the toilets (4.34) and refreshments (4.00).

The majority of users do not want to see additional facilities developed in the Park although there were some suggestions to extend the cycle route, the trails and the use of the lakes. Dissatisfaction was expressed in relation to some features and, in particular, improvements to the refreshment service, the children's play area with more for older children and the toilets are seen as desirable as these aspects of the facilities still disappoint a number of users just as they did in 2007.

Overall Haysden Country Park continues to satisfy its users; high standards are maintained and the area is valued by visitors and local people alike.

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

12 March 2014

Report of the Director of Street Scene & Leisure 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 CAPITAL PROJECTS – POST IMPLEMENTATION REVIEWS

Summary

Capital Plan Post Implementation Reviews are brought forward for consideration in respect of Larkfield Leisure Centre Energy Saving Measures, Enhancement to the Fitness Suites at Larkfield and Angel Leisure Centres and Bridge Repairs at Haysden Country Park.

1.1 Introduction

- 1.1.1 This report is the latest in a series of Post Implementation Reviews which, in accordance with the Capital Strategy, are submitted to this Board for approval. The reviews are presented in accordance with the template agreed by the Finance, Innovation and Property Advisory Board.

1.2 Larkfield Leisure Centre – Energy Saving Measures Phase 2

- 1.2.1 Attached at **[Annex 1]** is the relevant review template for this Capital Scheme.

1.3 Larkfield and Angel Leisure Centres - Enhancement to Fitness Suites

- 1.3.1 Attached at **[Annex 2]** is the relevant review template for this Capital Scheme.

1.4 Haysden Country Park – Bridge Repairs

- 1.4.1 Attached at **[Annex 3]** is the review template for this Capital Scheme.

1.5 Legal Implications

- 1.5.1 Considered within the evaluation templates for each scheme.

1.6 Financial and Value for Money Considerations

- 1.6.1 As shown in **[Annexes 1, 2 and 3]**.

1.7 Risk Assessment

1.7.1 All risks identified within the evaluation procedure and any difficulties highlighted through the attached Post Implementation Reviews.

1.8 Equality Impact Assessment

1.8.1 See 'Screening for equality impacts' table at end of report.

1.9 Policy Considerations

1.9.1 Asset Management, Equalities/Diversity.

1.10 Recommendations

1.10.1 Post Implementation Reviews intend to answer the question “Did we achieve what we set out to do and if not what should be done?” The above Reviews indicate successful implementation of the projects and it is, therefore, **RECOMMENDED TO CABINET** that the Post Implementation Reviews for Larkfield Leisure Centre - Energy Saving Measures Phase 2, Larkfield and Angel Leisure Centres – Enhancement to Fitness Suites and Haysden Country Park – Bridge Repairs be endorsed.

The Director of Street Scene and Leisure 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: Robert Styles

Robert Styles
Director of Street Scene and Leisure

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	Equality issues were considered when the capital projects were brought forward. This report focuses solely on the outcome of the project and whether they met original objectives.

Screening for equality impacts:		
Question	Answer	Explanation of impacts
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	As above.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		Not applicable.

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.

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Capital Plan Post Implementation Review	
Service:	Street Scene and Leisure
Scheme Title:	Larkfield Leisure Centre - Energy Saving Measures Phase 2
Scheme Description:	The replacement of the single automated entry doors with a new arrangement that provides a draught lobby. The scheme is designed to further improve the energy efficiency of the centre and responds to adverse customer comment.
Evaluation:	Finance & Property Advisory Board 05 January 2011
Capital Plan Year(s)	2011/12
Approved budget	£40,000 increased to £42,000 in the 2012/13 Capital Plan Review (£2,000 vired from the Community Group Funding Scheme).
National Priorities	Climate Change
Local Priorities	<ul style="list-style-type: none"> • 7b – Increase community involvement in the delivery and design of leisure services. • 7c – Improve the quality and sustainability of the Council's leisure facilities and services. • 12a (Key Priority) – Work with partners to make a positive local contribution to tackling the causes and effects of climate change. • 18a – Improve the fabric of our leisure facilities and access for all.
Targets for judging success:	<p>(a) Reduction in energy costs.</p> <p>(b) Improved customer satisfaction.</p>
Completion date (work completed):	Autumn 2012
Completion date (final payment):	31 March 2013
Projected date for post implementation review:	February 2014
Final cost:	£41,529
Performance against National and Local Priorities and Targets:	The scheme has improved both the energy efficiency of the building and the working environment for reception staff.
Budget performance / Value for money:	Final cost within budget.
Other performance / procurement issues:	None.
Ongoing / Outstanding issues:	None.

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Capital Plan Post Implementation Review	
Service:	Street Scene and Leisure
Scheme Title:	Larkfield and Angel Leisure Centres - Enhancement to Fitness Suites
Scheme Description:	The scheme is designed to bring functional training opportunities and to enhance the gym environment at both centres with improved lighting, fitness specific flooring and design features such as graphic panels and screens.
Evaluation:	Cabinet 10 October 2012
Capital Plan Year(s)	2012/13
Approved budget	£76,000
National Priorities	Healthy Living
Local Priorities	<ul style="list-style-type: none"> • 1(Key) Continued delivery of priority services and a financially viable Council. • 3 (Key) Healthy Living opportunities and community wellbeing.
Targets for judging success:	<ul style="list-style-type: none"> (a) Increased financial return. (b) Increased usage of fitness facilities. (c) Introduction of franchised Personal Training. (d) Enhanced customer satisfaction.
Completion date (work completed):	January 2013
Completion date (final payment):	6 March 2013
Projected date for post implementation review:	February 2013
Final cost:	£77,576.
Performance against National and Local Priorities and Targets:	Both the fitness suites have seen an increase in membership income and the improvements have been well received by customers.
Budget performance / Value for money:	Final cost marginally above budget. Overspend within 5% of total project cost threshold.
Other performance / procurement issues:	None
Ongoing / Outstanding issues:	It is important that the fitness suites continue to have modern and updated environments to maintain usage levels.

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Capital Plan Post Implementation Review	
Service:	Street Scene and Leisure
Scheme Title:	Haysden Country Park - Bridge Repairs
Scheme Description:	To repair/re-deck the Shallows Bridge at Haysden Country Park to maintain safe access for visitors to the site.
Evaluation:	Finance and Property Advisory Board 04 January 2012
Capital Plan Year(s)	2012/13
Approved budget	£8,000.
National Priorities	Health and Safety
Local Priorities	<ul style="list-style-type: none"> • 7d – Improve security/health and safety at leisure facilities. • 7e – Improve public access to the countryside and public open spaces across the borough. • 8a (Key) – Achieve a cleaner, smarter and better maintained street scene and open space environment.
Targets for judging success:	(a) Maintain safe public access.
Completion date (work completed):	July 2012
Completion date (final payment):	17 August 2012
Projected date for post implementation review:	July 2013
Final cost:	£7,800
Performance against National and Local Priorities and Targets:	Targets were met and ensured the retention of safe public access within the Park.
Budget performance / Value for money:	The scheme was delivered marginally below the estimated budget.
Other performance / procurement issues:	None
Ongoing / Outstanding issues:	None

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

12 March 2014

Report of the Director of Street Scene and Leisure

Part 1- Public

Matters for Information

1 MEDWAY VALLEY COUNTRYSIDE PARTNERSHIP

Summary

This report provides Members with a brief introduction to the Medway Valley Countryside Partnership and updates on progress with work undertaken by the partnership in 2013/14.

1.1 Introduction

1.1.1 Medway Valley Countryside Partnership is one of seven not-for-profit Partnerships across Kent and the London Borough of Bexley providing a countywide Countryside Management service. The Partnership has continued to develop its service in championing environmental improvement and community engagement since its establishment in 1988 across the boroughs of Tonbridge and Malling and Maidstone. The team currently consists of four members of staff (Partnership Manager, Senior Partnership Officer and two Officers). There is shared management with the North West Kent Countryside Partnership.

1.1.2 Supporting the Partnership are over 65 volunteers undertaking practical, field and office work. So far in the 2013/14 financial year 530 practical volunteer days have been delivered in the Tonbridge and Malling area by the Medway Valley Countryside Partnership. Training opportunities are also provided through student placements (work experience through to graduate level). The key aims of the Partnership are to:

- Create, Sustain and Enhance local Landscape & Biodiversity
- Develop, manage and support community-based environmental initiatives
- Develop, and promote life-long outdoor learning
- Encourage and enhance greater access in the outdoors and relating health benefits

1.2 Borough Council Support

- 1.2.1 The Borough Council has financially supported the work of Medway Valley Countryside Partnership as a Core Funding member since its establishment. Currently this Council contributes £6,000 per annum towards the core funding of the Partnership and this is supported by other core funding contributions from Maidstone Borough Council (£6,000) and Kent County Council (£9,000). The Borough Council has also allocated £4,000 within its revenue budget to support other project work undertaken by the Partnership in the Borough. The Environment Agency has provided project funding of £91,500 for Water Framework Directive delivery (staffing, consultancy and capital works) for 2013/14.
- 1.2.2 This Council's core contribution of £6,000 supports the Partnership's operation and allows it to develop, administer and deliver projects. The funding, therefore, supports salaries, IT and other essentials, such as tools and machinery. This contribution is essential to the existence of the Medway Valley Countryside Partnership and allows it to attract external funding and deliver projects within the Borough.

1.3 2013/14 Partnership Update

- 1.3.1 An update of activities undertaken within the Borough by the Partnership over the past year has been provided by the Partnership Manager, Caroline Drewett, and can be found at **[Annex 1]**. Caroline will be attending the meeting to present the update and this will also provide Members with an opportunity to raise any questions.

1.4 Legal Implications

- 1.4.1 All partners, including Tonbridge and Malling Borough Council are currently signed up to a Memorandum of Agreement until July 2014.

1.5 Financial and Value for Money Considerations

- 1.5.1 All activities carried out have been implemented through existing identified budgets. The Partnership has also been successful in attracting significant additional external funding in previous years to support projects in the Borough. It can be seen from the report that the current arrangement provides excellent value for money.

1.6 Risk Assessment

- 1.6.1 All activities carried out by the Partnership have/will be subject to the provision of appropriate risk assessments.

Background papers: Nil

contact: Darren Lanes

Robert Styles, Director of Street Scene and Leisure



**TMBC Projects 2013-14 Medway Valley Countryside Partnership
April 2013-February 2014**

The Partnership's Objectives:

- 1. Creating, sustaining and enhancing our landscape and biodiversity**
- 2. Developing, managing and supporting community-based environmental initiatives**
- 3. Developing, and promoting life long outdoor learning**
- 4. Encouraging and enhancing greater access in the outdoors and the corresponding health benefits**
- 5. Ensuring the Partnership has the resources for effective development and operation**

Project work is delivered by the Partnership team; Mark Pritchard (MP), Mary Tate (MT) and Ben Collins on Maternity leave cover (BC) supported by the Manager Caroline Drewett (CD). Seasonal staff are recruited as stewards for Oare Gunpowder works managed by MVCP as part of the Kent Countryside Management Partnership's contract with Swale Borough Council.

The majority of projects are funded through a number of partners thereby increasing the value for each partner financially.

A Steering Group of representatives from the Environment Agency, Tonbridge and Malling Borough Council (Mike Harris), Maidstone Borough Council and Kent County Council steer the Partnership through quarterly meetings and a MoA.

Creating, sustaining and enhancing our landscape & biodiversity

Giant Hogweed Control Programme (BT)

In 2013 the project again covered 200km of riparian habitat through liaising with landowners and organisations to deliver a coordinated control of Giant Hogweed. The Scheme covers the Medway catchment and the River Cray in the London Borough of Bexley. In specific areas Himalayan Balsam (for flood defence purposes) and Japanese Knotweed is also controlled.

Over 400 landowners are in contact with the scheme (some carrying out their own control) with over 20,000 plants treated in the 2012 spray season by our spray contractor. The scheme provides advice and where needed practical support in the control of the non native species in a coordinated catchment approach. The latest annual report can be provided upon request.

Woodland Walk Coppicing (MT)

MVCP are working with the woodland walk committee and TMBC officers to undertake a coppicing regime along woodland walk in Tonbridge. Two Thursday Action Group Volunteer days have been scheduled to start work on the coppicing in February 2014.

Rivers Work (MT)

The European Water Framework Directive (WFD) came into force in December 2000 and became part of UK law in December 2003. It provides an opportunity to plan and deliver a better water environment, focusing on ecology. It commits European Union member states to achieve good qualitative and quantitative status of all water bodies in the long-term.

To achieve 'good status' both the ecological and the chemical status of a surface water body need to be at least 'good'. Ecological status refers to the quality of the structure and functioning of aquatic ecosystems of the surface waters.

River Basin Management Plans written by the EA provide the framework for working with partners and local communities to deliver improved status of our water bodies. The Partnership is leading on the development of local action plans supporting communities to look at their rivers in terms of the strengths, threats and opportunities. These local action plans will help prioritise project work in the short and long-term and will in turn inform the River basin management plan for the Medway Catchment.

The Partnership is working with the South East Rivers Trust to secure project delivery funding in the future for the waterbodies in the catchment. Although a European directive, this is a great opportunity to get some real actions for the rivers in the Medway catchment. We are currently focussing on the River Len, Beult, Ditton Stream and Bourne where we have set up working groups and carried out local consultation with landowners, organisations and the wider community. Site visits are underway and action plan are being drafted for consultation in the next two months.

<http://www.environment-agency.gov.uk/research/planning/33362.aspx>

River Bourne Working Group (MT)

The inaugural meeting of the River Bourne Working Group will happen in late February/early March to gather as much information about the river as possible to be able to draft the action plan for the river. The meeting will be held at Hadlow College at a time and date to be confirmed shortly.

Ditton Stream Working Group (MT)

The Ditton Stream Working Group has been set up and a draft action plan has been sent to members for consultation. The next meeting of the group has been scheduled to take place in late February where actions will be discussed and adopted by the group.

Dene Park (MT MP)

2013 was a busy year at Dene Park following the Veolia funding with practical work (rhododendron clearance with the help of TAG), interpretation, events and Hadlow College sessions undertaken. A range of events and activities were held on site;

- Historic landscape character assessment of site 17/02/2013. In association with Kent County Council Country Archaeologist a group of seven led by MVCP assessing woodland historic landscape archaeological features.
- Hi-tech treasure hunt and butterfly event sponsored by the British Ecological Society
- Fungi walk .
- Dormice surveys
- Amphibian survey
- Butterfly survey
- GCN assessment

Leybourne Lakes Wildlife Management Plan (MT and MP)

A draft management plan has been produced as an active working document for staff and volunteers on site. Comments have been made by Leybourne Lakes Rangers and TMBC Officers with a second draft underway.

Clare Lake Enhancement Project (MP)

De-silting and de-fishing of the lake to restore its biodiversity and use as an educational resource working in partnership with the East Malling School, local volunteers, Councillors and East Malling & Larkfield Parish Council. An initial £5k of funding has been secured.

Good Woods (MP)

Some 40 site visits were made to woodland owners in North and West Kent embracing more than 1,000 Ha of woodland. Of these visits five were held in the borough of Tonbridge and Malling at both privately and publically owned woodlands. The Good Woods project focuses on reaching out to owners of under-managed woodlands. It promotes the benefits of woodland management planning; helps to strengthen links between communities and woodlands; builds forestry skills, and aims to develop markets for woodland products.

Four advice visits have been held in TMBC borough encouraging and advising landowners (including the Borough Council) as to how to get their woods back into active management.

Church Farm (MP)

Ongoing woodland thinning and meadow establishment on the site owned by East Malling and Larkfield PC.

Save our Magnificent Meadows

A recently secured project, part of a national Plantlife HLF programme to restore grasslands through England, Wales, Scotland and Ireland. MVCP are leading on the Kent aspects which focus on advising and restoring grasslands in the Low Weald and Sevenoaks and Tonbridge Weald. A f/t Partnership Officer will be recruited to deliver the project (£290,000 over 3 years).

Developing, managing and supporting community-based environmental initiatives

Beat Project East Malling (MT)

The Partnership has continued to advise and help develop the wildlife garden with the Beat project.

St Philips Church (MT)

Plans for the garden and play area have been approved and finalised, MVCP and St Philips Church are working together to find funding for the garden project following an unsuccessful bid to Nineveh charitable foundation. Grants from Coop and CEMEX are currently being investigated.

Thursday Action Group

Supporting the Partnership through the TAG programme is our valued team of volunteers undertaking practical project work with us. So far in the 2013/14 financial year 530 practical volunteer days have been spent in the Tonbridge and Malling borough through TAG.

Examples:

- Hedge laying and coppicing Priory Wood x 3
- Coppicing at Woodland Walk to improve light levels. Materials then to be used for in-stream enhancement at Leybourne Lakes Country Park.
- Coppicing and woodland thinning at Haysden Country Park

Trees to Treasure

Through the project 880 native trees were provided to groups, parishes and for public open spaces in the borough in 2013 with 60 volunteers carrying out the planting. An additional year of funding has been requested to the Big Tree Plant for the final year of the BTP scheme. If successful a number of trees will be available for schools in the borough/ public open spaces.

Kent Orchards for Everyone Project

Pippa Palmar (our new part time Kent Orchards for Everyone Orchards Officer) will be delivering the HLF project (4 years) focussing on priority orchards across the Faversham and Greensand fruitbelt). Macey's Meadow and Plaxtol are two within the Borough alongside New Ash Green receiving training, support for orchard restoration and advice.

Developing, and promoting life long outdoor learning

Snodland Wildlife Garden (MT and MP)

The Partnership has been working with Snodland Town Council to promote and use the site to run events for the public and with the local primary school. Site management has been ongoing with the MVCP TAG team every year.

TMBC Playscheme (MT)

MVCP have been approached by TMBC to be involved with the planning and some delivery of the Summer Playscheme. Details to be confirmed following an initial meeting with Borough Council Officers and MVCP staff.

Encouraging and enhancing greater access in the outdoors and the corresponding health benefits

Haysden and Leybourne Lakes Country Park events (MT)

Dates and themes for events at Haysden Country Park in 2014 are being finalised. Currently a minibeast hunt during national insect week in June and a bat walk in August have been scheduled. The Leybourne Lakes events will be finalised with support from MVCP.

Ensuring the Partnership has the resources for effective development and operation

A significant role of the Partnership Manager and Senior Partnership Officer is to develop projects and subsequently secure funding for them to meet community needs in the coming year/s. The finances are managed on a day to day basis by both with forecasting and budget management by the Partnership Manager.

The partnership is supported by Kent County Council's HR and Finance teams.

TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

12 March 2014

Report of the Director of Street Scene & Leisure

Part 1- Public

Matters for Information

1 COMMONWEALTH CELEBRATIONS

Summary

The purpose of this report is to update Members on two key Commonwealth celebration dates for 2014.

1.1 Commonwealth Day

1.1.1 Commonwealth Day is a traditional annual celebration taking place on the second Monday in March with the centre piece of celebrations being the Commonwealth Day Observance in London.

1.1.2 This year Commonwealth Day was held on Monday 10 March and all Local Authorities throughout the United Kingdom, the Channel Islands and the Isle of Man were approached to take part in a new "Fly a Flag for the Commonwealth" event. Local Authorities were encouraged to raise the Commonwealth Flag from 10am to midnight and flags were also taken to the top of the UK's four highest peaks by four charities: Help for Heroes (Ben Nevis, Scotland), Walking with the Wounded (Mount Snowdon, Wales), Cancer Research UK (Scafell Pike, England) and Fields of Life (Slieve Donard, Northern Island).

1.1.3 As part of the "Fly a Flag" initiative, Tonbridge and Malling Borough Council raised the Commonwealth flag at two locations within the Borough: Tonbridge Castle and Liberty Square, Kings Hill. The Mayor attended the event at Tonbridge Castle, whilst the Mayor Elect was present at Liberty Square, Kings Hill. As part of the ceremony, the Commonwealth Affirmation and a message from Her Majesty the Queen was read and the Council invited local primary schools in Tonbridge and Kings Hill to attend. In addition to these formal events a flag was also flown at the Council Offices, Kings Hill.

1.2 Commonwealth Games Baton

1.2.1 This year the city of Glasgow will be hosting the 2014 Commonwealth Games from the 23 July to 3 August, with the Games being described as the third largest multi sport event in the world after the Olympic Games and the Asian Games.

1.2.2 The Queen's Baton Relay is a much loved tradition of the Commonwealth Games and over a period of 288 days, leading up to the opening ceremony, the Baton visits 70 nations and territories, covering 190,000 kilometres. Unlike the Olympic Torch Relay, the Baton will only be making an appearance at a selected number of venues and is not being carried in relay between them. The Baton Relay was launched on 9 October 2013 at Buckingham Palace. This year, the UK section of the relay will commence in Manchester on 31 May and the baton will visit 12 different cities/counties including Kent.

1.2.3 Kent County Council has advised that the Commonwealth Baton will be welcomed to the County of Kent on the 5 June and, in liaison with the Borough Council, have selected Tonbridge Castle to host a morning event. The Borough Council is now liaising with Kent County Council regarding details for the event and Dame Kelly Holmes, as President of the Commonwealth Games England, will take an integral role. A meeting was held on 27 February with Kent County Council to initiate discussions on details of the event and I will be able to verbally update Members further at the meeting.

1.3 Legal Implications

1.3.1 None

1.4 Financial and Value for Money Considerations

1.4.1 Costs will be incurred in relation to staging of the event and a draft budget is currently being developed and will be considered in liaison with Kent County Council.

1.5 Risk Assessment

1.5.1 A risk assessment will be undertaken for Flag Raising ceremonies on Council owned land and an Event Management Plan will also be developed for the event. The Council's Safety Advisory Group will also be consulted.

1.6 Policy Considerations

1.6.1 Community, Healthy Lifestyles. Equalities/Diversity

Background papers:

contact: Lyndsey Bennett

Nil

Robert Styles

Director of Street Scene and Leisure

TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

12 March 2014

Report of the Director of Street Scene & Leisure

Part 1- Public

Matters for Information

1 TONBRIDGE RACECOURSE SPORTSGROUND PROJECTS

Summary

The report updates Members on a number of projects taking place within and adjacent to Tonbridge Racecourse Sportsground.

1.1 Introduction

1.1.1 A number of significant projects will, or are, being undertaken either within or close to Tonbridge Racecourse Sportsground. The works are being undertaken by a number of organisations, including the Borough Council. This report provides Members with details of the projects and outlines the steps taken to ensure a coordinated approach is being adopted to minimise the disruption to users of the site. A site map can be found at **[Annex 1]** highlighting key locations in relation to the works.

1.2 Bewley's Weir

1.2.1 Bewley's Weir is located to the north of Tonbridge Memorial Gardens and is managed and maintained by the Environment Agency (EA). The EA has advised the Council that it will be undertaking significant repair/replacement works to the weir in 2014.

1.2.2 The works will involve the closure of the footpath and cycle track over the weir bridge with alternative routes available for public use. During the works an area of River Lawn will be closed for use by the EA as a works compound. The EA has advised that the works will take place in two phases. The first of these will be the installation of a sheet piled coffer dam to provide both protection to the failing structure and safe access to the structure for further inspection. It is currently programmed for this phase to begin in mid March and for the investigations to be completed in late April 2014.

1.2.3 It is currently programmed for the subsequent construction works to refurbish Bewley's Weir to commence in autumn 2014 and the construction programme is anticipated to be of the order of 20 weeks.

1.3 Avebury Avenue Bridge

- 1.3.1 Members will be aware of the current Capital Plan Scheme for the replacement of the bridge. The Avebury Avenue bridge, along with the bridge at Bewley's Weir, provides an important and well used pedestrian link both to and through Tonbridge Racecourse Sportsground. As such, the simultaneous closure of both bridges is not considered appropriate. The Council's Engineers are, therefore, liaising with the EA to establish the most appropriate time to undertake the works to the Avebury Avenue bridge.

1.4 Tonbridge Racecourse Sportsground

- 1.4.1 South East Water (SEW) currently extract drinking water from two locations at Tonbridge Racecourse Sportsground and, due to current extraction rates, are planning to install two additional wells. Test wells have already been dug on site and SEW has identified two new suitable locations.
- 1.4.2 The works are due to commence in early March and take approximately five months to complete. The works will include the provision of temporary tracking for heavy work vehicles and the provision of a site compound.
- 1.4.3 Liaison has been undertaken with both SEW and the Tonbridge Sports Association to ensure that the works do not restrict formal use of the sports pitches.

1.5 Tonbridge Memorial Gardens

- 1.5.1 Members will be aware of the Capital Plan Project for the refurbishment of Tonbridge Memorial Gardens with an update on the project subject to a separate report within these papers. The works are due to commence in April and take three months to complete. The Gardens will be closed for this period of time and it is anticipated that a small section of Bradford Street Car Park will be utilised as a site compound.

1.6 Legal Implications

- 1.6.1 None.

1.7 Financial and Value for Money Considerations

- 1.7.1 None.

1.8 Risk Assessment

- 1.8.1 Liaison with appropriate external organisations has been undertaken to minimise disruption to the general public and user of the Sportsground.

1.9 Policy Considerations

1.9.1 Asset Management and Community.

Background papers:

contact: Darren Lanes

Nil

Robert Styles
Director of Street Scene & Leisure

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

12 March 2014

Report of the Director of Street Scene and Leisure

Part 1- Public

Matters for Information

1 CAPITAL PLAN SCHEMES

Summary

This report advises Members of progress with schemes contained in the Leisure Services section of the Capital Plan.

1.1 Introduction

- 1.1.1 There are a number of Leisure schemes included in the Council's Capital Plan, and it is important that progress is kept under regular review. An update reflecting the current List A position is attached at **[Annex 1]**.

1.2 Financial and Value for Money Considerations

- 1.2.1 A number of schemes within the Capital Plan represent significant levels of investment. The Council's Financial Procedure and Contract Procedure Rules are adhered to in all cases, and projects are delivered and monitored in close liaison with the Director of Finance and Transformation and the Director of Central Services and Monitoring Officer. Post Implementation Reviews are undertaken on all completed schemes. A number of the schemes are funded by financial contributions from developers and other external sources.

1.3 Legal Implications

- 1.3.1 None.

1.4 Risk Assessment

- 1.4.1 The delivery of projects within the Capital Plan is identified in relevant Operational Risk Registers within the Service. A number of existing controls are in place to help deliver projects in accordance with the design brief, on timescale and within budget. These controls include the preparation of design briefs, use of consultant teams where applicable, compliance with Contract and Financial Procedure Rules, an Officer Study Team approach, and regular reports to Management Team and Members.

1.5 Policy Considerations

1.5.1 Healthy Lifestyles, Asset Management, Young People, Procurement, Community, Crime & Disorder Reduction.

Background papers:

contact: Darren Lanes

Nil

Robert Styles

Director of Street Scene & Leisure

CAPITAL PLAN PROGRESS
LEISURE & ARTS ADVISORY BOARD – TUESDAY, 25 FEBRUARY 2014

	Corporate aims & priorities	Expenditure to 31.03.13 £'000	2013/2014 Estimate £'000	2014/2020 Estimate £'000	Estimated Scheme Total £'000	Notes
<u>Tonbridge Swimming Pool</u>						
(a) Car Park Improvements/Extension	1j, 2e, 2f, 7f		92		92	Improvement and extension of Lower Castle Field car park to provide additional spaces to meet demand at peak times. Negotiations progressing with required land transfer and scheme being developed. Budget increased to meet additional cost of resurfacing works (£17,000) by way of virements from Tonbridge Cemetery Memorial Safety (£3,000) and Car Park Improvements Rolling Programme (£14,000).
<u>Bradford Street Leisure & Community Centre</u>						
(a) Bradford Street Leisure Centre Less contribution from Developer	1 (key), 2h, 2j, 3 (key), 4 (key), 4d, 4e, 5 (key), 7 (key), 7b, 7f		1,200 (1,200)	4,000 (4,000)	5,200 (5,200)	As part of the plans for the regeneration of Tonbridge Town Centre the existing Angel Centre will be closed and replaced with a new Leisure and Community Facility in Bradford Street. Scheme funded in full from proceeds received from the Town Centre Development.

	Corporate aims & priorities	Expenditure to 31.03.13 £'000	2013/2014 Estimate £'000	2014/2020 Estimate £'000	Estimated Scheme Total £'000	Notes
Sportsgrounds						
(a) Tonbridge Racecourse Sportsground						
(i) Bridge Renewal/Repair	7a, 7d, 7e, 8a (key) 8B	19	20	106	145	Replacement of existing steel bridge serving the Sportsground from Avebury Avenue with a timber bridge. Original budget increased by £20,000 by way of a virement from the underspend on the PWGC Maintenance Building Refurbishment scheme to meet additional costs relating to structural works to the bridge abutments. Budget increased by a further £50,000 to reflect detailed estimate produced by the engineering consultant. The increase is largely offset by a virement of £41,000 from Community Partnership Initiatives Scheme. The scheme details will now be finalised and construction will be undertaken in liaison with the Environment Agency taking into consideration proposed improvements to Bewley's Weir. Works to re-route power cables completed.
(ii) Improvement works Phase 2 Less contribution from developers	1a, 1c, 7a, 8a, 18a			65 (65)	65 (65)	Upgrade of kiosk to provide an enhanced level of catering including hot and cold food/drinks. Project to proceed once developer contribution monies secured.
(iii) Flood Lighting Less Grants and contributions.	7g, 11a, 7a, 7c, 7d, 10a	6 (6)	9 (9)	5 (5)	20 (20)	To floodlight the existing youth facilities at Tonbridge Racecourse Sportsground, extending usage through the winter months. Facilities include the skate park, ball court and tennis courts. Lighting installed and operational around skate park area.

	Corporate aims & priorities	Expenditure to 31.03.13 £'000	2013/2014 Estimate £'000	2014/2020 Estimate £'000	Estimated Scheme Total £'000	Notes
Open Space						
(a) Purchase of Quarry Hill Wood	7e, 8a (key)	14	1		15	Purchase of land from KCC completed. Works to trees, fences and other health and safety issues progressing.
(b) Larkfield Recreation Ground Play Improvements	3e, 7a, 7c, 7f, 10a (key), 11a	10	15		25	Contribution to East Malling & Larkfield Parish Council for improved play facilities including provision of new skatepark for teenagers. Approved at October 2010 meeting of Cabinet. Scheme completed.
(c) Public Open Spaces Site Phase 1 Improvements Less Developer Contribution	7g (key), 8a (key), 13b (key)	66 (66)	33 (33)		99 (99)	Improvements to Scotchers Field, Tonbridge and Leybourne Lakes Country Park to address anti-social behaviour, health and safety, access and issues raised by local residents. Works to Scotchers Field including Play Area improvements, installation of new "goal end" and landscaping completed. Works at Leybourne Lakes progressing.
(d) Public Open Spaces Site Improvements Phase 2 Less Developer Contribution	3e, 7a, 7b, 7c, 7d, 7g, 8a, 8b, 11a, 18a	8 (8)	61 (61)		69 (69)	Improvements to a number of open spaces in Tonbridge including St Philips Church, Frogsbridge, Woodlands Walk and Brungers Pond. Installation of new play equipment at Frogsbridge complete. Works on other sites progressing.

	Corporate aims & priorities	Expenditure to 31.03.13 £'000	2013/2014 Estimate £'000	2014/2020 Estimate £'000	Estimated Scheme Total £'000	Notes
Other Schemes						
(a) Tonbridge Cemetery						
(i) Memorial Safety	7d	78	15	15	108	Additional works required to repair tombs in 2011/12 met by a virement of £3,000 from Capital Grants to Organisations. Provision in 2013/14 based on Local Government Ombudsman's recommendations to inspect memorials every five years. Inspections and resulting repairs progressed. £3,000 of the original budget 2013/14 vired to Tonbridge Swimming Pool Car Park Improvements.
(ii) Path Improvements Less Developer contribution	7c,7d,7e, 8a,8b		15 (12)		15 (12)	Improve condition of paths and prevent future health and safety issues. Scheme completed.
(iii) Memorial Garden Vaults	1g,1j		35		35	Provision of additional vaults to meet demand. Phase 1 works completed and Phase 2 progressing.
(iv) Memorial Garden Improvement Less fundraising & Developer Contributions	3b (key), 8a (key), 10a (key)	29	25 (25)	225 (130)	279 (155)	Contribution to refurbishment scheme to meet the needs for the annual Remembrance Sunday Service and general use as an area for quiet contemplation. Scheme progressing in liaison with the Tonbridge Memorial Garden Trust and is due for completion in spring/summer 2014. Total cost of the scheme estimated at £250,000 with other external funding secured by the Trust.
(a) Community Group Funding	7b, 7c, 7d, 8a (key)	n/a	8	48	56	Core funding for community groups to undertake capital projects at a number of outdoor leisure facilities/areas where user groups are actively involved in the management of the Council's facilities. Including Tonbridge Allotments and Gardens Association, Platt Wood and Basted Mill groups.

	Corporate aims & priorities	Expenditure to 31.03.13 £'000	2013/2014 Estimate £'000	2014/2020 Estimate £'000	Estimated Scheme Total £'000	Notes
Capital Renewals						
Capital Renewals	7b, 7d, 18a					
(a) Angel Centre		N/A	51	546	597	} Provision for renewal of life-expired or obsolete assets. Renewals schedule subject to annual review.
(b) Larkfield Leisure Centre		N/A	141	692	833	
(c) Tonbridge Swimming Pool		N/A	83	250	333	
(d) Sportsgrounds and Open Spaces		N/A	108	732	840	
(e) Poulton Wood Golf Centre						} Provision for renewal of life-expired or obsolete assets. Renewals schedule subject to annual review.
Clubhouse		N/A	6	204	210	
Grounds Maintenance		N/A	27	129	156	
Course		N/A	11	81	92	
Provision for inflation savings target		N/A	(91)	(410)	(501)	To ensure the MTFs and hence predictions of revenue budget savings are as accurate as possible, renewals provisions now have an uplift for inflation. However, it has also been recognised that renewals estimates tend to be pessimistic (ie assets last longer in practice than the life assumed in the estimates). To avoid overstating the revenue savings target, it has been assumed that renewals provisions will be underspent by 10% per annum.

	Corporate aims & priorities	Expenditure to 31.03.13 £'000	2013/2014 Estimate £'000	2014/2020 Estimate £'000	Estimated Scheme Total £'000	Notes
Capital Grants						
(a) Capital Grants to Organisations	7b, 7d, 7e, 8a (key), 10a (key), 11a (key), 14a					
Committed						
2003/04 - 2008/09 schemes		395	25		420	To enable the provision of local community leisure facilities and opportunities, including schemes identified by parish councils, in the Leisure & Arts Strategy. May help to unlock funding from other bodies, particularly the National Lottery. 2009/10 and subsequent years provisions deleted during 2008/09 Capital Plan Review. Virement of £11,000 to Tonbridge Farm Sportsground Pavilion Refurbishment and £3,000 to Memorial Safety agreed by Management Team under delegated authority. Likely spend against remaining budget to be reviewed.
- Plaques		3			3	Presented on the completion of a project for display to acknowledge the contribution made by the Borough Council.
Total		548	550	2,488	3,586	

TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

12 March 2014

Report of the Director of Street Scene & Leisure

Part 1- Public

Matters for Information

1 CHILDREN AND YOUNG PEOPLE UPDATE

Summary

This report updates Members on key areas of the Children and Young People work programme, including Activate, the Summer Playscheme, the Y2 Crew programme, the Children's Operational Group, KCC Children's Centres and the Youth Forum.

1.1 Activate

- 1.1.1 The 2014 Easter Activate programme will run from Monday, 7 April to Thursday 17 April and will offer young people aged 8-16 the chance to try out a range of more unusual activities. The programme will again be split into four categories to make it easier for parents and young people to find the activities that they would like to do. Outdoor activities will include windsurfing, kayaking and junior rangers. Sports will range from fencing and dodgeball to trampolining. Creative arts will include music technology as well as magic and special effects and character make-up workshops. Emergency first aid, bike fun day and cookery will form part of the Council's life skills option.
- 1.1.2 Street art stencil workshop, Chinese circus skills and jam zone will also be on the programme this Easter with additional activities also being offered in partnership with Rock UK, Carrotty Wood. These will include abseiling, geo-caching, team task day, pedal karting, archery, rafting, bushcraft, high ropes, bmxing and climbing, with Leisure Pass discounts offered on all courses allowing Fair Access to All. Building on the success of the summer production of Oliver an extended performing arts programme will also be on the agenda for 2014 starting with an Easter drama and TV presenting skills workshop. The workshop will conclude with a performance of Roald Dahl's 'The Witches' on the Friday afternoon allowing the young people to showcase the skills that they will have developed, as well as developing their confidence, self-esteem and experience of delivering to an audience.
- 1.1.3 This year's Summer Activate will run from Monday, 28 July to Friday, 22 August with the proposed programme of activities currently being developed. Plans are

again in place to develop the performing arts programme moving to a week long production resulting in a final performance on the last day with families invited to view the young people's achievements. Workshops available will include acting, film making, stage make-up, costume design, dance and TV presenting skills allowing young people from the Borough to experience professional tuition and learn new skills in the theatre and film industry.

- 1.1.4 The Activate programme was recently successful in receiving a £2,000 KCC Local Members Grant towards this year's activities. The funding will enable an extension of the scheme to areas including Borough Green, Larkfield and East Peckham with new venues also being considered such as the Aylesford Priory.
- 1.1.5 The Activate brochures will be distributed to all schools, libraries and leisure centres. Further marketing will also include attendance at community events starting with the East Malling Sport Relief Mile in March where members of the team will be encouraging children and young people to have a go at a range of activities.

1.2 Summer Playscheme

- 1.2.1 The 2014 Playscheme will run for three weeks from Monday, 4 August to Friday, 22 August 2014 at 13 venues across the borough, catering for children between 4 and 11 years. Members will be aware that this Council funds two weeks of the Playscheme, with contributions for one week being provided by Parish/Town Councils. Letters have been sent to the relevant Parish/Town Councils and the majority have now confirmed their intention to continue to support the Summer Playscheme in 2014.
- 1.2.2 In terms of delivery, partners involved in the Summer Playscheme, Rainbows (Hildenborough, Snodland, West Malling and Tonbridge Baptist Church), Poppy Pre-School (Aylesford) and Barnies (Hadlow) have all formally confirmed their availability to operate these venues once again in 2014.
- 1.2.3 In accordance with OFSTED regulations approximately 55 members of staff will be required to work directly for the Council on the 2014 Summer Playscheme. Invitations to return have been sent to last year's staff with early indications showing more than 50% wishing to work on the scheme again. To recruit the remaining staff an advert will be placed in the local paper and a recruitment leaflet has been sent to all of the nurseries and Out Of School Clubs in Tonbridge and Malling

1.3 Y2 Crew

- 1.3.1 The 2014 scheme will operate from Monday, 28 July to Friday, 22 August and, subject to funding, will include trips, courses and activity days (including accredited courses where possible) with a number of key agencies offering information, advice and guidance throughout. Building on the success of the partnership with Ridgeview, a special school for children with profound, severe

and complex learning difficulties, the Y2 Crew programme will again aim to ensure its inclusiveness with the option for young people with disabilities to attend with a 1:1 Support Assistant.

- 1.3.2 Members will be aware that the scheme is organised and funded by a number of partner agencies and the programme will be reviewed by the first multi-agency meeting in March, to ensure that it is operating as cost effectively as possible. Changes/improvements to be considered include types of activities, venues and staffing arrangements. Officers are continuing to source external funding streams and are currently waiting to hear if a County Council's Local Members Grant has been successful. Funding has already been received from some Parish Councils and the Tonbridge Lions Club.

1.4 Children's Operational Group

- 1.4.1 The Tonbridge & Malling Children's Operational Group is due to formally become a sub-group of the West Kent Clinical Commissioning Group Health & Wellbeing Board. Its purpose is to ensure effective child and family centred local engagement by partners and to promote collaboration between organisations with the aim of improving the wellbeing of all children through the effective implementation of strategies, planning, joined up commissioning and effective service delivery.
- 1.4.2 The last meeting of the Tonbridge & Malling Children's Operational Group took place on 16 December at the Council Offices in Kings Hill. Topics included 'Mind the Gap', Tonbridge & Malling's Health Inequalities Action Plan, the outcomes from the Children's Centre Review, school development and expansion and an update on the Family Focus (Troubled Families) Programme and the Teenage Pregnancy Strategy. Minutes from the meeting will be available on the night or can be requested from James Harman, KCC Community Engagement Manager james.harman@kent.gov.uk

1.5 KCC Children's Centres

- 1.5.1 Following endorsement by the Social Care and Public Health Cabinet Committee on the 5 December 2013 a decision has now been made on the proposed closure of certain KCC Children's Centres within Tonbridge & Malling. With effect from the 1 April 2014 the Larkfield and Hadlow Children's Centres will close. Outreach services, however, will still take place ensuring that vulnerable families in these areas have access to the support that they need. Kent County Council's Tonbridge & Malling District Manager will now be looking to work with partners to design these new services including looking at the possibility of holding some sessions in venues such as Larkfield Leisure Centre. The next stage of the "shaping the future of Children's Centres" will be to undertake a full staffing restructure to deliver further savings. The full post consultation report can be found at:

http://www.kent.gov.uk/education_and_learning/childcare_and_early_education/childrens_centres/shaping_the_future_of_centres.aspx

- 1.5.2 In January 2013 a model of working district wide was introduced with the eight KCC Children's Centres within Tonbridge & Malling being reconfigured into two clusters. Between the 30 October and 1 November 2013 the Tonbridge & Malling Cluster containing Burham, Larkfield, Snodland and South Tonbridge centres were inspected by OFSTED and KCC achieved an overall rating of inadequate.
- 1.5.3 The key findings from the OFSTED report found that access to services by young children and families was inadequate, that the quality of practice and services requires improvement and that the effectiveness of leadership, governance and management requires improvement. The report, however, did also highlight some key strengths including the new management team which is driving improvements and the good quality group and direct work with families that is being delivered by both community involvement workers and early years practitioners which is developing parents confidence, knowledge and understanding of their children's development. The remaining cluster which includes Woodlands, Little Foxes, Borough Green and Hadlow/East Peckham is still due to be inspected.

1.6 Youth Forum

- 1.6.1 The TM Youth Forum is a panel of young people between the ages of 11-18 representing the views of young people who live in the area of Tonbridge & Malling. The objectives are to provide a forum for discussion on the issues that concern young people, to involve young people in the development of the Council's youth programme and to create a positive image of young people within Tonbridge & Malling.
- 1.6.2 At recent meetings of the Youth Forum guest speakers have included a representative from SAFE (Suicide Awareness For Everyone), a health awareness organisation group that works alongside schools to educate young people about what mental health really is and how to stay healthy mentally, James Harman, KCC Community Engagement Manager who consulted with the Forum on the Kent County Council's future budget plans, and Angela Borsos from the Beat Project who is supporting the Youth Forum to be involved in the East Malling Sport Relief Mile Community Event.
- 1.6.3 As Members will be aware from the last Board report the Youth Forum is also working with ITV Fixers, who funded by the Big Lottery, help young people take on any issues that matter to them and help them find a creative way to do something about it and make a positive change to their communities and the world around them. The Forum is currently developing the idea of 'Lights, Camera, Action' promoting the Forum as a means for all young people in Tonbridge & Malling to have their say on issues that are important to them. Discussions included developing or commissioning a phone application (app) which would advertise activities/projects that young people can get involved with, provide a forum for

young people to pose questions, link to useful websites for young people such as SAFE, provide a means for the Council or other organisations to gain young people's views on important topics and promote the Youth Forum itself. A meeting will be arranged for the near future to investigate this option further.

1.7 Legal Implications

- 1.7.1 The Council has powers to undertake this activity by virtue of Section 145 of the Local Government Act 1972.

1.8 Financial and Value for Money Considerations

- 1.8.1 The cost of the Council's 2014 Summer Activities Programme for young people is met from the existing revenue budgets, and through partnership funding for the Y2 Crew. In addition to income from charges, external funding is received from a number of sources, most notably relating to Parish/Town Council support for one week of the Summer Playscheme.

1.9 Risk Assessment

- 1.9.1 A risk assessment of all the activities and venues is undertaken in liaison with the Council's Health & Safety and Insurance Officers. Each of the facilities used will be requested to produce adequate insurance certificates and risk assessments. The Summer Playscheme venues are all registered with OFSTED and comply with the Early Years and Childcare Registers.

1.10 Policy Considerations

- 1.10.1 Healthy Lifestyles, Young People, Community, Crime & Disorder Reduction.

Background papers:

contact: Jeni Ashmore

Nil

Robert Styles

Director of Street Scene and Leisure

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

12 March 2014

Report of the Director of Street Scene & Leisure

Part 1- Public

Matters for Information

1 2014 EVENTS UPDATE

Summary

This report provides Members with an update on this year's forthcoming programme of events across the borough.

1.1 Background

- 1.1.1 Members will be aware that whilst the Council delivers some events directly, the Council also plays an important role in assisting community groups to deliver their events, particularly when on Council owned land. In these cases the Council is often represented on committee groups and provides event management advice, in relation to the preparation of health and safety documentation as well as support for the event through the Council's Safety Advisory Group.

1.2 2014 Event Programme

- 1.2.1 Passion Play – Friday 18 April - Churches Together successfully delivered this event for the first time in 2013 at Tonbridge Castle. Approximately 2,000 people attended the play which involved costumed cast members intermingling with the crowd, the arrival of Mary on a donkey and Jesus being fixed to a crucifix. Rehearsals are currently taking place in preparation for this year's play. There is no admission charge for the public to attend.
- 1.2.2 Tonbridge Carnival and Fete – Sunday 22 June - Organised by Tonbridge Lions Club the event involves a Carnival procession through the High Street, a fete with market stalls and live music on the Castle Lawn. Funds raised from the event are donated to local charities. Last year the starting point was moved to Sovereign Way North car park from K College following meetings with Kent Highways and the Council's Safety Advisory Group, the new route proved to be a success and will be repeated this year. The theme for this year's event is the 'Swinging Sixties'.
- 1.2.3 Tonbridge Arts Festival 1-6 July - This event is delivered by Tonbridge Arts Festival Committee which includes representatives from K College, Tonbridge School, Tonbridge Library, the Borough Council as well as local residents who are

enthusiastic about the arts. This year's Festival will focus on delivering a programme of literary, performing and visual arts events at various venues across the town.

Highlights during the Festival include the creation of 'The Big Picture' to mark the launch of the event, the Open Art Exhibition and 'The Big Dance' involving local primary school children. Tonbridge Roundel Poetry group (which was set up following Tonbridge Arts Festival in 2012) will host a poetry evening and competition. Arts Festival organisers are currently liaising with author Sebastian Faulks to see if he is interested in supporting the event.

The Festival will culminate in three days of live music at Tonbridge Castle with the following programme confirmed:

Friday 4 July	Live at the Castle	(Contemporary local groups)
Saturday 5 July	The Magic of Motown	(Fireworks)
Sunday 6 July	Jazz at the Castle	

This year the Committee were keen to introduce different genres of music to the Castle concerts. It was also agreed that one night should appeal to a 'younger audience'. 'Live at the Castle' will comprise of local groups, largely from K College. The Magic of Motown show, which recently sold out at the O2, features popular tracks from artists including the Four Tops, The Temptations, The Supremes, The Jackson 5 and Stevie Wonder to name just a few! The show boasts a superbly choreographed cast, dozens of dazzling costume changes and will culminate in a fantastic firework finale. 'Jazz at the Castle' will feature a number of different bands performing different styles of Jazz. Acts booked to date include 'The Invicta Jazz Orchestra, The Night Owls and The John Hamilton Big Band.

Early bird ticket prices will be available from 1-30 March. Ticket prices have been confirmed as follows:

	1 March – 30 April		1 May – 4/5/6 July	
Live at the Castle (4 July)		£6		£8
The Magic of Motown (5 July)	Adult	£21.50	Adult	£24.50
	Concession	£18.50	Concession	£21.50
	*Family	£67	*Family	£70
Jazz at the Castle (6 July)		£6		£8

*Family – 2 adults + 2 children)

Tickets will be sold through Tonbridge Castle Gateway or online at www.tonbridgeartsfestival.co.uk The Festival will be launched at the end of February with details on all events sent to local media in advance of tickets going on sale.

To date the Festival has secured sponsorship from Warner's Solicitors and Fidelity.

1.2.4 Summer Band Concerts -3/10/17/24/31 August – On every Sunday in August, a mixture of amateur and professional bands are invited to perform at the Castle between 3pm and 5pm. There is no admission fee for the public to attend, and this year's programme is currently being devised. An approach has been made for a return visit from The Band of the Corps of Royal Engineers, with their last performance at the Castle in August 2012. This series of band concerts is delivered directly by the Borough Council.

1.2.5 Medieval Fair/Heritage Weekend - Saturday 13 and Sunday 14 September - Organised by the Borough Council, this year's Medieval Fair will comprise of combat displays, have-a-go-archery, a jester and cookery demonstrations. The event takes place from 10am – 5pm both days and is free for the public to attend.

Heritage Open Days celebrates England's fantastic architecture and culture by offering free access to places that are usually closed to the public or normally charge for admission. Heritage Open Days is a national scheme organised by The Civic Trust, The National Trust and the Heritage Alliance. 2014 is the 20th anniversary of the event. Locally the Borough Council works with Tonbridge Civic Society and The Malling Society to engage properties of historic interest to get involved in the scheme. A leaflet containing details of all participants across the borough will be available in July.

Following the success of Tonbridge Taster Day in 2013 the Town Team are currently considering options for similar future events. Whilst a full scale event may not be taking place in 2014 there is the potential to stage a Dragon Boat Race and consideration is being given to linking this with existing events taking place in Tonbridge on the weekend of 13/14 September. In addition the Town Team are investigating options for events in 2015.

1.2.6 Tonbridge Half Marathon – Sunday 28 September - The fourth Tonbridge Half Marathon is being organised jointly by Tonbridge Rotary Club and Tonbridge Lions Club to raise money for the Bridge Trust, The Phoenix Autism Centre Tonbridge (PACT) and other local charities.

Those interested in participating are encouraged to sign up online at www.tonbridgehalfmarathon.co.uk

1.2.7 Music@Malling Thursday 25 September – Sunday 28 September - The Music@Malling Festival is back for a fourth year and will bring outstanding artists and great music to historical local venues in and around West Malling. Organised by local residents David Kemp, Tom Kemp and Alan Gibbins, this year's Festival will include a schools' performance of HK Gruber's Frankenstein. Musicians from the nationally acclaimed Chamber Domaine ensemble will undertake workshops with local school children in the lead up to the concert. 1,500 local pupils will be

involved in the four performances, narrated by Matthew Sharpe and featuring dancers from the English National Ballet.

The centenary of the start of First World War will be marked with performances of music by Elgar and Ravel written between 1914 and 1918. There will also be a photographic exhibition of West Malling and its surrounding villages from this period.

Shakespeare's 450th anniversary will be celebrated in an evening of words and music with actor Charles Dance. There will also be an exhibition by local artist Graham Clarke of Shakespeare inspired cartoons and paintings – an exhibition which is currently on display at the Globe Theatre in London.

Bach is featured in every concert and includes performances by leading baroque specialist Steven Devine (a director of Finchcocks Museum). James Pearson and the Ronnie Scotts All Stars will perform 'Close to You', a re-creation of the Frank Sinatra album. The James' Pearson Trio will play Bachology – tying in with the Bach theme which runs throughout the programme. There will also be a series of master classes held throughout the Festival for aspiring musicians across the county – a great opportunity for young people to play with leading professionals.

This year's Festival will focus on audience development. Attendance for the 2013 Festival increased by 30% and organisers will continue to work hard to make Music@Malling accessible for local residents as well as drawing in audiences from further afield.

- 1.2.8 Tonbridge Christmas Festival, Sunday, 23 November – Having previously been organised by the Tonbridge Round Table Tonbridge Rotary Club successfully delivered last year's event which was attended by approximately 5,000 residents. The main elements of the event comprised of live music on stage, the Christmas Light Switch On and a firework display over Tonbridge Castle. All of the on stage entertainment was provided without cost by local groups including Tonbridge Rock Choir, performances from local dance schools Razzamataz and Medway School of Dancing with Ricky and The Hats and Bullshed the headline acts. In addition to these elements of the event, Tonbridge Rotary Club introduced a number of market stalls (inspired by 'A Taste of Tonbridge') which were erected on the High Street. Stalls were a mixture of charitable organisations and local businesses. Stallholders paid a deposit to attend the event.

This year the Rotary Club is looking to increase the number of stallholders on the High Street to create more of a 'Christmas Market' experience. Funds raised at the event will be split between covering the organising costs involved (eg stage hire, road closure, security) with the remainder donated to local charity.

1.3 Legal Implications

- 1.3.1 Where events take place on Council owned land, an Events on Open Spaces form is completed by the organisers detailing the activities involved, risk assessments and insurances before being sanctioned.
- 1.3.2 Events that do not use the Council's land and are not organised by the Council are undertaken at their own risk following advice available from the Council.

1.4 Financial and Value for Money Considerations

- 1.4.1 In some instances, the Council provides financial support to assist community groups to deliver events, with funds covered by existing revenue budgets. By joining forces with organisations such as these, the Council is able to support a wider arts programme across the borough than could be achieved through direct delivery.

1.5 Risk Assessment

- 1.5.1 Where the event takes place on Council owned land, organisers are asked to complete an Events on Open Spaces form which is submitted with an accompanying risk assessment and public liability insurance certificates. Depending on the scale and nature of the event, in some cases, the organisers are encouraged to provide an Event Safety Plan. In these circumstances, the event paperwork is often considered by the Council's Safety Advisory Group. If the event takes place on private land or the highway, organisers are advised to adopt a similar approach with regard to health and safety documentation.

1.6 Policy Considerations

- 1.6.1 Community, Customer Contact, Healthy Lifestyles.

Background papers:

contact: Lyndsey Bennett

Nil

Robert Styles

Director of Street Scene and Leisure

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