

# TONBRIDGE & MALLING BOROUGH COUNCIL



## EXECUTIVE SERVICES

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### 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](mailto:committee.services@tmbc.gov.uk)

30 May 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 Tuesday, 10th June, 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

5 - 10

To confirm as a correct record the Notes of the meeting of the Leisure and Arts Advisory Board held on 12 March 2014

### **Matters for Recommendation to the Cabinet**

- |    |  |           |
|----|--|-----------|
| 4. | Leisure Facilities - Leisure Trust Update    | 11 - 30   |
| 5. | Haysden Country Park - Draft Management Plan | 31 - 146  |
|    | Annex 1 is available in hard copy on request |           |
| 6. | Larkfield Leisure Centre - Capital Projects  | 147 - 156 |
| 7. | Country Park Customer Panel Meetings         | 157 - 160 |
| 8. | Capital Projects Post Implementation Reviews | 161 - 164 |

### **Matters submitted for Information**

- |     |  |           |
|-----|--|-----------|
| 9.  | Leybourne Lakes Country Park - Concessions   | 165 - 166 |
| 10. | Tonbridge Sports Association - Annual Report | 167 - 172 |
| 11. | Children and Young People Update             | 173 - 182 |
| 12. | Events Update                                | 183 - 192 |
| 13. | Capital Plan Update Report                   | 193 - 200 |
| 14. | Leisure Facilities - Financial Performance   | 201 - 206 |
| 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. | Grounds Maintenance Contract - Retender | 207 – 212 |
|-----|---|-----------|

18. 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 T Edmondston-Low  
Cllr Miss J R L Elks  
Cllr S R J Jessel

Cllr D Keeley  
Cllr R D Lancaster  
Cllr Miss S O Shrubsole  
Cllr R Taylor  
Cllr D J Trice



## TONBRIDGE AND MALLING BOROUGH COUNCIL

### LEISURE AND ARTS ADVISORY BOARD

**Wednesday, 12th March, 2014**

**Present:** Cllr Mrs E M Holland (Vice-Chairman - in the Chair), Cllr T Bishop, Cllr Mrs B A Brown, Cllr S R J Jessel, Cllr D Keeley, Cllr R D Lancaster, Cllr Miss S O Shrubsole, Cllr R Taylor and Cllr D J Trice

Councillors Mrs J A Anderson, O C Baldock, M A Coffin, Mrs M F Heslop, N J Heslop, B J Luker, Mrs S Murray and M R Rhodes were also present pursuant to Council Procedure Rule No 15.21.

Representative: Mr A Nicholl (Tonbridge Sports Association)

Apologies for absence were received from Councillors Mrs J M Bellamy (Chairman), Miss J R L Elks and Ms S V Spence

### **PART 1 - PUBLIC**

#### **LAA 14/1 DECLARATIONS OF INTEREST**

There were no declarations of interest made in accordance with the Code of Conduct. However, Councillor Coffin referred to a potential interest in the 2014 Events Update as a provider of fireworks at events.

#### **LAA 14/2 MINUTES**

**RESOLVED:** That the notes of the meeting of the Leisure and Arts Advisory Board held on 9 December 2013 be approved as a correct record and signed by the Chairman.

### **MATTERS FOR RECOMMENDATION TO THE CABINET**

#### **LAA 14/3 LEISURE FACILITIES - LEISURE TRUST UPDATE**

Decision Notice D140033MEM

The report of the Director of Street Scene and Leisure provided an update on the management and operation of the Council's leisure facilities through the agreement with the Tonbridge and Malling Leisure Trust. The first Annual Service Delivery Plan and quarterly monitoring report produced by the Trust were presented together with the results from recent shopper visits and progress on reinstatement works for Tonbridge Swimming Pool following flooding over the Christmas period.

**RECOMMENDED:** That

- (1) the Tonbridge and Malling Leisure Trust Annual Service Delivery Plan for 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.

#### **LAA 14/4 POULT WOOD GOLF CENTRE - CHARGES**

The joint report of the Director of Street Scene and Leisure and Cabinet Member for Leisure, Youth and Arts outlined 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.

**RECOMMENDED:** That

- (1) the proposed core charges for Poulton Wood Golf Centre set out at Annex 1 to the report be approved and 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.

**\* Referred to Cabinet**

#### **LAA 14/5 TONBRIDGE MEMORIAL GARDENS**

Decision Notice D140034MEM

The joint report of the Director of Street Scene and Leisure and Cabinet Member for Leisure, Youth and Arts gave details of progress with the refurbishment of Tonbridge Memorial Gardens including an update on the procurement process and an amended timeframe for the project. Details of the outcome of the tendering process were presented in a supplementary report containing exempt information.

**RECOMMENDED:** That

- (1) the revised timescale for the refurbishment of the Tonbridge Memorial Gardens, as highlighted at Annex 1 to the report, be noted and approved; and

- (2) the revised procurement process for the project be noted together with the award of the contract as set out in the supplementary report.

#### **LAA 14/6 HAYSDEN COUNTRY PARK - USER SURVEY RESULTS**

Decision Notice D140035MEM

The joint report of the Director of Street Scene and Leisure and Cabinet Member for Leisure, Youth and Arts presented the results of the 2013 user survey carried out at Haysden Country Park and brought forward potential improvements for consideration. It was noted that the results indicated that the facility continued to be appreciated by the local community with a 97% level of satisfaction.

**RECOMMENDED:** 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 paragraph 1.2.8 of the report.

#### **LAA 14/7 CAPITAL PROJECTS - POST IMPLEMENTATION REVIEWS**

Decision Notice D140036MEM

The joint report of the Director of Street Scene and Leisure and Cabinet Member for Leisure, Youth and Arts brought forward for consideration Capital Plan post implementation reviews in respect of Larkfield Leisure Centre energy saving measures, enhancement of fitness suites at Larkfield and Angel Leisure Centres and bridge repairs at Haysden Country Park.

**RECOMMENDED:** 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.

#### **MATTERS SUBMITTED FOR INFORMATION**

#### **LAA 14/8 MEDWAY VALLEY COUNTRYSIDE PARTNERSHIP**

The report provided an introduction to the Medway Valley Countryside Partnership, outlined the Borough Council's financial support and gave details of progress with work undertaken by the Partnership in 2013/14. The Partnership Manager, Caroline Drewett, attended the meeting to present the update of activities undertaken within the Borough and answered Members' questions.

**LAA 14/9 COMMONWEALTH CELEBRATIONS**

Members were advised of two key Commonwealth celebration dates in 2014 and related activities within the Borough. These included the 'Fly a Flag' initiative to celebrate Commonwealth Day on 10 March 2014. Members were also updated on arrangements for welcoming the Commonwealth Baton to Kent on 5 June including the hosting of an event at Tonbridge Castle.

**LAA 14/10 TONBRIDGE RACECOURSE SPORTSGROUND PROJECTS**

The Advisory Board was updated on a number of projects taking place within and adjacent to Tonbridge Racecourse Sportsground. Reference was made to works to Bewley's Weir and Avebury Avenue bridge, the planned installation of two additional wells on Tonbridge Racecourse Sportsground by South East Water and the refurbishment of Tonbridge Memorial Gardens.

**LAA 14/11 CAPITAL PLAN SCHEMES**

The report updated progress with schemes contained in the Leisure Services section of the Capital Plan

**LAA 14/12 CHILDREN AND YOUNG PEOPLE UPDATE**

The report updated progress 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.

**LAA 14/13 2014 EVENTS UPDATE**

The report gave details of the forthcoming programme of events across the Borough, some delivered directly and others by community groups with the assistance of the Council.

**MATTERS FOR CONSIDERATION IN PRIVATE****LAA 14/14 EXCLUSION OF PRESS AND PUBLIC**

The Chairman moved, it was seconded and

**RESOLVED:** That as public discussion would disclose exempt information, the following matter be considered in private.

**LAA 14/15 TONBRIDGE MEMORIAL GARDENS – OUTCOME OF TENDERS**

(LGA 1972 Sch 12A Para 3 – Financial or business affairs of any particular person)

The report provided details of the outcome of the tendering process for the refurbishment of Tonbridge Memorial Gardens (Minute LAA 14/5 refers).

The meeting ended at 8.55 pm

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## TONBRIDGE & MALLING BOROUGH COUNCIL

### LEISURE and ARTS ADVISORY BOARD

10 June 2014

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

##### 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 details of the Trust's Annual Service Delivery Plan, results from recent mystery shopper visits, an update on Customer Panels and updates on the refurbishment of Tonbridge Swimming Pool.**

#### **1.1 Background**

1.1.1 Members will be aware from the 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 continued to take 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 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.
- 1.2.4 The latest Cumulative Quarterly Monitoring Report includes Quarter 4 for the period 1 January to 31 March 2014 and is attached at **[Annex 1]**. This report will be further enhanced with baseline figures able to be determined for future reporting from the last year's trading, including attendance levels and health improvement indicators.

### **1.3 Performance to Date**

- 1.3.1 Since the last report to this Board on 12 March 2014 the Trust has continued to perform well. Trading at the end of February showed a positive position of £117k above profile and £156k profit. 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 separate report can be found later in the papers.
- 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 The Trust's Chief Executive, Martin Guyton, will be attending the meeting and will make a short presentation before taking any questions from Members.

### **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	90
Angel Centre	87
Tonbridge Pool	88
Poult Wood Golf Centre	78
Average	86

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 86%.

1.4.7 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 continued high level of scoring for the Centre especially pleasing, with all four sites' scores in the industry upper quartile.

1.4.8 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 Customer Panels

1.5.1 The issue of Customer Panels was reported to the TMLT Board in January and it was agreed that the panels would be re-launched biannually from 1 April 2014. Trustee representatives were elected to cover Larkfield Leisure Centre, Poult Wood Golf Centre and a joint panel covering Tonbridge Swimming Pool and the Angel Centre. Dates have been arranged for all sites and a poster campaign is in place to attract more customers.

## 1.6 Tonbridge Swimming Pool

1.6.1 Reinstatement works to Tonbridge Swimming Pool are now complete with final costs in the region of £340,000. There was also approximately £6-7,000 of Building Revenue Repair Expenditure Plan (BRREP) expenditure attributable to betterment/flood mitigation including the raising of some items of plant equipment damaged in the flood. Some additional maintenance works were also carried out taking advantage of the building being closed, which would otherwise have been undertaken in future years.

1.6.2 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.

1.6.3 Whilst, as mentioned in previous reports, it is clear that the flood defences already assisted greatly in protecting the pool, further consideration continues to be given to possible additional modifications in case of future flood. An independent flood

risk assessment report has also been undertaken with the results being considered with the Council's insurers.

## **1.7 Financial and Value for Money Considerations**

- 1.7.1 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.
- 1.7.2 The cost of undertaking the mystery shopper visits are met by the Leisure Trust.
- 1.7.3 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.

## **1.8 Risk Assessment**

- 1.8.1 Risk assessment issues related to the establishment of the new Trust were considered in the report to the December 2012 meeting of this Board.
- 1.8.2 Reinstatement works for Tonbridge Swimming Pool were risk assessed individually and additional hazards that the works and flood created were monitored and assessed regularly to ensure control measures are effective.

## **1.9 Equality Impact Assessment**

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

## **1.10 Policy Considerations**

- 1.10.1 Asset Management, Community, Healthy Lifestyles, Young People.

## **1.11 Recommendations**

- 1.11.1 It is **RECOMMENDED TO CABINET** that:

- 1) the Tonbridge & Malling Leisure Trust Annual Service Delivery Plan - Cumulative Quarterly Monitoring Report for 1 November 2013 to 31 March 2014 be noted;
- 2) the results of the mystery shopper reports for all sites be noted; and
- 3) consideration be given to possible additional modifications in case of future flood at Tonbridge Swimming Pool in liaison with the Council's Insurers and the Leisure Trust.

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:

contact: Stephen Gregg

Nil

Robert Styles  
Director of Street Scene & Leisure

Maria Heslop  
Cabinet Member for Leisure, Youth and Arts

<b>Screening for equality impacts:</b>		
<b>Question</b>	<b>Answer</b>	<b>Explanation of impacts</b>
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	
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 Cumulative Quarterly Monitoring Report 1 November 2013 to 31 March 2014

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Annex 1



## Annual Service Delivery Plan Outcomes and Targets – 1 November 2013 to 31 March 2014

- 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	Achieved Q4 High Risk Interactions LLC – 80.9% AC – 87.0% Q4 Effective Interactions LLC – 73.8% AC – 71.7% Cumulative High Risk Interactions LLC – 76.7% AC – 83.3% Cumulative Effective Interactions LLC – 71.8% AC – 70.9%
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 – 3.3%. Annual cumulative – 2.8% Q4 Average – 3.3%. Annual cumulative – 2.9% AC Q3 Average – 1.5%. Annual cumulative – 1.6% Q4 Average – 1.7%. Annual cumulative – 1.6%

**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 Q4 – 1,002 TSP Q3 – 922 Q4 - 837
Increase Excel membership by 5%	■ Average number of Excel members age 11-18 (KPI 840)	Group Business Manager/ Group Operations Manager	Monthly	LLC Q3 – 283 Q4 – 323 AC/TSP Q3 – 231 Q4 – 297
Increase KickStart membership by 5%	■ Average number of KickStart members age 0-10 (KPI 836)	Group Business Manager/ Group Operations Manager	Monthly	LLC Q3 – 158 Q4 – 166 AC/TSP Q3 – 179 Q4 – 174

**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 / Trampoline 115 Q4 Gymnastics 194 / Trampoline 150 AC Q3 Gymnastics 167 / Trampoline 44 Q3 Gymnastics 166 / Trampoline 48



## AWARENESS

<b>Outcome: Increased public awareness of the benefits of 5x30 minutes exercise per week to achieve a healthy lifestyle</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
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

<b>KEY OUTCOME: Delivery of healthy living programmes – reflected by improved health of the population</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
Participation in local Health Action Team	● HAT engagement	Chief Executive	31 March 2015	CE attended HAT meeting in Q3 & Q4
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.

<b>KEY OUTCOME: Increased participation in GP referral and healthy living programmes to result in reduced obesity and improved health</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
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	Achieved. Annual cumulative – 426 referrals to end of Q4.
Increase number of GP Referrals by 5%	■ Number of GP referrals	Chief Executive	Quarterly	LLC Q4 – 93 Referrals. Annual cumulative 355 AC Q4 – 50 Referrals. Annual cumulative 191
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

<b>Outcome: Increased engagement with GP referral, weight management and other health related programmes.</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
To introduce PT franchise opportunity in Lifestyles Gym at	◆ Number of PT contracts/Income	Group Operations Manager	31 March 2015	Contract commenced in Q4.

LLC/AC				
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	Review of customer panels complete and reported to TMLT Board. Agreement to use of new Customer Insight Platform and NPS Closed Loop in place to commence in 2014/15.

### 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	MV undertaken at LLC (90%) and PWGC (78%). Not completed at TSP/AC due to TSP closure. Rescheduled for 2014/15 Q1.
Achieve average Viewpoint overall satisfaction score of 80%	■ Overall Viewpoint satisfaction	Group Operations Manager	Monthly	LLC Q3 – 84% / 3.9 Q4 – 87% / 4.0 AC Q3 – 84% / 4.0 Q4 – 84% / 4.0 TSP Q3 – 86% / 4.1 Q4 – None recorded due to closure
Achieve average Viewpoint cleanliness score of 80%	■ Viewpoint satisfaction - cleanliness	Group Operations Manager	Monthly	LLC Q3 – 80% / 3.7 Q4 – 84% / 3.5 AC Q3 – 84% / 3.9 Q4 - 83% / 3.9 TSP Q3 – 87% / 4.1 Q4 – None recorded due to closure

<b>Outcome: High measurable levels of customer engagement and satisfaction</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
Introduction of Contact Manager	◆ Implementation of software	Group Business Manager	31 March 2015	Installation and training completed in Q4. Go live date to be confirmed.
Introduction of NPS Closed Loop	◆ Implementation of software/NPS Score	Group Business Manager/Group Operations Manager	31 March 2015	Agreement reached with TRP to implement in 2014/15 Q1.

## SOCIAL INCLUSION

<b>KEY OUTCOME: Increased participation from under represented groups including ethnic minorities, disabled, women and those on income support</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
Increase number of Leisure Pass holders by 5%	■ Number of Leisure Pass holders (KPI 834)	Group Business Manager	Quarterly	Achieved Annual cumulative 1,004. 6.6% increase on base year 12/13

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

<b>Outcome: Pricing and programming strategies to ensure accessibility and affordability to facilities for all</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
Review Sports Halls off peak programme and pricing policies	● Increased off peak Sports Hall income	Group Operations Manager	31 March 2014	Programme analysis in progress in Q4.

## CHARITABLE

<b>KEY OUTCOME: Increased levels of volunteering and club based activity at the facilities to promote a sense of engagement and ownership</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
Development of volunteering opportunities for staff and customers	◆ Number of volunteer hours	Chief Executive	31 March 2015	Volunteer wardens advertisement placed at PW.

<b>Outcome: Develop and deliver programmes and activities to underpin the charitable ethos of the Trust</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
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	MacMillan Big Quiz and Sport Relief campaigns supported in Q4.

## ENVIRONMENTAL

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

<b>KEY OUTCOME: Reduction in energy consumption</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
Reduce overall consumption of gas, electricity and water by 5% per M <sup>2</sup> at each facility	■ Consumption of utilities	Group Operations Manager	Quarterly	2013/14 to be used as benchmark year. Reporting to commence 2014/15 Q1

<b>Outcome: Operate and invest to reduce the environmental impact of the built facilities</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
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

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

<b>KEY OUTCOME: Maintain and improve where possible Quest performance over the next five years</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
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.

<b>KEY OUTCOME: Ensure the facilities are operated safely</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
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 Q4 – 4 reportable accidents (x2 staff, x2public) Also x2 reports of disease at LLC pre-dating transfer to Trust.

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

## STAFF

<b>KEY OUTCOME: Maintain and improve staff satisfaction to deliver safe and secure services</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
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% Q4 Overall rate 2.51%

<b>Outcome: Recruit, select, train and develop staff resources in a consultative, inclusive manner</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
Appoint Group Operations Manager	◆ Appointment	Chief Executive	1 November 2013	Commenced 4 November 2014
Appoint Sales Manager	◆ Appointment	Group Business Manager	31 January 2014	Commenced 3 March 2014
Consider options for introduction of Sales Commission	◆ Board Report/ Introduction of Sales Commission Structure	Group Business Manager	31 March 2014	Initial consideration commenced.
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

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

<b>Outcome: Build a financially sustainable business with a solid revenue reserve. To act commercially as appropriate within a community setting</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
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	P&L reported to TMLT Board meetings.
Review and develop a range of golf membership options	◆ Board Report/Introduction of membership options	Chief Executive	31 March 2014	Membership options launched for 2014/5. Presale commence 13 March and 102 sales to 31 March 2014.
Review of golf professional services and letting of new contract	◆ Board Report /New contract	Chief Executive	30 September 2014	Draft Heads of Terms approved at TMLT Board on 31 March 2014.
Review of Catering Services across TMLT	◆ Board Report	Chief Executive	31 March 2015	P4C indicated serving of notice from 1 October 2014. TMLT Board considered options at Board on 31 March 2015.
Revise sales strategy to increase cross- selling and upselling	◆ Direct Debit Yield	Group Business Manager	31 March 2014	GBM/Sales Manager considering strategy in line with implementation of Contact Manager

## REINVEST

<b>KEY OUTCOME: Reinvestment of surpluses to deliver improved revenue and customer service at the facilities</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
To influence progress towards development of new facility at Bradford Street	◆ OSG Minutes/ Development progress	Chief Executive	31 March 2015	Awaiting update from TMBC following SSL withdrawal.
To assist in the design, development and delivery of Lifestyles Health Suite at LLC	◆ Scheme completion	Chief Executive/ Group Operations Manager	30 September 2014	Capital funding approved. OSG formed and met twice in Q4. Design & build tender process commenced through DBC.
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	Capital funding approved. OSG formed and met twice in Q4. KCC framework to be utilised. Final design under consideration.
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.

<b>Outcome: To build a capital reserve to enable future planned investment to ensure sustained and improved facilities and services to customers</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
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. Signs to be funded from revenue.
Maintain capital reserve at £150,000 subject to investment opportunities	◆ Level of reserve	Group Business Manager	31 March 2015	Achieved.

<b>2013/15 Additional Executive Management Team Annual Service Delivery Objectives</b>				
<b>Aim</b>	<b>Measure</b>	<b>Lead Officer</b>	<b>Timescale</b>	<b>Progress</b>
Review contract terms and conditions for new TMLT employees	● Board Report	Chief Executive	31 March 2015	Sporta HR Survey completed and reported to Board to provide contextual setting for future recommendations.
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 held 13 January 2014. Minutes reported to TMLT Board.
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 approved at January Board. Bullying & Harassment Policy / Whistleblowing Charter approved at February 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	Report on Sporta 2014 HR Survey to TMLT Board in Q\$ to provide contextual background
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	Big Fish appointed as retained PR consultants
Prepare tactive brand launch and standards	● Board Report	Group Business Manager	31 March 2014	Draft Corporate Brand Identity and Communication Guidelines and Promotional Plan approved at Board. Signage proposals approved and schedule prepared – order placed.
Review PWGC website	● Website launch	Group Business Manager	31 March 2014	Minor amendments completed to reflect change in management and society pricing. Membership option incorporated.
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 in 2014/15 Q1.
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

10 June 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 – DRAFT MANAGEMENT PLAN

##### Summary

This report presents a draft Management Plan for Haysden Country Park and seeks Member comment prior to formal public consultation.

#### 1.1 Background

1.1.1 The Council's Leisure & Arts Strategy identifies the need for site specific Management Plans for the Council's principal public open spaces. Five year Management Plans are already in place for this site, Tonbridge Racecourse Sportsground, Leybourne Lakes Country Park, and Tonbridge Farm Sportsground.

#### 1.2 Introduction

1.2.1 Haysden Country Park covers an area of approximately 64 hectares (165 acres) in the Medway Valley, to the west of Tonbridge town centre, and encompasses a range of habitats, river, grassland, freshwater lakes, marshland and woodland.

1.2.2 Haysden Country Park, which opened formally to the public in 1988, is well used by the local community for walking, children's play, dog walking, picnics, fishing, sailing and family days out. The popular Tonbridge to Penshurst Cycle Route also runs through the Park.

1.2.3 The current Management Plan for Haysden Country Park expires at the end of 2014, and it is, therefore, time to review and prepare a Plan for the next five year period.

#### 1.3 Policy Context

1.3.1 The Management Plan has been developed to conform to policy guidance contained within the Local Development Framework, addresses themes and

actions highlighted within the Leisure & Arts Strategy and follows up on issues raised in the most recent onsite market survey.

1.3.2 The Plan has also been developed to take into account the local policy/guidance, listed in Table 1 of the draft Plan, and incorporates a number of the Borough Council's Key Priorities including:

- Children and young people;
- Reducing anti-social behaviour, and fear of crime;
- Achieving a clean, smart, well maintained and sustainable borough;
- Healthy Living opportunities and community wellbeing.

1.3.3 The Plan has also been developed in line with the criteria of the Green Flag Award - a national standard for parks and open spaces and the Country Parks Accreditation Scheme. Key elements of both awards criteria include cleanliness, community involvement, health and safety, a welcoming Park, marketing and sustainability.

## 1.4 Draft Management Plan

1.4.1 The draft Plan is intended to provide guidance and direction for the management of the Park and be used to inform future maintenance and development of the site. The document may also assist in levering in external funding.

1.4.2 The draft Plan follows the format of the Council's previously adopted Management Plans and was developed in accordance with guidance from the Commission for Architecture and the Built Environment. A copy of the draft Management Plan can be found at **[Annex 1]** for Members' consideration and a brief summary of the sections is provided below.

- **Where are we now?** The first section of the Plan describes the current situation, at the time the Plan was written. It is an introduction and tells us what we have at present and what we are trying to achieve.
- **Vision – where do we want to get to?** This section of the Plan describes our vision for the Park and sets out our management aims and objectives.
- **How will we get there?** This section sets out how we are going to achieve our aims. A Five Year Work Programme sets out long-term targets and annual Action Plans focusing on each year will flow from this.
- **Monitoring and review – how will we know when we have arrived?** The final section of the Plan looks at how we will track progress and how the plan might be updated.

## **1.5 Consultation**

- 1.5.1 Key consultees for this Management Plan will be: Haysden Country Park User Panel; Haysden Country Park Volunteers and Tonbridge Sports Association. An outline of this new Management Plan was presented to the User Panel meeting held on 28 May 2014.
- 1.5.2 Subject to Member comment at the meeting, it is proposed that formal public consultation takes place in the summer of 2014, on the following basis:
- All key stakeholders will be directly notified when the draft Plan is available for comment;
  - Copies of the draft Plan will be deposited at the Council Offices at Kings Hill and Tonbridge Gateway;
  - A copy will be available to view on the Council's website and;
  - Posters will be displayed at the Park advising visitors on the consultation process.
- 1.5.3 A list of comments received, along with any recommended alterations to the Plan, will be reported at a future meeting of this Board for final approval.

## **1.6 Legal Implications**

- 1.6.1 Legal responsibilities and issues have been considered within the draft Plan.

## **1.7 Financial and Value for Money Considerations**

- 1.7.1 The draft Management Plan reflects existing capital and revenue budgets associated with the site.

## **1.8 Risk Assessment**

- 1.8.1 The Council's Health and Safety Officer will be consulted on the draft Plan.

## **1.9 Equality Impact Assessment**

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

## **1.10 Policy Considerations**

- 1.10.1 Biodiversity & Sustainability, Community, Healthy Lifestyles, Young People.

## **1.11 Recommendations**

- 1.11.1 It is, therefore, **RECOMMENDED TO CABINET** that:

- 1) subject to Member comment at the meeting, the draft Haysden Country Park Management Plan be circulated for public consultation as outlined in the report; and
- 2) following public consultation, the final Plan be brought forward to a future meeting of this Board for approval.

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:

contact: Chris Fox

Haysden Country Park Management Plan 2010 – 2014  
User survey 2013

Robert Styles  
Director of Street Scene & Leisure

Maria Heslop  
Cabinet Member for Leisure, Youth & Arts

<b>Screening for equality impacts:</b>		
<b>Question</b>	<b>Answer</b>	<b>Explanation of impacts</b>
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	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 and provide additional/improved facilities with free public access for all.
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 Management Plan 2015 - 2019



*Consultation*

*Draft*





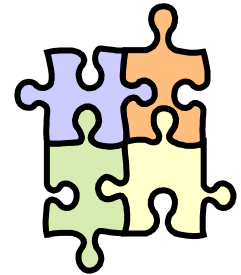


## GUIDANCE NOTES

The following notes have been prepared to help guide you through and understand the Management Plan. Section headings are highlighted below along with descriptions of their relevance within the overall plan.

### **Part 1 - Where are we now?**

The first section describes the current situation, at the time plan was written. It is an introduction and advises on the current facilities and their management.



### **Part 2 - Where do we want to get to?**

This section of the plan describes our vision for the Park and sets out our management aims and objectives.



### **Part 3 - How will we get there?**

This section sets out how we are going to achieve our aims. A Five Year Work Programme sets our long-term targets and Annual Action Plans, focusing on each year, will flow from this.



### **Part 4 - How will we know when we have arrived?**

The final section of the plan looks at how we will track progress and how the plan might be updated.



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**Acknowledgements**

Robert Styles, Director of Street Scene and Leisure BA (Hons)  
 DMS M IMSPA  
 Darren Lanes, Head of Leisure BSc (Hons) DMS  
 Michael Harris, Leisure Services Manager BA (Hons) DML Tech IOSH  
 Chris Fox, Leisure Services Officer BSc (Hons) MSc CMLI  
 John Dicker, Senior Parks Officer  
 Rachel Cantwell, Ranger

} TMBC

Alan Nicholl, Chairman, Tonbridge Sports Association  
 Butterfly Conservation  
 Haysden Country Park User Panel  
 Tonbridge Historical Society  
 Kent Wildlife Trust  
 Gill Brooks - British Dragonfly Society  
 And all others consulted about the plan.

Photographic credits:

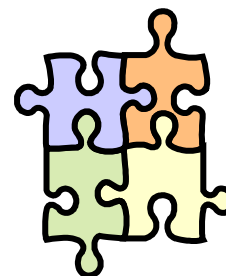
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### Part 1 – Where are we now?



The first section of the plan describes the current situation at the time the plan was written. It is an introduction to Haysden Country Park and advises on the current facilities and their management.

#### 1.0 - Introduction/ Background to Haysden Country Park

Haysden Country Park covers an area of approximately 65 hectares (160 acres) in the Medway Valley, to the west of Tonbridge, and encompasses a range of habitats including river, grassland, freshwater lakes, marshland and woodland (see Location Plan **Appendix 1**).

The Park stretches from Barden Lake at its eastern end, westwards to Haysden Water, with the River Medway running along the northern extremes of the site. The Park's most prominent features of interest are the two lakes, along with the Environment Agencies Leigh Flood Relief Barrier that provides a crucial role in the protection of Tonbridge from the threat of flooding.

The Park is well used by the local community for dog walking, picnics, watching wildlife and other informal recreational activities. Sailing by club members on Haysden Water and regulated fishing are also popular activities within the Park.

The site is predominantly owned and managed by Tonbridge & Malling Borough Council but two other landowners have property dissecting the park (see **Appendix 2**).

In 2006 Haysden was the first park in the Borough to achieve the Green Flag Award and has retained the annual award ever since.

The Park also became an 'accredited country park' under Natural England's scheme from 2010. For more details see the website [www.naturalengland.org.uk](http://www.naturalengland.org.uk)

#### The Role of the Management Plan

The Parks first management plan was implemented ten years ago in 2004, and so this plan will be the third five-year management plan for the park. This new plan starts in January 2015. The plan has been created to give direction to the future management of the Park for both the public and the Council. It is intended that this document is used as a management tool, and will provide the basis for the maintenance and development of the site. It will be used to guide current site management and play an integral role in future projects and decisions relating to the Park.

## Overall Aim

To provide a Country park that offers a welcoming place for low intensity recreational use that is compatible with its nature conservation features, ensuring the sites integrity is maintained for the benefit of local community. A balance is to be achieved between all key elements and none shall, within reason, dominate others.

## Policy Context

The plan has also been developed to take into account, where relevant, the local policy/guidance listed in **Table 1**. *This includes a number of council key priorities for 2014/15* are these are: “Continued delivery of priority services and a financially viable Council; A clean, smart, well maintained and sustainable Borough; Healthy living opportunities and community well-being; Children and young people who are safe, involved and able to access positive activities; Low levels of crime, anti-social behaviour and fear of crime; A continuing supply of homes, including affordable housing to buy and rent, and prevention of homelessness; Sustainable regeneration of Tonbridge town centre and; economic development in communities across the Borough.”

**Table 1: List of Policy Guidance**

Policy or Guidance Documentation
Tonbridge & Malling Borough <a href="#">Local Development Framework</a>
‘Key Issues’ within the Borough Leisure and Arts Strategy 2014 – 2018 (new - draft in preparation)
Councils Key Priorities
Outdoor Leisure Performance Plan
Standards of the <a href="#">Green Flag Award</a> Scheme
Standards of the Country Park Accreditation Scheme
<a href="#">Tree Safety Strategy</a>
<a href="#">Open Space Strategy</a>
Local Play Strategy
<a href="#">Haysden Country Park Water Safety Strategy</a>

The Green Flag Award is the national award scheme now organised by the Green Flag Award consortium setting high standards of quality for greenspaces of all types. To find out more see their website [www.greenflagaward.co.uk](http://www.greenflagaward.co.uk) The plan has been written using the Green Flag Award criteria which are used to judge the award.





- A welcoming place
- Healthy safe and secure
- Clean and well maintained
- Sustainable
- Conservation and heritage
- Community involvement
- Marketing
- Management

There is some crossover between the award criteria and this should be considered when reading the document.

### Country Park Accreditation Scheme

Setup in 2009 by the government body 'Natural England', the scheme aims to 'identify and recognises those sites that deliver the core facilities and services expected of Country Parks'. Haysden Country Park was entered in the first tranche and has achieved accreditation since that time. The judging criteria for this Scheme are all evidence based and are similar to the Green Flag Award, one key element is having a management plan (the others are listed below); and so this plan has also been tailored to meet needs of the Scheme; this will also give us some new criteria to drive us forward, more details can be found their website [www.naturalengland.gov.uk](http://www.naturalengland.gov.uk)



- Area
- Accessibility
- Character
- Facilities
- Links to local communities and neighbourhoods
- Links to the wider Countryside
- Management
- Activities
- Information and interpretation

The evaluation overleaf considers 'where we are now', using the Green Flag Award criteria as headings, but as it is closely related also incorporates the criteria for the Country Parks Accreditation Scheme.



## 2.0 - A Welcoming Place

**Location** – Haysden Country Park is located to the west of Tonbridge, in Kent (see **Appendix 1**).

Ordnance Survey National Grid reference TQ569459  
Grid Reference Latitude 51.18697 Longitude 0.24355  
Nearest postcode TN11 9BE (note there is no post box)

**Entrances** – All vehicular and pedestrian access points have been highlighted on the Master Plan (**Appendix 3**).

**Land Use** - Internal land use can be found within compartment descriptions (see section 9) or alternatively, on the Master Plan (see **Appendix 3**). Externally the site is surrounded predominantly by farmland with residential properties (Barden Park) located to the east.



**Accessibility** – The first Access Audit was carried out at the Country Park by a sub group of the Council's former 'Disability Working Party' in September 2003. In 2009 the Park won an Access Award from the Tonbridge & Malling Access Group. An audit was repeated in 2010 and 2014 (the latest Improvement Action Plan (**Appendix 4**) will be implemented during the period of this plan taking into account new legislation under the Equalities Act).



**Access by Bus** - Route 211 is an infrequent service that stops at Chestnut Walk. This is a short walk along a public footpath to the eastern entrance through Audley Rise and also has an infrequent service that stops at Molescroft Way not far from the main entrance. This is a short walk along the public footpath in Brook Street and then along the highway in Lower Haysden Lane.

Bus Routes 7, 215, 151, and 402 stop at Quarry Hill, a short walk along the public footpath in Brook Street and then along the highway in Lower Haysden Lane.

**Access by Rail** – Haysden Country Park is 1.3 miles from Tonbridge Station that offers direct connections from London Charing Cross and Ashford.

**Access by Road** - The main car park is situated just off Brook Street in Lower Haysden Lane 1.5 miles from Tonbridge town centre. Public car parking (for approximately 100 cars) is available from this main entrance. There is also limited parking for oversized vehicles outside the main entrance and at Haysden Water car park; overhead height barriers are set at two metres in height. Roads are sign posted from Railway Approach to the north and from the south via Quarry Hill Road.



Smaller car parks serve the Sailing Club at Haysden Water (lake) and Audley Avenue. Car parks are highlighted on the Master Plan (**Appendix 3**). Car park charges were introduced in July 2008, with payment options of cash, pay by phone or annual season ticket available for any regular users.

The gates at the main vehicular entrance on Lower Haysden Lane are locked overnight. The gates are opened at 7am each morning and closed each evening no later than 9pm; there are signs indicating the closing times at the main entrance.

**Access by Foot** - Definitive Public Rights of Way -There are a number of designated footpaths that cross the Park (MU25, MU26, MU26A, MU27, MU28 MU46, MU48 and MU5) along with three designated bridleways (MU47, MU51 and MU60). The promoted routes of The Eden Valley Walk and Weald Way utilise existing footpaths within the Park. For further details on Public Rights of Way see **Appendix 8**. The road Audley Rise has footpaths that lead to the Barden Lake end of the Park, but no footpath exists along Lower Haysden Lane road towards the main entrance.



**Access by Bicycle** - Cyclists can visit the Country Park from Tonbridge town centre / railway station via Barden Road / Avebury Avenue through to the Audley Rise entrance. Alternatively visiting from south of Tonbridge, via the existing cycle path along Brook Street, and Lower Haysden Lane. Cycle stands are provided in the Park by the toilets.

A mainly off-road cycle route (Regional Cycle Route 12) between Tonbridge and Penshurst, runs through the Country Park, providing off-road cycle path access from Tonbridge town centre and from Penshurst Place. A leaflet has been published about this route and is available on the website [www.tmbc.gov.uk/HCP](http://www.tmbc.gov.uk/HCP)

### Links to the Wider Countryside

The park has a number of footpaths that lead out into the wider countryside and users are also encouraged to explore the footpaths on the public right of way network through one of our

One of the walks under the Healthy Walks Schemes runs from the park. The park is connected by a cycle and footpath along the river Medway to the adjoining Tonbridge Racecourse Sportsground public open space.

**Formal Recreation** – The Park is used for a number of sports including Sailing, Angling and Triathlon swimming training (see the community Involvement section for more details).



**Table 2: List of Concessions**

Concession	Season of Use
It's all Dog Fun (dog training)	Year Round
Parkrun (run a circuit from Tonbridge Racecourse Sportsground)	Year round - Saturday mornings
Tonbridge & District Angling & Fish Preservation Society for more details see the website <a href="http://www.tonbridge-angling.co.uk">http://www.tonbridge-angling.co.uk</a>	Open year round apart from voluntary closed season for fish spawning
Tonbridge Town Sailing Club for more details see the website <a href="http://www.tonbridgesailing.org.uk">http://www.tonbridgesailing.org.uk</a>	Easter to September
Sevenoaks Triathlon Club Triathlon swimming training)	May to September
Willards American Food Co (catering)	School Holidays and weekends subject to weather

**Informal Recreation** -The Park is well used by the local community and has:

- Large equipped children’s play area;
- Many surfaced paths for walking;
- Picnic areas and;
- Opportunities to improve understanding of the natural world.





**Catering** – A mobile cafeteria service is contracted to commercial company. The cafeteria concession offers homemade hot and cold food and drink; and is very popular with visitors to the park.



**Toilets** – Separate male, female, and disabled toilets are located near the main car park. This building also contains the Rangers' Office. The Sailing Club has its own facilities for members only at their clubhouse.



**Seating** – The Park contains a large number of seats and picnic benches (**Appendix 7**) many of which are accessible and have been donated by members of the public. A leaflet has been published which advises the public on how to sponsor a seat and is available at the park, from the Council offices and from the councils website [www.tmbc.gov.uk/HCP](http://www.tmbc.gov.uk/HCP).



### 3.0 - Healthy, Safe & Secure

**Health and Safety** -The Council has an overall Health and Safety Policy statement and policies are also sought from all major contractors and event organisers working at the Park. The Park has a Health and Safety Code of Practice for staff.

**Risk Assessments** - The Council has a suite of generic Risk Assessments applicable to Haysden Country Park and specific risk assessments are sought from individual contractors and event organisers. See examples in **Appendix 6**.

**Workplace Health and Safety Inspection** - The Park has routine inspections carried out by the Council's Health and Safety Officer to check on aspects of health and safety.

**Site Monitoring** – As part of the management of contractors Council officers monitor health and safety aspects and routinely visit the site to inspect work and the condition of the Park. Officers are empowered to stop unsafe work, fence off areas and take other remedial actions to keep the public safe.

**Site Staffing** – A Ranger patrols the site on a part-time basis to enforce aspects such as dog and litter control, liaise with the public and assist with events. This member of staff is uniformed so that they can easily be indentified by the public. The Council's Leisure Service Officer monitors site maintenance and oversees its management.

**Personnel Protective Clothing (PPE)** – This is issued to staff and supplied to volunteers as identified within risk assessments. Contractors must also supply PPE to their staff as identified within their own risk assessments; this aspect is monitored by Council staff.

**Water Safety Policy** – The Council has an overarching Water Safety Policy and Risk Assessments to address the issue of public safety around inland water bodies adjacent to its outdoor leisure sites. From this a site specific Water Safety Strategy was developed for the park; both of these documents were written in liaison with the Royal Society for the Prevention of Accidents (R0SPA).

**Children's Play Area** – See **Table 3** for details.

**Police Community Support Officers (PCSO)** – The Ranger has developed links with the Police and PCSOs in order that they can offer assistance on demand and the Police also carry out independent patrols of the Park.

**Tree Safety Inspections** – See **Table 3** for details.

**Civic Enforcement Officers** – These officers patrol the car parks and can issue penalty notices for parking contraventions, littering and dog fouling.



## 4.0 - Clean and Well Maintained

**Grounds Maintenance** - Maintenance tasks at the Park are, with only a few exceptions, specified within the Council's Ground Maintenance Contract. All activity conforms to the appropriate legislation through procurement, vetting of contractors and monitoring of contractors. The contract details all tasks that are to be carried out highlighting both frequency and quality requirements. Due to the scale of the contract it would be inappropriate to incorporate this into this plan in any great detail, however, some of the key tasks have been summarised in **Table 3**, along with other maintenance tasks. Weekly meetings are held between the council and the contractor's foreman, to review progress and plan for the week ahead, including variations to the work programme. A wide range of assets are found in the park and these are listed in **Appendix 7**.

**Table 3: Grounds Maintenance**

Maintenance Area	Description of Operations
Litter Control	All litter bins are checked and emptied twice a week and different parts of the site are cleared of litter daily. Litter bins are washed monthly. Enforcement fines for littering can be issued by various officers.
Public Toilets/ Rangers Office	The toilets are cleaned twice a day, once in the morning and once in the evening, during the summer and once a day in Winter; consumables are replaced at this time. The building is locked every night. The Ranger and volunteers use the rear of the building as their base. The building is inspected for faults/ building repairs daily by the public convenience cleaners, Ranger and periodically by Property Services.
Dog Control	Dog bins are emptied once a week. Enforcement fines for fouling can be issued by various officers at anytime. The Dog Warden, Litter Warden, Civic Enforcement Officers and Rangers are all able to carry out enforcement. Clearance of fouling, 'responsible dog ownership' events – 'Bag & Flag Days' and 'enforcement days' are all regularly carried out in the Park.
Playground	The playground equipment is inspected weekly by the grounds staff and an annual independent inspection and report is also carried out – both produce a written report. Routine repairs are instructed as required. A programme for the renewal of all play equipment is also in place.
Fishing Platforms	Owned and maintained by the Tonbridge & District Angling & Fish Preservation Society apart from the disabled fishing platforms which are owned and maintained by the council. Annual inspections for stability and surface condition.
Park Furniture	All park benches and bins are checked and washed monthly, and re-painted annually if required.

**Table 3: Grounds Maintenance (continued)**

Bridges & Paths	All bridges and paths are inspected as part of regular health and safety inspections. Bridge defects if found by the Council are reported to the owner or if in the ownership of the Council repaired as they arise. Paths are regularly inspected and surface repairs carried out in rotation as required.
Road Barriers, and Overheight Barriers	The main public entrance road barrier is opened and closed daily by the gatekeeper. The road overheight barrier (two metres) is opened on request for disabled visitors, and is otherwise restricted access to key holding service contractors. Other barriers and overheight car park barriers (two metres) also restrict unauthorised access for the public but allow access for maintenance. Haysden Water lake access is restricted to sailing club members and approved contractors.
Grassland	Carried out at different frequencies depending on the location, for example the areas around the play area and building are cut more frequently than the meadows which are only cut and collected twice a year. In some areas, such as around Barden Lake, grass is kept short by wild geese grazing.
Trees & Woodland	Mature trees are surveyed and assessed on a regular basis, by independent and qualified arborists. Reports are prioritised for risk and action taken accordingly. Young trees are planted and maintained by volunteers. Several areas of woodland are maintained by coppicing in rotation, one area being cut each year.
Graffiti Control	Graffiti is controlled by prompt painting over or removal. The Council has targets to remove offensive graffiti within 48 hours and other graffiti within 28 days.
Fly Posting	Removed as seen during routine monitoring of the site. Enforcement letters sent out to offenders if required.
Fly Tipping	The councils Waste Services section has a telephone report line (01732 876147) for the public to call and report incidents. Removed and disposed of within a target time of 48 hours.
Abandoned Vehicles	The councils Waste Services section has a telephone report line (01732 876147) for the public to call and report incidents. The Council has set targets to remove and dispose abandoned vehicles within 24 hours if dangerous, seven days if not dangerous, longer times apply if the vehicle has a tax disc.

**Building Maintenance** - The Council has a programme for building maintenance carried by the Council's Property Services department. This includes aspects such as internal and external decoration, routine maintenance, servicing and urgent repairs. The Tonbridge Town Sailing Club is responsible for the maintenance of its own clubhouse building.



**Equipment Maintenance** - Most machinery is owned and maintained by the grounds maintenance contractor. The contractor undertakes servicing, and daily checks on machinery to ensure that it is in good working order and safe to use. Detailed maintenance programmes are beyond the scope of this plan. Hand tools are maintained by the Ranger and Volunteers. Tools are stored in racks in a purpose made store. Tools are sharpened and blades replaced if they become worn.

**Bridges** - Each bridge is individually named for identification. The majority of bridges at the Park are the responsibility of Kent County Council as they form part of the Public Right of Way network. Three bridges are owned and maintained by the Borough Council.

**Paths and Public Rights of Way** – The Park is dissected by a number of Public Rights of Way (see **Appendix 8**) these are the responsibility of Kent County Council to maintain. The remaining paths, some of which are surfaced, are maintained by the Borough Council (see **Table 3**).

**Land Drainage and Flooding** – As the Park is within the flood plain of the River Medway, and has a high water table, the management and maintenance of drainage channels and culverts are an important aspect of the Parks management. There are a number of culverts under the railway line that are the responsibility of Network Rail; these should drain rainwater from the watershed on the northern side of the railway line into the River Medway.

Haysden Water (which is behind the Leigh Flood Barrier) and the immediate surrounds are classed as a 'reservoir' and, at times when river water levels are high this area is used to impound (store) flood water for short periods of time.

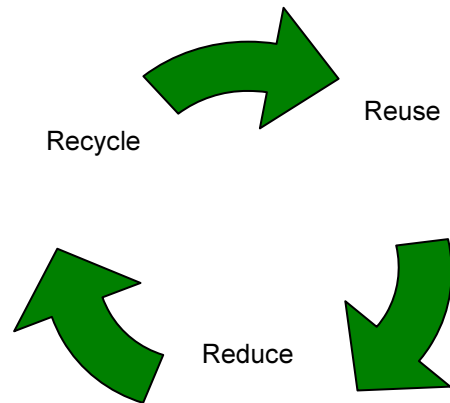




## 5.0 - Sustainability

**Corporate Policy** – The plan has been written in accordance with the Council's [Climate Change Strategy](#) and [Corporate Purchasing Policy](#) and also takes into consideration the Council's biodiversity duty under the Natural Environment and Rural Communities Act 2006. The Climate Change Officer Study Group meets on a regular basis and feedback to services on possible changes. When new projects are proposed sustainability is always a consideration.

**Chemical Use** – Chemical use is vetted and usage is reduced or is kept to a minimum. Alternative methods of are always considered and remain under annual review. A limited number of chemicals are used at the Park by licensed pesticide operators for weeds; as disinfectants and; for graffiti removal. Control of Substances Hazardous to Health assessments and Risk Assessments are carried out and kept on file as necessary. All pesticides are stored in a locked and purpose built store off site, with all usage logged in a chemical application book. A summary of the chemicals currently used in the Park are listed in **Appendix 9**.



**Peat Use** – No peat is used on site and purchases of nursery stock are normally as bare root plants. All planting compost used on site is recycled green waste.

**Green Waste** - Grass cuttings from the meadow are collected and taken off site for composting. 100% of the green waste generated on site is recycled. As the park is in a flood plain it not possible to compost on site.

**Can Recycling** - The Council has introduced a segregated waste collection service for tin and drink cans.

**Play Area Safety Surfaces** – Where possible play equipment is surfaced using rubber crumb surfacing.

**Other Waste** – Waste generated by visitors is usually placed in the bins. This waste is very mixed and may contain sharps, needles and dog faeces and would present a hazard to grounds staff if they were asked to separate it for recycling. As a result, this waste and other litter is disposed of via the municipal waste stream and incinerated to create energy off site.

**Paper** - Reducing paper use, by making information about the park available via the Council's website. Air hand-driers are used in the toilets.

**Path Construction** - The crushed limestone used in path construction, is sourced from local quarries in order to minimise transport costs and laid by local contractors.

**Timber** – From the Council’s Sustainable Procurement Policy - Any timber and wood products used should carry the Forestry Stewardship Council trademark, or equivalent internationally recognised certification of good forestry management.

Timber used in the seats is for example sourced locally from a sustainable Forestry Stewardship Scheme (FSC) source. Timber used to repair the fishing platforms was re-used timber left over from the A21 bridge works.

**Travel** - Within the main leaflet and website the public are encouraged to visit the park by cycling, by bus or on foot. In the 2013 visitor survey 1 in 5 visitors cycled (22%) to the park, and this figure is double the amount in the last survey in 2010.

**Energy Efficiency** - Water use is minimal with taps that switch off automatically and any leaks reported as soon as practical. Water saving devices have been installed to all toilet cisterns and urinals. Meter readings for all electricity and water are taken manually on a regular basis and monitored with any higher than normal usage investigated. All staff are aware of the importance of reducing energy consumption and are regularly reminded of the need to ensure that energy usage is kept to a minimum and to turn off lights and taps. Where possible, all lights within the building will be changed for low energy bulbs during the life of this plan.



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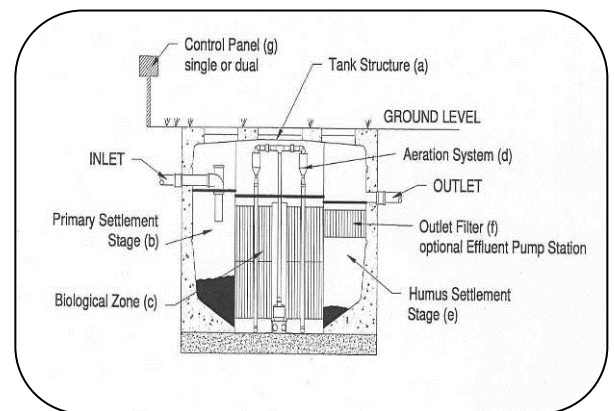
**ISO 14001** - The main grounds maintenance contractor Kent County Council, have achieved the standard ISO 14001, the contractor uses low sulphur fuel and some electric vehicles.

**Air Quality and Noise** - The mobile cafeteria service whilst at the park now run their generator from the on site electricity supply, this cuts down on air pollution and noise.

**Renewable supply chains** – Wherever practical packaging and storage materials used by our contractors like wooden pallets are minimised, recycled or reused

**Sewage Disposal** - The Park is not connected to main drainage; the toilets use a packaged sewage treatment plant. This system uses natural bacteria to breakdown the waste into solids, and clean water. It requires limited emptying - cutting down on road miles.

Diagram of sewage system



**Soils and hard core** – These materials are reused wherever possible.

**Procurement** – Our contractors are encouraged to procure materials and vehicles to offer the lowest impact on the environment. The use of electric vehicles, low noise and; low sulphur fuels. Our current grounds maintenance contractor has set targets to reduce the environmental impact of their operations.

## 6.0 - Conservation and Heritage

**Site History** – Haysden Country Park covers an area of former agricultural land on the Medway Flood Plain. Its openness and proximity to water have encouraged two quite different transport and trade developments since 1800.

### Straight Mile

In 1829 James Christie and friends formed “The Penshurst Company” intending to extend the Medway navigation westwards to transport timber and agricultural goods. A legal injunction though, obtained by business competitors, brought work to a halt and the only remaining evidence of this project is the ‘Straight Mile’ and ‘Stone Lock’.



### Railway

In 1842 the railway line was opened by the South Eastern Railway Company and this dissects the Park. The line, running from Tonbridge to Redhill, was the first rail link with London and vital in the subsequent growth of Tonbridge.

### Barden Park

An estate known as Barden Park was once present on the land near the now Barden Lake, pictures of the large Barden Park House can be found on historical postcards dating from the 1887, the name Barden Park still appears on some local maps, Barden Park house was demolished and nothing of the house now remains.

### Leigh Barrier

Following major flooding of Tonbridge in the 1968 the Leigh Flood Relief Barrier was built under an Act of Parliament and completed in 1981, along with the new Medway River Channel that was cut to bypass ‘The Shallows’ and take water directly from the flood control gates at the barrier. At this time the old weir (then in disrepair) known



locally as ‘Tonbridge Lido’ or the ‘Weir Pool’ (photography on left) was removed and the area filled in, it is now the woodland called Heusenstamm Wood. The Shallows now remain as a meandering part of the original course of the Medway, isolated by the redirection of the river.

### Gravel workings

The company Redland Gravel once mined the area for sand and gravel extraction, using dragline excavators between 1960s and 1980. These works altered the landscape of the area and created such features as Barden and Haysden Water Lakes. The gravel and sand was

processed at a plant, which was located at the Haysden Water end of the Park.

Tonbridge & Malling Borough Council has long held a legal interest in some of the land, and the public were using the site informally, even before full public ownership and development as a Country Park.

Once the gravel workings were completed, plans were developed to create a park for the benefit of local people. The park was officially opened as a Country Park in October 1988. The Country Park is known locally for its nature conservation interest and this is reflected in the fact that the majority of the site is designated a 'Site of Nature Conservation Interest' and the whole park was designated in 2008 as a Local Nature Reserve (**Appendix 8** shows the boundaries).

Since the site became a Country Park the local community has used the area for a wide range of activities including fishing, sailing, canoeing, horse riding, walking, dog walking and most recently for triathlon swimming training. The local community and other stakeholders also take a keen interest in the running of the Park and are involved through the Haysden Country Park User Panel and the Haysden Park Volunteers. The Park continues to evolve and develop for both wildlife and the general public.

**Habitat and Landscape Structure** - The Park has a good variety of habitats and species, and the management of the Park will aim to protect and enhance this established environment. The Park also forms part of a wider wildlife corridor along the River Medway from the town of Tonbridge out into the countryside (For further details see **Appendix 3**). Management objectives and actions (**see 6.0**) are focused on a compartment-based approach, as objectives will be strongly influenced by the nature, character and use of each compartment.



The Shallows in early summer

**Bat Cave** – An artificial bat cave was built with the assistance of the British Trust for Conservation Volunteers and Kent Bat Group in 1991. The cave consists of a series of two metre diameter concrete drainage pipe sections set into the ground and covered over with soil. The Kent Bat Group made changes to the cave in 2005 to improve humidity and temperature.



Building the bat cave in 1991



Brown long eared bat Hugh Clark BCT



Entry to the bat cave by the public could disturb this protected and so this is restricted. However several species of bat can be seen flying in the Park at dusk in summer, and bat walks are a popular public event.

The habitats present in the park are managed in harmony with recreation and visitor management **Table 4**. A wide range of plants, birds, insects, and animals associated with these habitats are known to exist in the Park. A number of independent species surveys have been carried out, and both the 'Kent Phase 1 Habitat Survey' (1992) and the 'Site of Nature Conservation Interest' (SNCI) designation for 'River Medway, South of Leigh' (1987) (now known as 'Local Wildlife Sites') indicate the species most likely to be found in the Park.



A full list of species recorded in the Park can be found in **Appendix 10**. During the period of the last management plan we determined with an independent expert, which species should be regularly recorded in the Park and trained volunteers to undertake some surveys and the number of new species found in the Park continues to grow. These new species have been added to **Appendix 10**. Of the species listed in **Appendix 10**, the species in **Table 5** have been identified as having particular importance within the Park.

(The birds noted in **Appendix 10** as rare as breeding birds, are all infrequent visitors to the Park.) Many of the species in **Table 5** are noted as important within the United Kingdom Biodiversity Action Plan. Given the wide range of species we know to exist in the Park and the fact that many are indicators of high quality habitats, the Park is an important area for nature conservation within the Borough. The Park's statutory designations as a Local Nature Reserve (LNR) (now called a Local Wildlife Site), offers an additional layer of legal protection to the Park.



**Table 4: Key Habitats Present within the Park:**

Habitat type	<u>Importance</u>			
	International / European	National	Regional / Local	Approx. area of park
Hedgerows			*	<1%
Marsh			*	<1%
Neutral and marshy grassland			*	32%
Reedbed		**	*	<1%
Rivers and streams			*	4%
Standing water			*	30%
Woodland/ scrub (broadleaf)			*	33%
Wet woodland/ scrub (broadleaf)		*	*	<1%

(Based on the habitat types in the United Kingdom Biodiversity Action Plan Grading (for significance) High \*\*\* Medium \*\* Low \*

**Table 5: Key Species and Habitats**

Common name	International/ European	National	Regional/ Local	Habitat notes
<b>BIRDS</b>				
Blackcap	*			Woodland and scrub – likely to be breeding
Bullfinch	**			Woodland – likely to be breeding
Goldfinch	**			Scrub - large flocks
Goosander duck	**			Lakes – likely to be breeding
Great crested grebe	*			Lakes – likely to be breeding
Kingfisher	**	*		Running water – breeding in banks
Reed-Bunting	***			Scrub for food, breeding in reed beds
Tufted duck	***	* KENT BAP		Lakes – large flocks in winter
Yellow hammer		* UK BAP		Woodland, scrub and hedgerows – large flocks

<b>PLANTS</b>				
Fringed water lily		** Nationally rare		Ponds, standing water frequency not recorded
Narrow leaved water dropwort		* Nationally scarce		Marshland, water edge, frequency not recorded
<b>INVERTEBRATES</b>				
Brown hawkler dragonfly	*			Standing and running water.
Common darter dragonfly with fourteen other species occurring less frequently	*	*	* KENT BAP	As above
Glow worms		*		Grassland, woodland edge – likely to breed at site, nocturnal so likely to be under recorded
Soldier beetles - two species recorded	*			Flowering plants, trees and shrubs the group is likely to be under recorded
Stag beetle	***	* UK BAP	* KENT BAP	Deadwood for larva, woodland for food, may breed at site, maybe under recorded
<b>MAMMALS</b>				
Daubentons bat	**	**		Woodland, rivers, bat cave. Roost at site some could be breeding. Maybe under recorded.
Natterer's Bat	***	*		As above
Pipistrella bat		*		As above
Serotine bat	**	*	* KENT BAP	As Daubentons bat
Stoat	**			Woodland, hedgerow, grassland. Likely to be under recorded to date



Wessel	**			Woodland, hedgerow, grassland. Likely to be under recorded to date
<b>AMPHIBIANS AND REPTILES</b>				
Common lizard		* UK BAP		Short grass
Frog	***	*		Lakes, streams
Grass snake		* UK BAP	*	Rivers/ wet ditches, Rough grassland
Slow worm		* UK BAP		Scrub, hedgerows, woodland edge, long grass
Toad		* UK BAP		Wetland, grassland, uses logs and stones for hibernation
<b>FISH</b>				
Pike	*			Standing and running water
Roach	*			Standing and running water

The protection and enhancement of the key habitats and the species (including species monitoring) associated with these habitats have been incorporated within the objectives set out in this plan. Priority Species and Habitat Action Plans can be found on the Kent Biodiversity Action Plan website at [www.kentbap.org.uk](http://www.kentbap.org.uk) and should be referred to when managing the Park. Some ecological information can also be found on the Master Plan (see **Appendix 3**) within the Management section in the compartment descriptions and in the Five Year Work Programme.

**Topography, Features and Soils** - Haysden Country Park is at a height of around 24 metres above 'Mean Sea Level'. The land is essentially flat and comprises part of the valley floor of the River Medway. The underlying geology of the site is described as Brick Earth, Alluvium and Lower Tunbridge Wells Sand (because of river deposition) and comprises a mixture of soils: loam, gravel, Tonbridge Wells Sand and Ashdown Sand. Much of the site was however disturbed by gravel extraction in the 1970s and so we can assume that majority of sand and gravel will have been extracted and many of the soils on site will have been disturbed or moved. Due to the high water table within the gravel extraction areas these areas have flooded and formed the two lakes Barden and Haysden Water.

## 7.0 - Community Involvement

**Customer Surveys** – These were carried out in 1988, 1993, 2001, 2007 and 2013; the objective is to profile visitors and provide information on customer satisfaction, facilities and suggested improvements. (Haysden is surveyed in rotation with other principle parks and sportsgrounds owned by the Council)



### Key results of the last survey:

400 face-to-face interviews were completed with users of the Park in the summer of 2013. This includes Club members utilising the site. A summary of the findings is detailed below:

- 97% of users were satisfied with their visit overall

The most important features of the Park were identified as:

- Areas for walking the dog
- Using the play area
- For a long walk

A large number of positive comments were received and a selection is 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)

**Haysden Country Park User Panel** - The Panel was established in July 2002 to enable Tonbridge & Malling Borough Council to consult users and stakeholders on day-to-day management issues within the Park. The Panel comprises of local park users, Borough Councillors (Ward Members and the Cabinet Member), conservation organisations, sports clubs (who utilise the site), maintenance contractors and other interested parties who may wish to attend. The Panel meets on a regular basis and members are informed on recent operational management; consulted on future projects and ideas; and encouraged to discuss any relevant issues regarding the management of the park.

**Tonbridge Town Sailing Club** - Operating from a clubhouse at Haysden Water the Club aim to encourage small boat sailing on the lake. At present the Club has a membership of around 140 comprising of individuals, families, students, cadets and

educational establishments such as scouts, guides and sea cadets. As well as sailing, the Club has an active social scene that includes barn dances, talks, barbecues and treasure hunts. The club lease land on which they have built and operate a clubhouse, boat slipway and have a boat storage area. They have a website at [www.tonbridgesailing.org/](http://www.tonbridgesailing.org/)



**Tonbridge & District Angling & Fish Preservation Society** - The Society control the fishing on 14 miles of river and nine lakes, much of which are based in the Tonbridge area and includes designated areas within Haysden Country Park. The Society was formed in 1875 and has around 2,000 members. A new licence agreed in 2006 for the first time allowed night fishing at the park and for the Society to control their own closed season at a time to benefit the fish such as during fish spawning. The Society supervises the angling by employing water bailiffs, charging for membership or for day tickets. They have a website at [www.tonbridge-angling.co.uk/](http://www.tonbridge-angling.co.uk/)

**Fire Brigade water rescue training** - Two Fire brigade units use the site to train their personnel, this has the advantage that the units become familiar with our Park, should a rescue ever be necessary.

**It's All Dog Fun** - A dog trainer has licence to run once a week sessions, charging a fee to dog owners. This has the advantage of encouraging users to become responsible dog owners. They have a website at [www.itsalldogfun.co.uk](http://www.itsalldogfun.co.uk)

**Parkrun** - This is a national scheme to encourage local people to run short distances each week. The concession is run by volunteers and there is no charge to take part. The runs are once a week and start at the nearby Tonbridge Racecourse Sportsground along the river to the Park and then return to the sportsground. They have a website at [www.parkrun.org.uk/tonbridge](http://www.parkrun.org.uk/tonbridge)

**Volunteering** - The Council has over the last ten years encouraged the involvement of volunteers in the park, an initiative that has been keenly supported by the local community. Partnerships with other organisations/ groups complement our own resources and include the Haysden Country Park Volunteers, the Volunteer Litter Wardens and the Thursday Action Group. The kind of projects and tasks undertaken by volunteers varies from one-off assistance on specific projects, to programmed work over the course of a year.

**Haysden Country Park Volunteers** - Originally started in 2002 the group was led by the British Trust for Conservation Volunteers under the Green Gym Programme, they are now constituted group. Around 30 volunteers have been recruited and are on the membership list, and of these around nine people would normally attend each task day; on some weekends numbers are boosted by the attendance of students from Hadlow College (Rangers also attend on most occasions). Typical tasks are: pond surveys; pond clearance; hedgelaying; coppicing; planting and scrub clearance. The volunteers receive training and learn new skills on the task days; members have attended courses in leadership, first aid, and tree/ pond wardening. A leaflet is available to promote the group and recruit new members and is available from the Group and on the Council's website [www.tmbc.gov.uk](http://www.tmbc.gov.uk) we also have a Volunteer Handbook offering more guidance with an application form.





**Volunteer Litter Wardens - The Medway Valley** Countryside Partnership co-ordinate these volunteers who work independently in the Park (and around the river Medway) along the river banks collecting litter; five people regularly walk the site. This activity is often supplemented by an annual spring clean event where the public help litter pick the Park. A risk assessment has been carried out and task based training has been given by the Partnership.

**Thursday Action Group** - Also co-ordinated by the Medway Valley Countryside Partnership, this group have assisted by carrying out volunteer tasks on site including repairing the fishing platforms, construction of the dipping platform, and ragwort digging.



**Volunteer Wildlife Recorders** – A number of organisations and key individuals assist with regular wildlife recording at the site including – the Kent Bat Group (recording bats in the Park and within the bat cave), Peter Lloyd (bird recording monthly) and Sue Buckingham (botanical recording). The Orpington Field Club (part of the countywide Kent Field Club) has made field trips to the site to carry out recording for a wide range of species including: insects, plants and birds. All biological recorders are encouraged to provide recording results to the Site Manager and the Kent and Medway Biological Records Centre.

**Kent Wildlife Trust** - Engaged as appropriate to advise on works where wildlife maybe disturbed.

**Licensed specialists** – These are employed by the Council to give advice as and when required, on species like bats and habitat management.

**Other Partnerships** - Other partnerships currently exist for example with the Police Community Support Officers, and the local community hold events at the Park.

**Local Educational Establishments** - Several nearby educational establishments use the Park as a recreational/educational resource. Schools use the Park for cross country running, geography and wildlife study. A Ranger Led Activity Pack promotes the site for primary educational and youth groups. Higher and further educational establishments also use the site for a variety of assignments such as habitat management; surveying and levelling; leaflet writing; crime scene investigation and; teaching risk assessments. All educational establishments using the site must book in advance and submit a risk assessment for approval.



**Consultation on the Management Plan** - Involvement of external parties in the production of this document was essential, and a programme for consultation was developed and is outlined below:

**Table 6: Timetable for Consultation**

Action	Timescale
TMBC – Leisure & Arts Advisory Board to approve Consultation Draft	10 June 2014
Public Consultation – including all key stakeholders	Summer 2014
TMBC – Leisure & Arts Advisory Board to approve final Management Plan	December 2014
Publication of the Final Management Plan	January 2015

Copies of the Management Plan Consultation Draft were sent to:

- Stakeholders (see **Table 8**)
- All other interested persons

During the consultation period in 2014, this Management Plan was made available to view at the Council’s offices at Kings Hill, Tonbridge Castle and at Tonbridge Library (Reference section). The plan was also available on the Councils website at [www.tmbc.gov.uk/HCP](http://www.tmbc.gov.uk/HCP) . All comments about the Consultation Draft Plan of this plan were considered by the Council and amendments made as required. Amendments were fed back to the consultees who made comments before the final version of this plan was adopted by the Council.



## 8.0 – Interpretation and Marketing

**Publications** – The Council markets the Park as a local facility with the principal means of marketing being through: the leaflets; the Council’s website [www.tmbc.gov.uk/HCP](http://www.tmbc.gov.uk/HCP) (Haysden Country Park pages); photo calls; news releases; site notice boards; cross service publications; and event publications. All publications are available from Tonbridge Gateway at Tonbridge Castle, and on the Council’s website [www.tmbc.gov.uk](http://www.tmbc.gov.uk)



**Interpretation** – To manage the Park effectively, there is a need to communicate to the public and the Council will continue to do this using a variety of methods. The theories of interpretation; an evaluation of where we are now and; the way forward, are covered in more detail in **Appendix 5**, the Interpretation and Marketing Plan for the park.

**Events** – A wide variety of events are run at the Park each year, some are run by the Rangers, others by partnerships, local clubs and community volunteers. Typical events held at the Park are listed in **Table 7**. Events are very popular with visitors and we always give the public an opportunity to feedback, which we use to plan future event. Events have normally tended to have a countryside theme; and many are free of charge. We try to time these to take place during national campaigns (national play day, big butterfly count etc.), so that the public can attend an event locally; we run a variety of events aim at different audiences.



As part of the Councils borough-wide Activate Scheme for 8-16 year olds, we run activities in the Park, typically these have a countryside theme like building nest boxes, but we have also offered other activities like: cycling skills, and art.



**Table 7: Typical Annual Events**

Event name	Approx number per year
Activate events at Easter and Summer holidays for age 8-16 years	2
Angling Society Fishing is Fun Days	1
Bat Walks	1
National events - Big Garden Bird Watch (RSPB) and Big Butterfly Count (Butterfly Conservation)	2
Dog fun day	1
Easter Egg Hunt	1
Feed the birds	1
Guided walks	2
Halloween Event	1
Healthy Walks	24
Mini beast hunt and pond dipping	2
Orienteering	1
Scavenger hunt	1
Sponsored Walks	1
Sailing Club Open Day and Taster Sessions	3



Halloween – Spooky Creatures



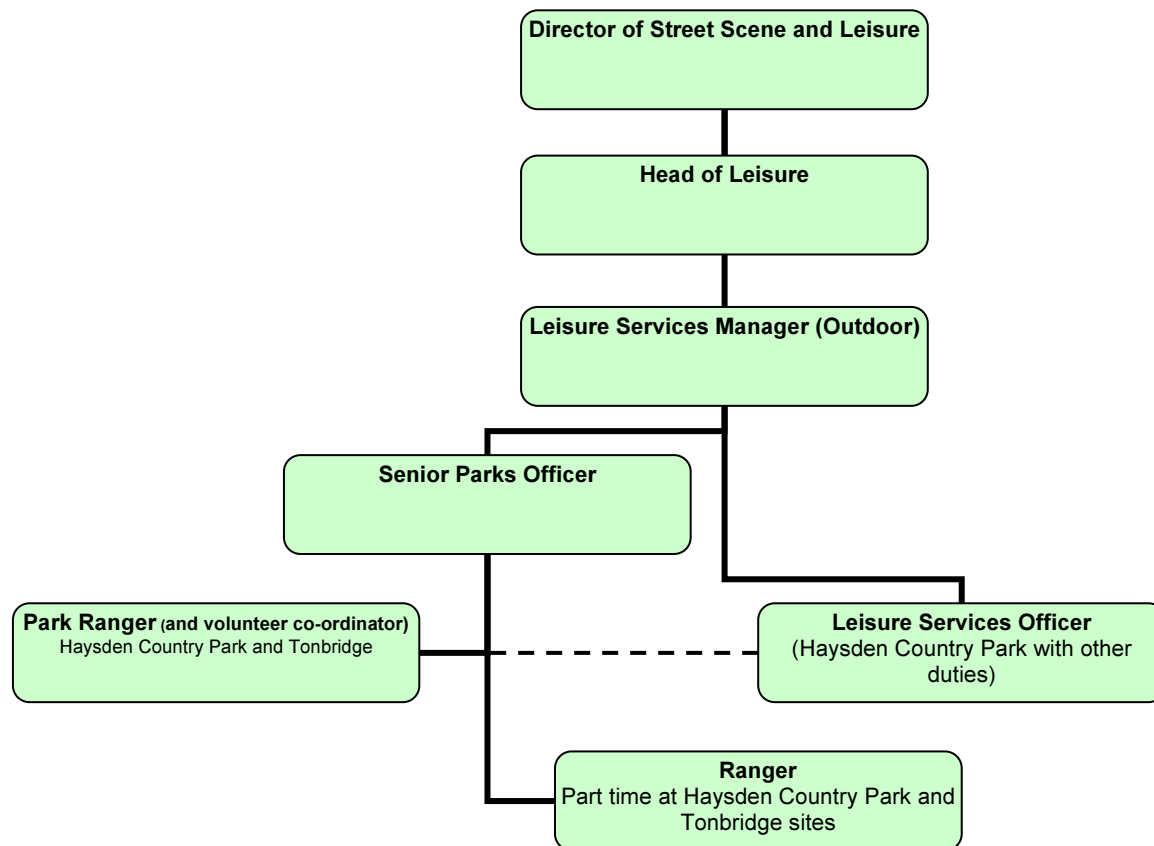
Feed the birds – making bird feeders



## 9.0 - Management

**Management Structure** – Major policy issues will be determined by the Council through recommendations made by the Leisure & Arts Advisory Board, then endorsed by the Council's Cabinet. Implementation will be undertaken by Leisure Services.

The Council's officer management structure relating to the park is shown below:



**Leisure Services Officer** - Day-to-day site management at the Park, overseeing: contract procurement; management; (grounds, pest control, mobile cafeteria, public toilet, foul drainage, gatekeeper and engages other contractors and specialists as required) act as budget holder; health and safety; implement capital projects; marketing; events; customer care; overseeing Haysden Country Park Volunteers and club contacts; chairman of the Haysden User Panel; and covers for the Ranger when this person is off duty.

**Park Ranger** – The Park Ranger post was created in 2006, working across the Borough to enable on site community contact; enforcement of dog fouling and littering regulations; events; health and safety checks; monitoring of site cleanliness; updates of the notice board and; carries out repairs and some basic grounds maintenance tasks like graffiti removal and litter picking. The Park Ranger took on the role of volunteer co-

ordinator in 2011. The post was made full-time (37 hours) in 2012 with additional duties outside Haysden Country Park.

**Ranger**– This part-time post supports the Park Ranger in Tonbridge, working not only in Haysden Country Park but also in the many other open spaces in Tonbridge.

**Gatekeeper** – Duties include the daily opening and closing of the toilets and main drive gates, putting out leaflets, checking car park meters and the pump system for the toilets, during the working week, in the absence of the ranger, the Leisure Services Officer and/or Gate Keeper attend the site to deal with any issues that may arise.

**Out of Hours** - The Council operates an 'out of hours' emergency call out system on the normal council telephone number 01732 874522. The operator can answer some questions from a set script and in exceptional cases has a contact list for Council staff. For non urgent items there is the Council's website with Report Forms at [www.tmbc.gov.uk/HCP](http://www.tmbc.gov.uk/HCP) Minicom 01732 874958, or SMS (text) 07781 482959.

**Staff & Volunteer Training** - This is identified through the annual performance appraisal for each member of staff. Individual and corporate training needs are part of the assessment process and the outcomes are recorded and signed off by both parties. Training needs can vary from year to year but typically they might include First Aid at Work; diversity training and; health and safety training. The Council has also embraced e-learning to deliver a wide range of training for staff.

Contractors are assessed on staff training and competence as part of the tender evaluation process. Only contractors of sufficient competence are employed. Future training needs are discussed with contractors on an ongoing basis.

Volunteers also have opportunities to attend training courses typically these have been on Risk Assessments, Pond Wardening and Tree Wardening. Volunteer groups are also trained/ supervised for new tasks by contractors or Council staff.

The following companies contribute to the management of the site:

- *Kent County Council - Landscape Services*
- *Cleanaway Limited - Dog Bin Maintenance Contractor.*
- *Cleansing Service Group – Drain Cleaning and Sewage Removal*
- *Monitor Pest Control Ltd*
- *SHS and Cannon Hygiene - Public Conveniences Contracts*
- *Willow Pumps – service the pumping station*

**Stakeholders** - Various groups have an interest in the site and have been consulted on the development and production of this Management Plan. These groups will also be consulted on issues relating to the ongoing development on site and are listed in alphabetical order in **Table 8**:

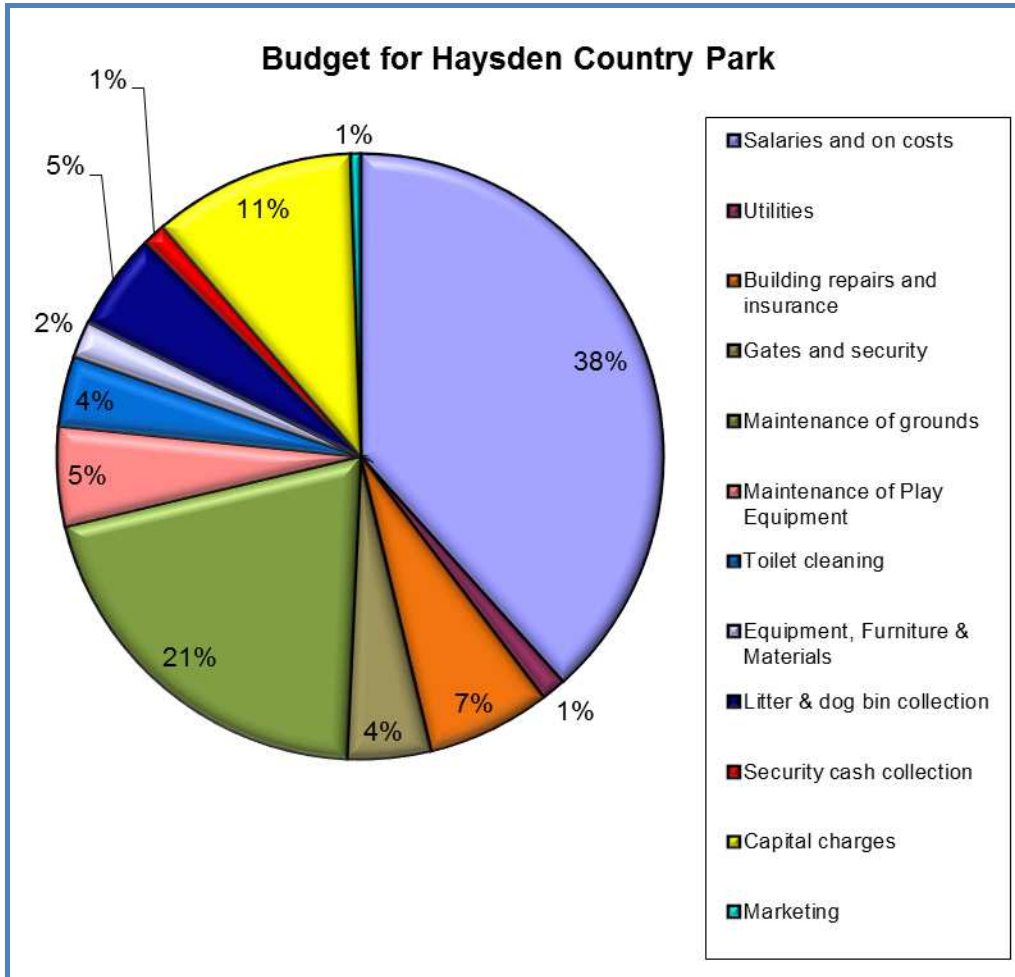
**Table 8: Stakeholders**

Stakeholders
Emergency Services (Fire & Rescue, Police and Ambulance services)
Environment Agency (EA) Leigh Barrier
Haysden Park User Panel (local residents, local councillors, conservation organisations, contractors, resident angling club)
Haysden Country Park Volunteers
It's all dog fun (licence for dog training)
Kent Bat Group
Kent County Council – Countryside Access (formerly Public Rights of Way)
Grounds maintenance contractor
Kent Wildlife Trust
Medway Valley Countryside Partnership
Natural England (because the Park is a Local Nature Reserve and a Accredited Country Park)
Neighbouring Landowners
Network Rail
Park Run
Penshurst Place (Cycle Route 12)
Sevenoaks Triathlon Club
Tonbridge & District Angling & Fish Preservation Society
Tonbridge Sports Association for the resident clubs
Tonbridge Town Sailing Club
Upper Medway Internal Drainage Board
Willards American Food Company – mobile cafeteria

**Country Park Budget** - Maintenance of the Country Park is met through the Council's Revenue Budget and is around £150, 900 per annum. The budget provides for ground maintenance, running costs, repairs, administration and essential services. An income in the region of £37,000 is generated from rights over water, and the mobile cafeteria concession, fees from events, and car parking fees, (income recovers between 20-27% of the Parks running costs). A breakdown of the budget for 2014/15 (the first year and baseline figures for this plan) can be found in **Appendix 10**.

The budget is reviewed annually and this needs to take into account any price increases in the contracts. As for all Council services, the Country Park competes for resources alongside other services provided by the Council.

A typical breakdown of annual revenue expenditure:



**Capital budget** - Some larger value items such as replacing children’s play equipment, is funded under the Capital Renewal Scheme. The Council also has a system of bidding for capital work to fund larger projects, for example the funding for projects like the sewage system replacement (2008) and replacing decking on The Shallows bridge (2012).

**External funding** - Where practical funding will be sourced from outside the Council, and this can take the form of donations (seats), grant bids and developer contributions. Examples of where this type of funding has been used in the park are the Disabled Fishing Platforms which were sponsored, the dipping platform which was grant funded, and the bridge name signs funded by donations from the public. The Haysden Country Park Volunteers have also been successful in obtaining funds for projects like tree planting and improvements to The Shallows.

**Rules** – We ask that Park users abide by a few rules because the Park is used by a large number of people this ensures that a few people do not affect the enjoyment of everyone else using the Park, these rules are set out below:

**Water Safety Rules** - After the site specific Water Safety Strategy was developed a number of site specific recommendations were made including publishing water safety to users, and installing warning signs.

**No Swimming** – For their own safety the public are not allowed to swim in the lakes. The lakes can be very cold; are of variable depth, may contain underwater obstructions; there are no lifeguards and Blue Green Alga can sometimes be present. The only exception is the Sevenoaks Triathlon Club members who have a licence to swim in Haysden Water at set times.

**No Boating** – The public are not allowed to boat or launch small model boats on the lakes in the Park. The Sailing Club is allowed to sail as club members at Haysden Water and the Angling Society are permitted to use a boat to retrieve fishing line from the islands.

**No dogs in the lakes** – it is recommended that dogs are not allowed into the lakes because Blue Green Alga is sometimes present; it also causes conflict with angling, and wildlife and bank erosion.

**No Barbecues** - In line with all the Councils' public open spaces, and to both reduce the likelihood of fires and for the convenience of other users, barbecues are not allowed in the park.

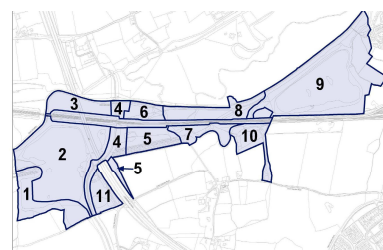
**No Camping** – The public are not allowed to camp in the Park. The only exception to this is for night fishing, where it is allowed for Angling Society members.

**No Motorbikes** – Motor bikes are permitted in the designated car parks but are not permitted in any other areas of the Park.

**Anti-social behaviour** – Aspects such as littering, dog fouling, fly posting, fly tipping and graffiti have already been covered in **Table 3**.

**No Cycling** – Cycling is only permitted along the marked route for Cycle Route 12.

**Compartments** – For the purpose of this plan, the site has been divided into eleven compartments to reflect their different management needs and uses. The compartment descriptions outline the current condition and features. The Master Plan shows more details for the compartment areas in **Appendix 3**.



**Compartment 1 – (Nature reserve sanctuary area) -**

This compartment consists of woodland and is part of the west bank of Haysden Water. Public access is limited by vegetation growth and a locked gate to prevent access by the public and club users. The area offers a sanctuary for wildlife like waterfowl to nest with a management prescription of minimal-intervention. It must also be noted though that this woodland reduces the wind speed which has implications with regard to sailing, coppicing of one section per year will be allowed to address this issue.



**Compartment 2 – (Grassland and woodland) –** This area of the Park has been identified with moderate visitor activity, consisting of: Haysden Water (reservoir a flood storage area), the sailing club, car park, and woodland. The area is also used by Tonbridge & District Angling & Fish Preservation Society which utilises the north and east banks of Haysden Water. Due to the location of the car park and the sports clubs currently operating in this area, management objectives will need to take recreation into consideration. Species present in the area include Kingfisher (Alcedo atthis), Pipistrelle Bat, (Pipistrellus pipistrellus), and Noctule Bat (Nyctalis noctua) and Reed Bunting (Emberiza cirrus) that nest in the reedbeds along Haysden Water. The key projects for this area are removing scrub, keeping the pond with some open areas, coppicing and planting around the lake edge.

**Compartment 3 – (Water Meadow) -** This compartment is an example of a scarce habitat, containing a limited number of an identified rare species Oenanthe silaifolia (Narrow-Leaved Water-Dropwort) around the river boundary and is flanked on one boundary by trees and scrub; Bats are also known to use the river corridor. Management will be guided by the need to preserve the existing habitat and the protection of identified species. Two mud scrapes, shallow ponds in the central area were created to increase biodiversity of this area. Requests for events should avoid this area of land.



**Compartment 4 – (Reservoir embankment) -** Compartment four comprises the Leigh Flood Relief Barrier, a structure that impacts on management objectives throughout the Park. This area of land is owned and managed by the Environment Agency (EA) and is maintained as a close mown grass embankment.



**Compartment 5** – (Woodland and meadow) - An area demonstrating moderate visitor presence and consisting of 'The Straight Mile', meadow, marsh and mixed woodland. This compartment comprises a variety of habitats and contributes strongly to the wildlife diversity and character of the Park. Along 'The Straight Mile' (woodland ride) Damselflies, Dragonflies and Butterflies are common; this area may also be attractive for Bat species. The Straight Mile woodland is a good habitat for Bird species and woodland edges for the plant Dyers Greenweed (Genista tinctoria). As with the meadow below a key project is to increase the biodiversity of the meadow area by removing arisings when cut and opening up bare ground for natural regeneration. The importance of the Straight Mile for wildlife is noted and a key project will be to ensure that vegetation does not enclose the ride which would reduce the sunlight and so, insect and plant biodiversity of this area.



**Compartment 6** – (Heusenstamm Wood) - A mixed species broadleaved woodland which is still young circa 1987 but is establishing well, and now attracting Dragonflies and Butterflies. This woodland is located on the former site of the so called 'Tonbridge Lido' or 'Weir Pool', both now filled in and removed.

**Compartment 7** – (The Shallows) - Flanked to the south by the original River Medway and still connected to the River Medway and Stone Lock, the river is now heavily silted through lack of water flow, accept in times of flood. The area contains a variety of common flora and is an important site for invertebrates and feeding birds, as are the reedbeds. Species present at this locality include Kingfishers (Alcedo atthis) and Damselflies. A dipping platform for educational use is now located in this compartment.



**Compartment 8** – (River Meadow) - Bordering the River Medway the area contains examples of wildflower meadow and old woodland and the remains of the old Stone Lock. Species present alongside the river are Common Darter Dragonfly (Sympetrum striolatum), Migrant Hawker Dragonfly (Aeshna mixta) and Banded Damoiselle (Calopteryx splendens). Key projects for this area are to increase the biodiversity of the meadow areas by removing arisings when cut and opening up bare ground for natural regeneration. The future management of the Stone Lock is considered at end of the management plan (see Five Year Action Programme).



**Compartment 9 – (Barden Lake & Woodlands) -** Dominated by Barden Lake the area is bordered by woodland (Barden Shaw and Audley Wood) and the railway line. The area is subject to a high level of public use for informal recreation. A number of species visit the woodland called Barden Shaw including Nightingale (Luscinia megarhynchos) and Serotine bat Eptesicus serotinus. Kingfishers (Alcedo atthis) are also present along the river. Around the lake Dyer’s Greenwood (Genista tinctoria) and Dragonfly species have been noted. Establishing

planting around the lake edge’ control of Canada Geese and re-planting the bare soil at the end of the lake are key projects for this area.

**Compartment 10 – (Main entrance area) -** An area that is subject to the highest level of public use, consisting of: the main car park, toilet block, picnic areas, children’s play area and designated dog exercise area and where the mobile cafeteria service operates from. Hedgerows around the car park/ play area boundary are now well established. Hedgelaying to the rear of the play area has also been a great success. Establishing a new use for Tile Barn Field is one of the key projects for users to consider over the coming years.

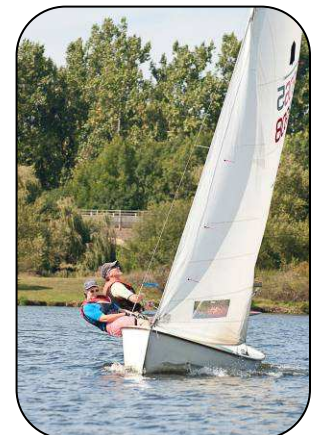


**Compartment 11 – (Woodland and Car Park)** Predominantly Haysden Water car park and the informal BMX track but also containing a small section of woodland and the man-made Bat Cave.

## 10.0 Constraints & SWOT analysis

**Limiting factors –** Every facility has constraints on the management of the site and limitations to the services it can provide. The Councils Parks Management Aim, ensuring the site is a suitable home for a wide range of wildlife as well as providing an open space for recreation, fundamentally limits the activities and development that can take place in the Park. The Park also has the following constraints and limitations.

**Lease to Tonbridge Town Sailing Club -** At present Tonbridge Town Sailing Club has a lease agreement for sailing on Haysden Water in Compartment 2. The current lease runs from 1992 to 2020 (28 years) and includes





break clauses.

**Angling** - Any fishing operations, including the transferring of fish, drag netting and the use of electro fishing to catch predatory fish such as eels and pike will require the permission of the Environment Agency. Fishing on the River Medway and The Shallows is under the control of the Environment Agency and a separate close season will apply. Rod Licences are required for all fishermen. Tonbridge & District Angling & Fish Preservation Society currently have a licence for the fishing rights to Barden Lake, stretches along the River Medway and designated areas on Haysden Water within the Park. The current licence runs for 28 years from 2006 to 2034 and includes break clauses.

**Licence to Sevenoaks Triathlon Club** – The club have a licence to carry out swimming training on Monday evening in Haysden Water which runs for 6 years 2012 to 2016.

**Flooding** – The site is within the flood plain for the River Medway, with the natural fall of the land towards the park and River Medway. The Barden Lake end of the park periodically floods when the River Medway bursts its banks or flood and ground water from the catchment area flows downhill towards the river.

**Designations** - The whole site is identified in the Tonbridge and Malling Local Plan as being within the Green Belt. Currently three other designations cover the Park and these are Local Nature Reserve (designated in 2009), Local Wildlife Site (designated an SNCI C1987) and Special Landscape Area (See **Appendix 8**).

**Size and Shape of the Site** - The linear shape of the site and the relatively small size limits the range of activities possible in the Park.



**Character of the Site** - The variety of habitats and high level of open water limits the extent of land based activities that are able to take place within the Park.

**Access** - Several transport routes transect the site (rail, road, rivers and streams). All of these, along with the Leigh Flood Relief Barrier, influence how, where and the type of access that takes place (main access routes are highlighted on the Master Plan, see **Appendix 3**). It should also be noted that the main road (Lower Haysden Lane) to the site is of limited width and has no footpath.

**Easement** - An easement exists in relation to the A21 trunk road effecting use of designated land around the road.

**Noise** - In parts of the site, the tranquillity of the countryside is interrupted by noise from vehicles travelling along the A21 trunk road and intermittently by trains travelling on the railway line.

**Public Rights of Way** - All public rights of way must remain open and free of obstruction. Any public rights of way that traverse the site cannot be blocked, diverted or re-aligned without the authorisation from Kent County Council (For designated Rights of Way see **Appendix 8**). No stiles, gates, bollards or any other barriers can be installed on Public Right of Ways (PRoW's) without prior authorisation of KCC.



**Budget** - The Park has its own revenue budget that covers the basic maintenance of the site. Income is raised through concessions for angling, sailing and cafeteria services, and car parking but this recovers only a small percentage of the total costs, see **Appendix 11**. Management, maintenance and development carried out within the Park are therefore limited in relation to available funding.

**Leigh Flood Relief Barrier** – Any activities that affect the area behind the Leigh Flood Relief, compartments 1 - 4 (Haysden Water and surrounds), need consent from the Environment Agency, under the Water Resources Act 1991.



Impoundment of water by the Environment Agency behind the Leigh Flood Relief Barrier at Haysden Water leads to occasional deliberate flooding to several metres in depth of this part of the park (Compartments 1-4 - these areas are designated as a 'Reservoir'). The area can hold water (normally this is in winter) for a number of days before being released downstream. The area around the barrier must remain in good condition, The Council work closely with the Environment Agency and access is strictly limited to mainly pedestrians in this area, and rabbits are controlled to avoid damage to the structure of the barrier.

**Land Drainage** - The drainage ditch near Barden Lake is under control of the Upper Medway Internal Drainage Board control, and must be kept in good order to avoid flooding. Land Drainage Consent is required for any works. The River Medway (including The Shallows) is under the control of the Environment Agency and drainage consent maybe needed for work in these areas that affects the banks of any watercourse or flooding.





The site has a planning designated as Green Belt which would restrict development beyond those which are 'permitted development rights'.

**Wildlife Protection Legislation** – There is numerous wildlife protection legislation that affect animals and plants that occur in the park.

**Statutory Undertakers** - Any new electricity, gas, water or telephone supplies will require authorisation by UK Power Networks, EDF Energy, British Gas Transco, South East Water, Southern Water Services and BT as applicable. The above companies also have a right to maintain their services which are on the land. The Highways Agency also has rights to access and maintain the A21 flyover.

**Strengths, Weaknesses, Opportunities and Threats – Table 9** identifies the main strengths, weakness, opportunities and threats at Haysden Country Park.

**Table 9: Strengths, Weaknesses, Opportunities, and Threats**

<b>Strengths</b> 	<b>Weaknesses</b> 
<ul style="list-style-type: none"> <li>• Green Flag Award</li> <li>• Community involvement</li> <li>• Wildlife value/ records</li> <li>• Customer satisfaction</li> <li>• Regional Cycle Route 12</li> <li>• High level of usage</li> <li>• Good relationship with stakeholders</li> <li>• Good catering facilities</li> <li>• Children’s play area</li> <li>• Public toilets</li> <li>• Marketing</li> <li>• Ranger service</li> <li>• Disability Access</li> <li>• Ranger Led Activity Pack</li> <li>• Water Safety Strategy</li> <li>• Low level of anti social behaviour</li> <li>• Local Nature Reserve</li> <li>• ‘Dog Control Orders’</li> </ul>	<ul style="list-style-type: none"> <li>• Noise from the roads and railway</li> <li>• Landing stage unused</li> <li>• Lack of aquatic vegetation around lake edges</li> <li>• Angling areas mainly not marked</li> <li>• No bylaws</li> <li>• Blue Green Alga</li> <li>• Dog Control disturbance of wildlife</li> <li>• No CCTV in car parks</li> <li>• Tile Barn Field – no public access</li> <li>• Leigh Barrier land constraints</li> <li>• Scrub growth in grassland</li> <li>• More car parking spaces required at busy times</li> </ul>
<b>Opportunities</b> 	<b>Threats</b> 
<ul style="list-style-type: none"> <li>• Extending the play area</li> <li>• Stone Lock improvements</li> <li>• Increase opportunities to study wildlife</li> <li>• Habitat creation in Water Meadow</li> <li>• Landing Stage use</li> <li>• Access for activities like canoeing</li> <li>• Investigate Bylaws</li> <li>• Enhancement of refreshment service</li> <li>• Improve the appearance of the picnic area</li> <li>• Review of Access Audit</li> <li>• Uses for Tile Barn Field</li> <li>• Install CCTV in main car park</li> <li>• External funding</li> <li>• Scrub clearance</li> <li>• Use hedges and scrub to stop access to sensitive areas</li> </ul>	<ul style="list-style-type: none"> <li>• Flooding &amp; lake edge erosion</li> <li>• Increased frequency of flooding including raising the height of the Leigh Flood barrier</li> <li>• Increasing numbers of geese</li> <li>• Increase in Mink</li> <li>• Increase in rabbits (damage to Leigh Barrier)</li> <li>• Increase in cormorants</li> <li>• Scrub encroachment on grassland</li> <li>• Financial constraints</li> <li>• Staffing levels</li> <li>• Anti-social behaviour</li> </ul>

**Conclusion** - The above table identifies a number of possible areas for improvement and where possible these have been taken forward in the sections that follow within the aims, objectives, and projects for the site.

## Part 2 - Where do we want to get to?

This section of the plan describes our vision for the Park and sets out our management aims and objectives.



The Council would like to retain the Green Flag Award and the Country Park Accreditation and our aim and objectives are reflective of these criteria.

**Management Plan Overall Aim** - To provide a Country park that offers a welcoming place for low intensity recreational use that is compatible with its nature conservation features, ensuring the sites integrity is maintained for the benefit of local community. A balance is to be achieved between all key elements and none shall, within reason, dominate others.

This aim will be achieved through management focused on the following key objectives:

- A Well Managed Park
- A Welcoming Park
- A Healthy, Safe and Secure Park
- A Clean and Well Maintained Park
- A Sustainable Park
- A Park that Addresses Conservation and Heritage
- A Park that Encourages Community Involvement
- A Well Marketed and Promoted Park

Each of these objectives may give rise to several projects, with tasks or actions within the Five Year Work Programme.

## Part 3 – How will we get there?

This section sets out how we are going to achieve our aims and objectives. A Five Year Work Programme sets out long-term targets and Annual Action Plans, focusing on each year, will flow from this.



### 12.0 - Five Year Work Programme

Each objective will require a range of Projects to achieve them and these are highlighted within the Five Year Work Programme at **Table 10**.

Projects are specific areas of work that may require investigation; costing; identification of funding and; in some cases several tasks to complete them. The feasibility stage of this process will ultimately determine if the project is implemented.

The Programme indicates the Compartment (as shown on the Master Plan **Appendix 3**) in which specific projects will be applied and the estimated year they will be implemented. All projects have also been given year/s for implementation and a priority which is based around the Council's objectives, and where funding is the limiting factor these priorities will be used to determine which projects go ahead.

As highlighted at **4.0** – Grounds Maintenance, regular maintenance tasks are specified within the Council's Grounds Maintenance Contract and due to the scale of the documents it would be inappropriate to include this within this plan. It is, therefore, acknowledged that as part of the management of the Park this contract will need to be implemented and monitored alongside this plan.

### 13.0 - Annual Action Plans

More detailed one-year Annual Action Plans will be drawn up on an annual basis and will be produced in accordance with the Five Year Work Programme. The Annual Action Plan contains details of what exactly is to be done, when and by whom, and will be included in later versions of this plan at **Appendix 12**.

**Table 10: Five Year Work Programme**

**Key: R= Revenue, C=Capital, G=Grant, J=Joint funding opportunity, N= No cost overheads only, S=Sponsorship (income), I=Income, K=in kind donation of time**

PROJECT	Priority	Compartment	Expenditure/ Income	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019
<b>KEY</b>  <b>Proposed</b> 1 <b>Completed</b>								
1. <b>Green Flag Award</b> – Make an annual application for the award, which is judged annually against the criteria used as the objectives within this plan.	1	All	R	1	1	1	1	1
2. <b>Annual Action Plan</b> – review the plan, and prepare an Annual Action Plan for the forthcoming year prior to January each year.	1	All	N	1	1	1	1	1
3. <b>Budget Control</b> - Manage the expenditure in line with the agreed budget for the site. Prepare budget estimates based on estimated expenditure and income on an annual basis.	1	All	N	1	1	1	1	1
4. <b>Grounds Maintenance and Other Contracts</b> – Implement and monitor the contracts and report on progress and defects.	1	All	R	1	1	1	1	1
5. <b>Programme of Activities and Events</b> – Run events at the park that: engage the public; encourage healthy living; promote environmental awareness and, interpretation of the park. Also encourage and support applications for appropriate events from recognised organisations and clubs. <i>Note: ensure that public liability insurance risk assessments are in place before appropriate events.</i>	2	All	R	1	1	1	1	1
6. <b>Customer Survey</b> - Commission and compare the results with those from the 2013 survey, in preparation for the review and re-write of the next management plan for this park.	1	All	R				1	



PROJECT	Priority	Compartment	Expenditure/ Income	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019
<b>KEY</b> <b>Proposed</b> 1 <b>Completed</b>								
7. <b>Community Involvement</b> – Continue to support and encourage the User Panel and Volunteer involvement at the Park, support the Summer Play Scheme off site and consider any new approaches to the Council for community involvement at the Park.	1	All	R	1	1	1	1	1
8. <b>Ranger</b> – Review the level of site based staff (Ranger).	2	All	R		1			
9. <b>Health and Safety</b> – Carry out an annual formal site inspection and an annual review of risk assessments (including all clubs). Ensure that organisations using the site have current public liability insurance cover at an appropriate level. Act on any findings within the Report.	1	All	N	1	1	1	1	1
10. <b>Basic Tree Surveys</b> - Carry out a Basic Tree Survey, record results and implement actions arising, as appropriate.	1	All	R	1	1		1	1
<b>Expert Tree Surveys</b> – Carry out by an external company, an Expert Tree Survey, record results and implement actions arising, as appropriate.	1	All	R			1		
11. <b>Bridge Maintenance</b> – Carry out regular inspections of bridges and repair as required or pass on information to the owners (KCC) as appropriate.	1	All	R	1	1	1	1	1
12. <b>Bylaws</b> – Investigate, bylaws to cover the Park.	2	All	R	1	1	1	1	1
13. <b>Seating Provision</b> – Keep existing seating in good order and assess the need and provide additional seating as required. Continue to promote the Sponsored Seat scheme.	2	All	S	1	1	1	1	1
14. <b>Play Equipment Replacement</b> - Replace play equipment and impact absorbing surfaces before they come to the end of their life, as required. <i>Note: consider the Equality when replacing equipment and surfacing.</i>	1	10	C	1				

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PROJECT	Priority	Compartment	Expenditure/ Income	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019
<b>KEY</b> <b>Proposed</b> 1 <b>Completed</b>								
15. <b>Play Area Improvements</b> – Improve the play area by adding more play features subject to grant aid funding.	2	10	G,C	1	1	1		
16. <b>Marketing of the Park</b> - Review the ways in which the Park is marketed and update marketing information before reprinting.	1	All	R	1	1	1	1	1
17. <b>Interpretation and Marketing Plan</b> – Continue to implement projects within the Interpretation Plan Appendix 5 if and where funding allows as necessary.	3	All	I, C	1	1	1	1	1
18. <b>Access Audit 2014</b> – Implement actions within the access audit progressively in accordance with the programmed priorities within the audit . where funding permits.	1	All	N	1	1	1	1	1
19. <b>New Access Audit</b> – Undertake new access audit of the park utilising the Councils Access Officer.	1	All	N					1
20. <b>Land Drainage</b> – Keep the land drainage system in good working order by removing dead trees and fallen branches from the water courses, and keeping culvert drains unblocked under the railway line. Seasonal closing (summer) and winter opening of Barden Lake overflow pipe to prevent Zebra Mussels entering the river.	1	All	R	1		1	1	1
21. <b>Healthy Walks Programme</b> - Support the year round walks run once per week on average, 1-2 hours in duration, utilising trained volunteer walk leaders.	1	All	R	1	1	1	1	1
22. <b>Lake Marginal Aquatic and Emergent Planting and Bank Protection</b> - Around Barden Lake and Haysden Water continue the project of planting to	2	2, 9	K,R		1	1	1	1

PROJECT	Priority	Compartment	Expenditure/ Income	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019
<b>KEY</b>  <b>Proposed</b> 1 <b>Completed</b>								
protect the banks from erosion and to diversify the habitat. Follow best practice to create a more healthy lake eco system; for aesthetic reasons; to attract a wider variety of animal species and to create fish refuge areas from predators.								
<b>23. Reed Bed Creation</b> – Follow best practice to create a healthier lake eco system in liaison with the sailing club and Angling Society the opportunity to plant reeds in the shallow water near the coppiced woodland area of the Nature Reserve. The reeds would act as a filter for silt and nutrients coming into the lake, act as a fish refuge and provide another area for wildlife like nesting waterfowl and Reed Buntings. If agreed, seek funding for this project.	3	2	R, G, K		1	1		
<b>24. Tile Barn Field Use</b> – Consider the opportunities for use of this land, (grazed by livestock occasionally at present) such as in part for car parking, opening up public access for events or consider other uses like, planting woodland, creating meadow walks etc.	3	10	R, I				1	1
<b>25. Landing Stage</b> – Investigate options to use this area including offers to restart the licensed passenger boat service (as has run previously), or alternative uses for the landing stage.	2	8	R, I				1	1
<b>26. Collect Information on Wildlife Species</b> – Record species visiting and present in the Park to establish connections between management of habitats and species presence and report the findings to the Site Manager and, the Kent and Medway Biological Records Centre. Continue the monitoring programme, paying particular attention to the distribution of any	2	All	R,K	1	1	1	1	1

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PROJECT KEY Proposed 1 Completed	Priority	Compartment	Expenditure/ Income	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019
rare and protected species. Work with volunteers and other agencies like the Kent Bat Group, Kent Amphibian and Reptile Group, British Trust for Ornithology and Kent Wildlife Trust and use this information to inform the management of the habitats in the Park.								
27. <b>Collect Information on Plants</b> – in particular the distribution within the park of rare or scarce species for Kent or the UK and also for the mixture of habitats present in the Park as above to aid management decisions; submitting records to the Site Manager and, the Kent and Medway Biological Records centre. Key species at the Park are Narrow leaved water dropwort, and Dyers Greenwood.	2	All	R, K	1	1	1	1	1
28. <b>Control of Pest Species</b> - Keep invasive alien species (non natives) and those classed in law as 'pests' under control for example: Giant Hogweed, Himalayan Balsam, Japanese Knotweed, Zebra Mussel, rabbits, ragwort (Ragwort Control Plan), and rats.	1	All	R, K	1	1	1	1	1
29. <b>Canada Geese Control</b> - Consider humane controls to reduce the number of Canada Geese. The geese are an aggressive pest species and now the dominant species on the lake growing in number each year, and so reducing the variety of other bird species using the lakes and flora present. Controlling these geese would be subject to obtaining an appropriate license.	2	2, 9	R		1	1	1	1
30. <b>Mink Control</b> - Monitor the level of mink present at the site and consider taking action in liaison with and adjacent landowners in the River Medway catchment, and with outside bodies including Natural England, and the Kent	2	2	R			1	1	1

PROJECT	Priority	Compartment	Expenditure/ Income	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019
<b>KEY</b> <b>Proposed</b> 1 <b>Completed</b>								
Wildlife Trust. (Mink is an introduced pest species plus an aggressive species and a predator of fish.) Apply for any consents required.								
31. <b>Signage Provision</b> – Consider new signs within the Park where required, but aim to provide information on a temporary basis where information is short term. Avoid having too many signs which would detract from the rural nature of the Park. Consider the connection of the Park to other adjoining public open spaces or public rights of way. A desirable criteria from the Country Park Accreditation Scheme. Also consider how well the Park is marked on Maps, and satellite navigation systems.	3	All	R	1	1	1	1	1
32. <b>Build Bird Boxes and Other Habitats</b> – Volunteers to construct these to give nesting, overwintering and feeding opportunities for wildlife. Gives the public an opportunity to think about nature and study it more closely. Some nest boxes to be used in the Park to increase nesting shelter opportunities.	3	All	R	1	1	1	1	1
33. <b>Remove Scrub from Kingfisher Nesting Sites</b> – Remove bank vegetation from identified potential Kingfisher nesting sites such as along the western bank of The Shallows.	2		K	1			1	
34. <b>The Stone Lock Improvements</b> – Investigate options to make enhancements around the Lock, subject to grant aid funding.	2	8	G, C			1		1
35. <b>Pond/ Water Course Management and Pond Creation</b> – Create new mini ponds within the old river channels and manage existing ponds and water courses to keep some areas of open water where opportunities exist to encourage animals like amphibians and insects. Work with the volunteers and other agencies.	2	2, 6, 7	R, K	1	1	1	1	

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PROJECT	Priority	Compartment	Expenditure/ Income	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019
KEY								
Proposed 1								
Completed								
36. <b>Water Meadow</b> – Continue the management of this part of the site as a series of ‘ponds’ at various stages of succession, with areas of mud scrapes (shallow seasonal ponds) and by digging some new deeper ponds. Adopt an appropriate maintenance regime in the Water Meadow to retain open grassland, and discourage woody scrub development and encourage increased numbers of the nationally scarce Narrow Leaved Water Dropwort. (The area is already subject to periodic flooding and is within the ‘reservoir’ flood retention area for the Leigh Barrier).	3	3	K, R		1	1		
37. <b>Angling Areas</b> - Investigate opportunities to establish designated marked numbered ‘angling swims’ within the fishing areas in liaison with the Angling Society. Having agreed the areas to fish and taken steps to protect the banks as needed, this should also reduce bank erosion.	2	2, 3, 7, 8, 9	R			1	1	
38. <b>Learning Opportunities in the Park</b> – Aim to encourage and increase the number of young people and given opportunities for learning in the Park through the Ranger Led Activity Pack, use of the Dipping Platform and other events and information provided about the Park.	1	All	R	1	1	1	1	1
39. <b>Path Resurfacing and Creation</b> – Resurface compacted stone paths as they become worn. New compacted stone paths are not to be created unless absolutely necessary due the high initial cost and long term maintenance costs, and because we want to keep the more remote areas of the Park more rural in nature.	1	All	R	1	1	1	1	1
40. <b>Cut Back Path Vegetation</b> - Overhanging/encroaching vegetation to be cut back from paths.	1	All	N, K	1	1	1	1	1

PROJECT	Priority	Compartment	Expenditure/ Income	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019
<b>KEY</b>								
<b>Proposed</b> 1								
<b>Completed</b>								
41. <b>Scrub Clearance</b> – Remove scrub from selective grassland areas of the Park in rotation to keep a balance of grassland, scrub, woodland, open woodland rides and glades.	2	2, 3, 6, 7	K	1	1	1	1	1
42. <b>Hedgerow Restoration</b> – Restore hedgerows by laying these hedges or adding dead hedging and replanting to increase their density and suitability for wildlife, utilising the volunteers.	2	All	K	1	1	1	1	
43. <b>Plant more Hedgerows</b> – Take opportunities to replace existing fences and other boundaries with new hedges: mark boundaries; to divide the site up and; create new habitats.	2	All	R, K	1	1	1	1	1
44. <b>Planting more Trees</b> – Take opportunities to increase the tree cover in the Park although still aim to retain mosaic of different habitats (grassland, woodland, and scrub) within the Park.	3	All	R, K, G	1	1	1		1
45. <b>Coppice Rotations</b> – Continue cutting designated areas in rotational cycles to create a habitat suitable for nesting birds etc. and to prevent the full enclosure of the canopy. Ensure that advice on bats is sought prior to any felling. Leave standard trees where they are in good condition and large dead wood logs to add to the diversity of the habitat. Coppice the area in the Nature Reserve for wildlife and to allow sailing.	2	1, 5, 9	R, K	1	1	1	1	1
46. <b>The Shallows Coppicing</b> - Coppice the willow trees within the fenced area, along The Shallows. Treat this area as a wildlife refuge and keep dogs and the public out by retaining boundary fencing around the area. Include area in future coppicing rotations.	3	7	R, K		1	1		
47. <b>Facility Improvements</b> – Investigate the feasibility of improved provision of	3	10	I,	1	1	1	1	1



PROJECT	Priority	Compartment	Expenditure/ Income	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019
<b>KEY</b>								
<b>Proposed</b> 1								
<b>Completed</b>								
refreshments and toilets, alongside improved ranger and volunteer facilities. Progress with Projects as appropriate linked to demand and availability of funding.			C, G , J					
48. <b>Canoe Use</b> – Consider the feasibility of allowing canoe users better access to the river.	4	10	I	1				
49. <b>CCTV for the Main Car Park</b> - Consider the feasibility of installing this in the main car park.	4	10	C, G					1
50. <b>30th Anniversary of the Parks Opening</b> – Consider special event/s and event branding for the public to celebrate this.	3	1	R				1	
51. <b>Green Transport Plan for the Park</b> – Write this plan to consider ways that visitors can access the Park and staff that could reduce carbon omissions. This is a Desirable criteria for the Country Parks Accreditation Scheme.	4	1	R,G	1	1	1	1	1
52. <b>Re-apply Country Parks Accreditation Scheme</b> - Natural England run this scheme	2	All	N		1			
53. <b>Monitor and Increase Plant Species Richness in the Meadows</b> – Carry out plant surveys to record existing vegetation and to monitor the effectiveness of this Project. If there is a benefit, use established recognised methods to increase species richness within meadows. (Note only carry out in the part of Compartment 8 meadow nearest Stone Lock)	2	3, 5, 8	R, G	1	1	1	1	1
54. <b>Triathlon Swimming Licence</b> – Consider with the Licensee a new agreement	1	2	I	1				
55. <b>Triathlon Swimming New Access Platform</b> – consider proposals for Haysden Water access to the lake for tri club swimming with the	3	2	N	1				

PROJECT	Priority	Compartment	Expenditure/ Income	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019
<b>KEY</b>								
<b>Proposed</b> 1								
<b>Completed</b>								
Environment Agency and Clubs if brought forward by the Licensee								
<b>56. Rainbow pond increase connectivity to the river and planting</b> – Investigate with key stakeholders the feasibility of clearing a narrow channel from the pond to The Shallows and planting around the pond. A small grant has been received from Courier Newspaper Group to the Haysden Country Park Volunteers	1	7	G	1				
<b>57. Tudor Trail Cycle Route</b> – Consider partnership opportunities, and establish maintenance responsibilities and implement as required.	3	3	R	1	1	1	1	1
<b>58. Investigate New Partnership Opportunities</b> – Investigate opportunities to work with other organisations, to improve and develop the site.	All	3	I/S	1	1	1	1	1
<b>59. New Management Plan</b> – Produce the next management plan for the Park for the period 2020-2025	1	-	N					1

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## **Part 4 – How will we know when we have arrived?**

This final section looks at how we will track progress and how the plan is updated.

It is important to realise that a Management Plan is only a snap shot in time and may need periodic updating to keep it relevant. This may include alterations to reflect policy changes, new innovation, changes in resources or feedback from users and others.



**Green Flag Award** – The plan has been written to meet the criteria for the Green Flag Award and form part of a successful application. Its appropriateness can be assessed against the outcome of the application and the feedback report received from the judges.

**Country Park Accreditation** - The plan will also form part of our Country Park Accreditation application and can be judged against the outcome of this application.

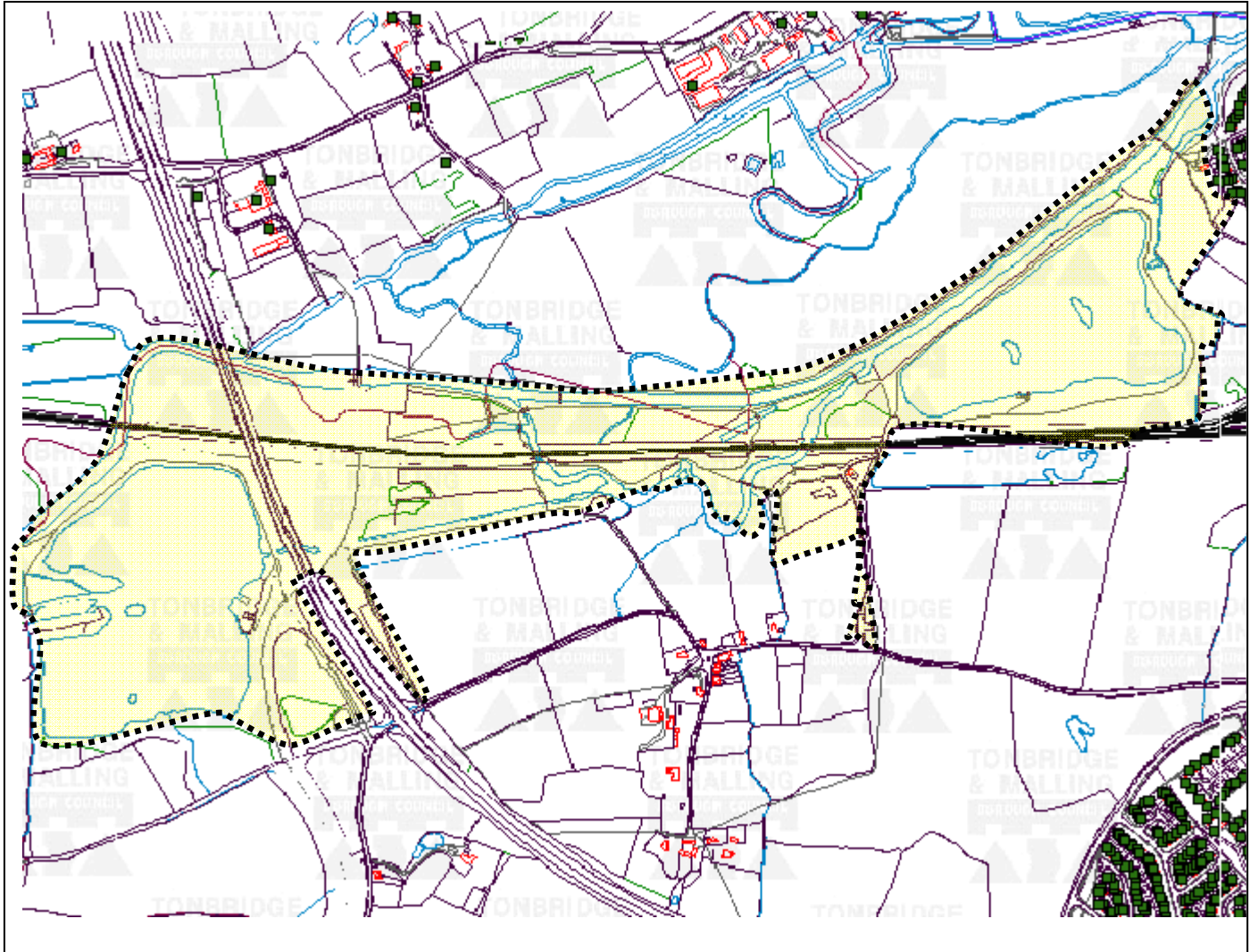
**Monitoring Progress** – Progress will be monitored against the Annual Action Plan (included in later versions of the plan), at contractor and staff progress meetings.

**Annual Management Plan Review** – In order to keep the plan relevant, each year, and prior to the start of the year, an annual review will be carried out. Much of the site description, policy and aims are likely to remain unchanged from year to year, but the final sections of the plan are more dynamic and the whole plan will need reviewing and updating where necessary. The most important part of the review will be to look at the Five Year Work Programme and, from this, drawing up the one year Annual Action Plan for the coming year.

**End of Plan Review** – Prior to the expiry of this plan on 31 December 2019, a full review and rewrite will be carried out to develop the next Five Year Management Plan.

## List of Appendices

Appendix 1	-	Location Plan
Appendix 2	-	Land Ownership Map
Appendix 3	-	Master Plan
Appendix 4	-	Access Audit
Appendix 5	-	Interpretation and Marketing Plan
Appendix 6	-	Example Risk Assessments
Appendix 7	-	Asset List
Appendix 8	-	Legal Aspects Map
Appendix 9	-	Chemicals used at the Park
Appendix 10	-	Country Park Species Lists
Appendix 11	-	Haysden Country Park Budget
Appendix 12	-	Annual Action Plan



**Location Map: Haysden Country Park,  
Tonbridge, Kent**

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**Compartment 1** – (Nature reserve sanctuary area) - This compartment consists of woodland and is part of the west bank of Hayden Water. Public access is limited by vegetation growth and a locked gate to prevent access by the public and club users. To allow wind speed for sailing annual coppicing of one section per year will be allowed to address this issue.

**Compartment 2** – (Grassland and woodland) - This area of the Park has been identified with moderate visitor activity. Uses for Angling, sailing and car park. Species present in the area include Kingfisher (*Alcedo atthis*), Pipistrelle Bat (*Pipistrellus pipistrellus*), and Noctule Bat (*Myotis noctula*) and Reed Bunting (*Emberiza citrinella*) that nest in the reedbeds along Hayden Water. The key projects for this area are removing scrub, keeping the pond with some open areas, coppicing and planting around the lake edge

**Compartment 3** – (Water Meadow) - This compartment is an example of a scarce habitat, containing a limited number of an identified rare species *Geranium silvaticum* (Narrow-Leaved Water-Dropwort) around the river boundary and is flanked on one boundary by trees and scrub. Bats use the river corridor. Preserve the existing habitat and the protection of identified species. Key projects must scrape, and ponds to increase biodiversity of this area. Requests for events should avoid this area of land.

**Compartment 4** – (Reservoir embankment) - Compartment four comprises the Leigh Flood Relief Barrier, a structure that impacts on management objectives throughout the Park. The barrier is owned and managed by the Environment Agency (EA) and is maintained as a close grown grass embankment.

**Compartment 5** – (Woodland and meadow) - This compartment comprises a variety of habitats and contributes strongly

to the wildlife diversity and character of the Park. Along 'The Straight Mile' (woodland ridge) Damaselles, Dragonflies and Butterflies are common, this area may also be attractive for Bat species. The Straight Mile woodland is a good habitat for Bird species and woodland edges for the plants.

**Compartment 6** – (Heusenstamm Wood) - A mixed species broadleaved woodland which is still young circa 1987 but is establishing well, and now attracting Dragonflies and Butterflies. This woodland is located on the former site of the so called 'Tonbridge Lido' or 'Weir Pool', both now filled in and removed.

**Compartment 7** – (The Shallows) - Flanked to the south by the original River Medway and Stone Lock, the river is now

heavily silted through lack of water flow, accept in times of flood. The area contains a variety of common flora and is an important site for invertebrates and feeding birds, as are the reed beds. Species present at this locality include Kingfishers (*Alcedo atthis*) and Damselflies. A pond dipping platform is located in this compartment.

**Compartment 8** – (River Meadow) - Bordering the River Medway the area contains examples of wildflower meadow and old woodland and the remains of the old Stone Lock. Species present alongside the river are Common Darter Dragonfly (*Zygoptera aristatum*), Migrant Hawker Dragonfly (*Aeshna mixta*) and Banded Demoiselle (*Galaxoptera splendens*). Key projects for this area are to increase the biodiversity of the meadow areas by removing arising when cut and opening up bare ground for natural regeneration. The future management of the Stone Lock is a key project.

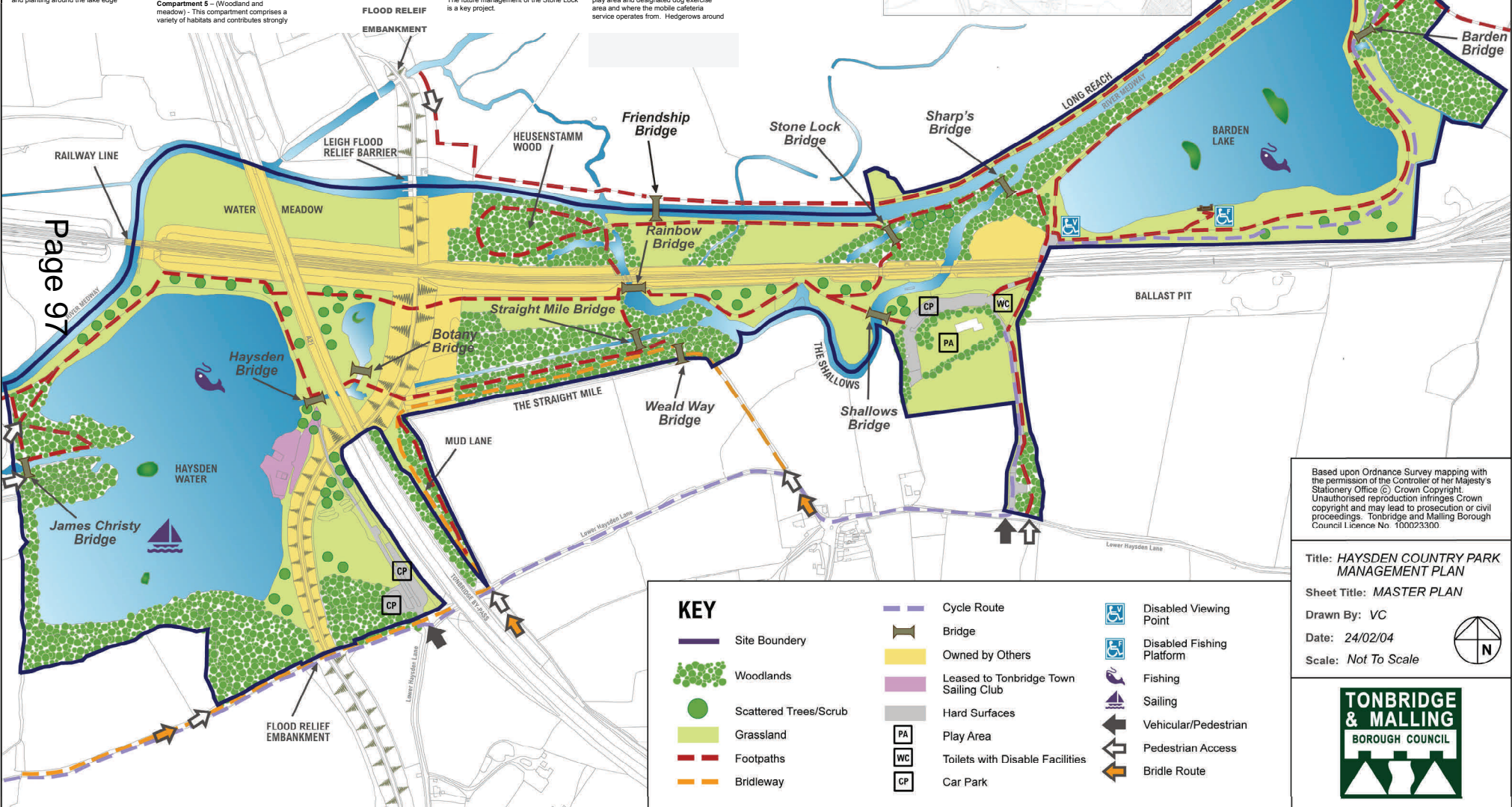
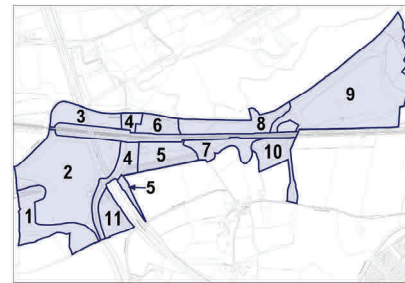
**Compartment 9** – (Barden Lake & Woodlands) - Dominated by Barden Lake and the area is bordered by woodland (Barden Shaw and Audley Wood) and the railway line. The area is subject to a high level of public use for informal recreation. A number of species visit the woodland called Barden Shaw including Nightingale (*Luscinia megarhynchos*) and Serotine bat (*Eptesicus serotinus*). Kingfishers (*Alcedo atthis*) are also present along the river. Around the lake Dyer's Greenwood (*Castus fructosa*) and Dragonfly species have been noted. Key projects are establishing planting around the lake edge control of Canada Geese and re-vegetating the bare soil at the end of the lake.

**Compartment 10** – (Main entrance area) - An area that is subject to the highest level of public use, consisting of the main car park, toilet block, picnic areas, children's play area and designated dog exercise area and where the mobile cafeteria service operates from. Hedgerows around

the car park/ play area boundary are now well established. Hedgerelaying to the rear of the play area has also been a great success. The key project is to establishing a new use for Tile Barn Field.

**Compartment 11** – (Woodland and Car Park) - Predominantly Hayden Water car park and the informal BMX track but also containing a small section of woodland and the man-made Bat Cave.

Abridged version from the management plan text



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Title: HAYSDEN COUNTRY PARK MANAGEMENT PLAN  
 Sheet Title: MASTER PLAN  
 Drawn By: VC  
 Date: 24/02/04  
 Scale: Not To Scale

KEY	
	Cycle Route
	Bridge
	Owned by Others
	Woodlands
	Leased to Tonbridge Town Sailing Club
	Scattered Trees/Scrub
	Hard Surfaces
	Footpaths
	Bridleway
	Play Area
	Toilets with Disable Facilities
	Car Park
	Disabled Viewing Point
	Disabled Fishing Platform
	Fishing
	Sailing
	Vehicular/Pedestrian
	Pedestrian Access
	Bridle Route



APPENDIX 3

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**Building Control Services**  
Tonbridge & Malling Borough Council  
Gibson Building, Gibson Drive  
Kings Hill  
West Malling, Kent ME19 4LZ  
Tel: 01732 876305  
Fax: 01732 876363  
building.control@tmbc.gov.uk



## **Access Audit REPORT**

### **Haysden Country Park**

30 April 2014



**A Report to:** Chris Fox  
For TMBC use only

**Date:** 19 May 2014

**Project No:** Access Audit 2014/01

**Issue No:** 1

**Document Reference:** TMBC\_BC\_AA\_2014\_01

**Page:** 1

<b>Prepared by:</b>	Duncan White  (For and on behalf of TMBC Building Control)
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# Visit to Haysden Country Park

## 30 April 2014

By Duncan White (Building Control), and Chris Fox

Area or Building	Problem	Suggestion / Solution / Action	
Footpaths and bridges	<p>The footpaths are a combination on grass, concrete chippings, type 1 roadstone and tarmac. Generally they are all in good condition, and whilst the whole site is not accessible by a wheelchair user due to grass/earth paths, the majority is. Some parts of the paths have worn as a result of adverse weather and some from high usage.</p> <p>Not all the bridges are wheelchair friendly. They are too narrow, or access is not suitable, or they are too narrow.</p>	<p>Where the man-made paths have become damaged and worn maintenance should be undertaken to bring them up to standard. It is important to keep the paths as smooth as possible.</p> <p>Stabilisation to the grass paths should be considered, in order to provide a firm level surface to walk on, whilst still retaining the natural surface.</p> <p>When the bridges are replaced or upgraded, the design should be inclusive.</p>	
Seating	<p>A good variety of seats adjacent to paths is provided. Some are isolated from the path. No wheelchair or pushchair spaces adjacent to ends of seats.</p>	<p>Ensure that 75% of all seats are either adjacent to the path or linked to the path by a hard surfaced path at least 760mm wide.</p> <p>Where new seats are installed, provide a hard surface space at one end of the seat, of sufficient size for a wheelchair user to manoeuvre and park. A hard surfaced path at least 760mm wide should be provided if the seat is not adjacent to the main path.</p> <p>The space provided should allow for a turning circle of 1500mm, which may include the path, but have a minimum size of 760mm x 1200mm. The longer dimension should be perpendicular to the path.</p> <p>It is recommended that a number of</p>	

		the existing seating areas are improved to a similar standard. The number of adapted wheelchair provisions of existing seating should be not less than 20% after 3 years.	
Play area	<p>The access ramp to the play area is steep and there is no landing at the top that gives a wheelchair user the opportunity to open the gate without having to reverse down the slope.</p> <p>Generally good facilities allowing use by everyone. Limited access to play equipment for a wheelchair user.</p> <p>The platform for the dipping pool is accessed via a grass bank, and is not accessible for those with mobility issues</p>	<p>The gate opens outwards for security reasons, and this causes the problem for wheelchair users. To create a ramp in compliance with the British Standard would create a long zig-zag series of ramps. This is not practicable in the space available. Another option is to move the gate further back into the play area, making sure that there is space for the wheelchair to the side of the gate to allow ease of use. However a wheelchair user is unlikely to use the facility on their own and any one accompanying them would be able to assist with the gate. Monitor public opinion and alter as necessary.</p> <p>Provision is not expressly required for disabled children to access the play equipment, however consideration should be given to providing a hard surface path 760mm wide to each item from the main footpath so that a parent/carer in a wheelchair can be part of the experience.</p> <p>The dipping platform is part of the Park experience and should be accessible. Whilst it is recognised that the access to it is also a vehicle route, it should be possible to provide a safe route for wheelchair users and those with limited mobility.</p>	
Signage	<p>Generally the signage is good. It is clear with good contrast. However some of the signs are obstructed by vegetation or are set back from the path and do not allow tactile use.</p>	<p>Ensure that signs are not overgrown and are accessible. Consider having signs nearer the path to allow for tactile recognition, eg feeling the letters.</p> <p>When signs and information maps are being replaced as part of maintenance, they should be designed to include tactile information and instruction symbols.</p>	
Car parking	<p>A number of disabled parking bays are provided at the main car park off Lower Haysden</p>	<p>When and if the secondary car park is resurfaced, disabled parking</p>	

	Lane. In the secondary car park in Lower Haysden Lane, by the A21 flyover the surface is unmade and there are no disabled parking spaces. There is not much of the park accessible from that car park	spaces should be marked out.	
Promotional Literature and Website	Good promotional literature and the website is easy to access and navigate. Browsealoud is no longer available on the website.	Speaking document software is now readily available on most computers and mobile devices.  If an access friendly route is implemented it should be advertised, accompanied with video and audio support for those walking the route, are options that could be considered.	

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**Example Site Risk Assessment**  
(NB many more Risk Assessments are available)



**Haysden Country Park Volunteers (HCPV)**  
**Task Day Risk Assessment Form**

<b>Task Details</b>	
<b>Task Activity:</b>	To re-establish a layered hazel hedge which has been neglected for many years and currently comprises a line of separate and overgrown hazel bushes interspersed with elder and maple. To use some of the cut hazel for vertical stakes and binding to form the frame of the hedge line.
<b>Date of Task:</b>	Saturday 12 <sup>th</sup> January 2013.
<b>Site Description &amp; Location:</b> (see attached ma	The line of the hazel bushes lies parallel with, and to the eastern side of, Mud Lane within the mixed vegetation along its length. A footpath runs alongside and is bordered by another line of trees forming the boundary of the farmer's field. The formerly-laid hedge starts about 20 metres from Lower Hasden Lane and extends most of the length of Mud Lane towards the Straight Mile. It includes other bushes and some mature trees unsuitable for hedge laying. The hedge line slopes down to the path.
<b>Purpose &amp; Description of Task:</b>	To re-establish a distinct hedge line between the lane and the footpath while leaving separate bushes away from the hedge line and existing mature trees as habitat thereby eliminating gaps in the hedgerow. To encourage re-growth of hazel for future harvesting for use in other projects around the park, such as hurdle and hide making.
<b>Ecological Value of Task:</b>	Encouragement of growth from the base of the hazel plants and formation of dense vegetation will form a good habitat and shelter for mammals and birds, while retaining the mature habitats of the larger trees and nearby shrubs.
<b>Site Specific Risks / Health &amp; Safety Issues</b>	
<b>Risks:</b>	<ul style="list-style-type: none"> <li>- Most members of the public would use Mud Lane but could choose to use the path thereby being at risk of collision with volunteers, falling branches or sharp tools.</li> <li>-Volunteers will be close to large branches falling as they are layered and therefore at risk of being hit or scratched. Potential contact with the eyes is of particular concern. Safety hats and goggles to be used by those lowering the branches.</li> <li>-Risk of cuts from the use of billhooks and axes.</li> <li>-Risk of volunteers colliding while using billhooks, axes or loppers in a confined space.</li> <li>-Potential risk of tripping or slipping where burrowed holes and depressions appear at the base of bushes and on the path.</li> <li>-Risk of damage to hands when supporting stakes as they are driven in.</li> <li>-Risk of contamination when having food and drink after handling branches, soil, etc.</li> </ul>
<b>Safety measures taken:</b>	<ul style="list-style-type: none"> <li>-Placing of "men at work" banners at both ends of the work site and looking out for any members of the public close by.</li> <li>-Volunteers are to be instructed to work as a team and when the larger branches are cut and ready to be lowered then all volunteers need to concentrate on lowering it steadily in a controlled manner and guided into place.</li> <li>-Volunteers to be instructed to use swing tools without gloves in order to maintain a secure grip of the tools. Also to adopt a stable footing and position while cutting.</li> <li>-Volunteers working with tools to be instructed to work a sufficient distance apart and to phase the cutting and clearing so no two volunteers using tools at the same time are in close proximity.</li> <li>-Volunteers to be made aware of the location of the burrowed holes and the need for secure footings. Various small depressions in the path have been made by burrowing animals.</li> <li>-V shaped branches to be used to support stakes while being driven in, keeping</li> </ul>

	<p>them at arms length.</p> <p>-Use antibacterial hand wash gel prior to handling food and drink.</p> <p>-First Aid kit and mobile phones available at worksite. Site is very close to Lower Haysden Lane for exit in case of emergency.</p>
<b>Tools and equipment used:</b>	Thick gloves, bow saws, loppers, billhooks, axes, pruning saws, safety hats, goggles, heavy hammer and V- shaped branches for stake driving/holding stakes.
<b>Form Completion</b>	
<b>Completed by:</b>	Don Croker
<b>Position:</b>	HCPV Treasurer
<b>Date:</b>	11 <sup>th</sup> January 2013
<b>Approved by:</b>	Kevin Lavender
<b>Position:</b>	HCPV Chairman
<b>Date:</b>	<b>11<sup>th</sup> January 2013</b>

HCPV works in partnership with Tonbridge & Malling Borough Council and is run independently by its members, with support from the Council.

All tasks are carried out in with full knowledge and approval of Tonbridge & Malling Borough Council and in accordance with the Council's management plan for Haysden Country Park.



**RISK ASSESSMENT FOR:**

**Ranger lead walks at Haysden Country Park**

**ASSESSORS NAME AND SIGNATURE:**

**Rachel Cantwell**

**NOTE : (S) SEVERITY X (L) LIKELIHOOD = (RR) RISK RATING**

**DATE OF INITIAL ASSESSMENT:**

**31/1/11**

**REVIEW DATE:**

**Jan 2013**

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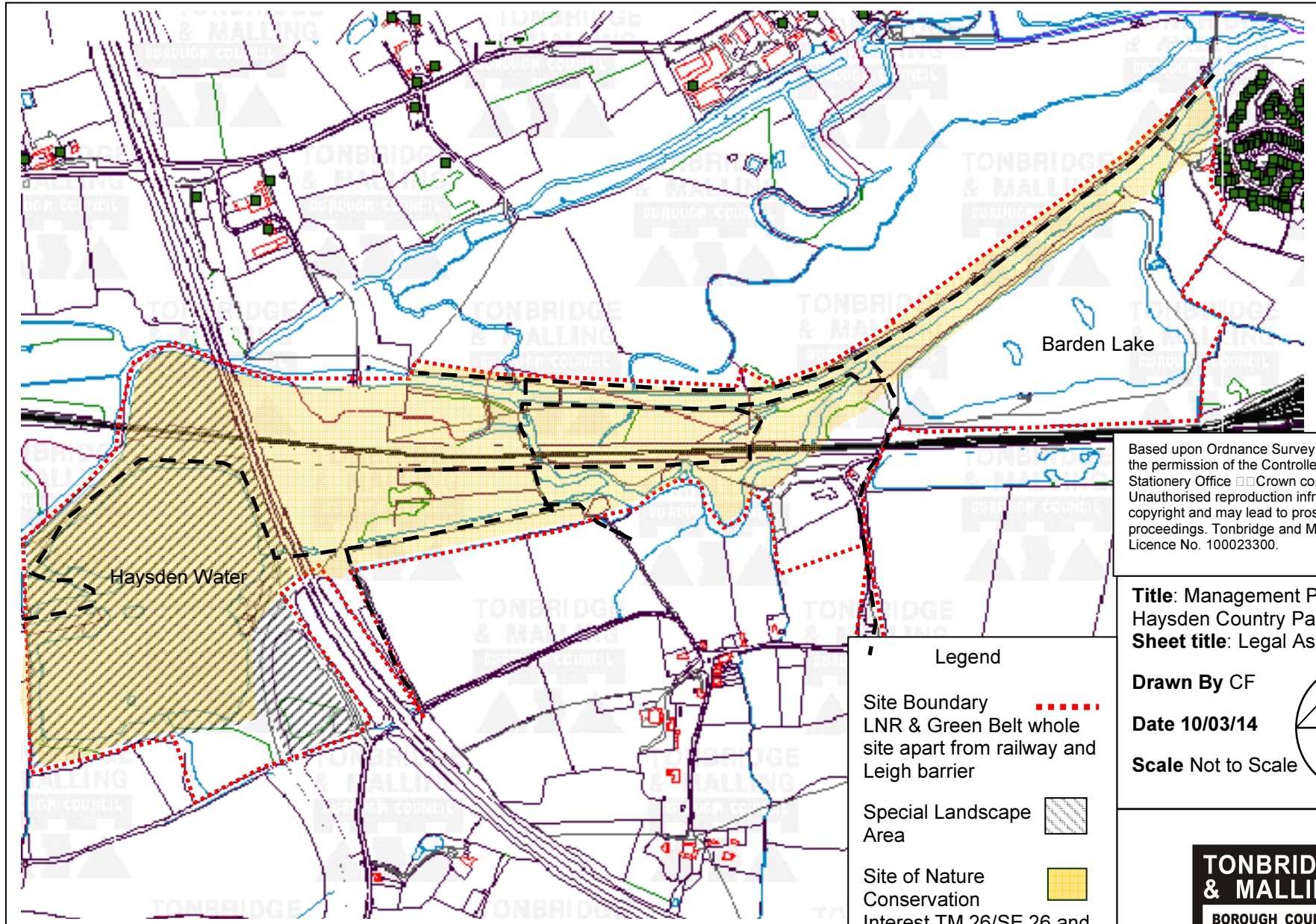
No.	ACTIVITY/ PROCESS/ OPERATION	HAZARDS AND PERSONS AFFECTED	RISK RATING			EXISTING CONTROL MEASURES	RISK RATING			ADDITIONAL CONTROL MEASURES (ACM) REQUIRED	DATE OF ACM IN PLACE
			S	L	RR		S	L	RR		
1.	Welly Walk	Walking along lakeside and river edge, ground possibly wet- hazards from slips trips or falls, inclement weather cold hypothermia.  Person affected - general public who join the walk and the Ranger affected.	2	2	4	Pathways are well maintained. Ranger has a good knowledge of the route and can point out hazards before and during the walk. Ranger has First Aid certificate. Walk is in daylight hours, Ranger has a mobile phone for emergency calls, appropriate clothing worn by visitors and Ranger. Ranger to carry first aid kit.	2	1	2		

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**Asset List 2010/11**

	No	Compartment/s
Seats	26	2, 8, 9, 10
Picnic tables	15	8, 9, 10
Litter bins	23	9, 10, 11
Dog waste bins	21	5, 6, 7, 8, 9, 10, 11
Trade waste bins	2	10
Sanitary bins (in toilets)	3	10
Play equipment	6 items	10
Bridges	11	2, 5, 7, 8, 9
Car parks	3	9, 10, 11
Fishing platforms	22	2, 9
Rangers' accommodation	1	10
Disabled toilets	1	10
Male and female toilet facilities	1	10
Sailing Club facilities	1	2
Overhead barriers	4	9, 10, 11
Barrier gates	7	5, 9, 10, 11
Field gates	3	2, 10
Self closing gates	1	10
3 counties type access	4	5, 6, 9
Disable parking bays	3	10
Disable lakeside parking	1 Area	9

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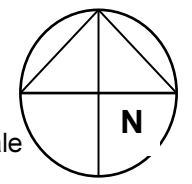
Based upon Ordnance Survey mapping with the permission of the Controller of her Majesty's Stationery Office. Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Tonbridge and Malling BC Licence No. 100023300.

**Title:** Management Plan for Haysden Country Park  
**Sheet title:** Legal Aspects Map

**Drawn By** CF

**Date** 10/03/14

**Scale** Not to Scale



**Legend**

- Site Boundary LNR & Green Belt whole site apart from railway and Leigh barrier - - - - -
- Special Landscape Area
- Site of Nature Conservation Interest TM 26/SE 26 and
- Footpath (PRoW) - - - - -





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List of Chemicals used

*APPENDIX 9*

<b>Chemical Name</b>	<b>Active ingredients</b>	<b>Reason for use</b>
Deadline	Bromadlolone.	Rodent control around litter bins.
TBC	TBC	Rabbit control around flood barrier.
White spirit		Cleaning paint brushes.
Non-Porous Surface Graffiti remover Wipes (red top)	Sodium Hydroxide, Natrium Xylene, Sulphonate, Disodium Metasilicate, C9/C11 Fatty Alcohol, Ethoxylate, 2-(2-butoxyethoxy), Ethanol.	Removing graffiti.
Graf-Off wipes (blue top)	Gamma Butyrolactone, 2-Propanol, Benzylalcohol.	Removing graffiti.
Round-up Pro Active	Glyphosate.	Weedkiller used in the car park on hard surfaces and on the drive.

NB. The principle of using the least harmful chemical is applied. Alternative methods of control have been considered but are not viable at this time, but will remain under review.

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**Country Park Species Lists**

General notes

In the International columns where shown with an asterisk this indicates species protected by International and European Law.

In the National columns, where shown with an asterisk this indicates those species covered by national United Kingdom law, such as the Wildlife and Countryside Act, or Crow Act and or in the United Kingdom Biodiversity Action Plan these are marked 'UKBAP' the combine spreadsheet from the Joint Nature Conservation Committee website <http://jncc.defra.gov.uk/page-3408> was used to construct this list)

In the Local/ Regional columns, where shown with an asterisk this indicates those species which are important in Kent or the southeast region, they are species recorded in the Kent Red or Amber Data Books, or species that are scarce or if they are known to occur in Kent and are noted within the Kent Biodiversity Action Plan (website <http://www.kentbap.org.uk/habitats-and-species/priority-species/> and link to the file updated October 2009 ) these are marked 'KBAP'.

**Birds**

Species common name	Species Latin name	<u>Importance</u>		
		International/ European	National	Regional / Local
Artic tern	<i>Sterna paradisaea</i>	***	*	
Bar headed goose	<b>Anser indicus</b>			
Barn Owl	<i>Tyto alba</i>	***		
Barnacle goose	<i>Branta leucopsis</i>	***	*	
Bitten	<i>Botaurus stellaris</i>	****		* Kent BAP
Black kite	<i>Milvus migrans</i>	*		
Black necked grebe	<i>Podiceps nigricollis</i>			
Black redstart	<i>Phoenicurus ochrurus</i>			
Black swan	<i>Cygnus atratus</i>			
Black tern	<i>Chlidonias niger</i>	***	*	
Blackbird	<i>Turdus merula</i>	**		
Blackcap	<i>Sylvia atricapilla</i>	*		

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Black-headed gull	Larus ridbundus			
Black-tailed godwit	Limosa limosa	**	*	
Blue tit	Parus caeruleus			
Brambling	Fringilla montifringilla	*	*	
Brent Goose	Branta bernicla	**		
Bullfinch	Pyrrhula pyrrhula	**		
Buzzard	Buteo buteo	*		
Canada goose	Branta canadensis	*		
Carrion crow	Corvus corone	**		
Cetti warbler	Cettia cetti	*	*	
Chaffinch	Fringilla coelebs	*		
Chiffchaff	Phylloscopus collybita			
Coal tit	Parus ater			
Cockoo	Cuculus canorus			
Collared dove	Streptopelia decaocto			
Common gull	Larus canus	**		
Common sandpiper	Actitis hypoleucos	**		
Common shelduck	Talorna tadorna			
Common tern	Sterna hirundo	***		
Coot	Fulica atra	**		
Cormorant	Phalacrocorax carbo	*		
Cuckoo	Cuculus canorus	**		
Curlew	Numenius arquata	**		
Dunlin	Calidris alpina	***		
Dunnock	Prunella modularis	**		
Egyptian goose	Alopochen aegyptiacus			

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Eurasian reed warbler	Acrocephalus scirpaceus	*		
Eurasian treecreeper	Certhia familiaris	**		
Eurasian wigeon	Anas penelope	**		
Fieldfare	Turdus pilaris	**		
Firecrest	Regulus ignicapillus	***		
Gadwall duck	Anas strepera			
Garden warbler	Sylvia borin	**		
Gargany duck	Anas querquedula	*		
Goldcrest	Regulus regulus	***		
Golden plover	Pluvialis apricaria	**		
Goldeneye duck	Bucephala clangula	**		
Goldfinch	Carduelis carduelis	**		
Goosander	Mergus merganser	**		
Grasshopper warbler	Locustella naevia	**		
Graylag Goose	Locustella naevia	**		
Great Bittern	Botaurus stellaris	***		
Great black-backed gull	Larus marinus	***		
Great Crested Grebe	Podiceps cristatus	*		
Great grey shrike	Lanius excubitor	**		
Great tit	Parus major	**		
Great-spotted woodpecker	Dendrocopus major			
Green sandpiper	Tringa ochropus	***		
Green woodpecker	Picus viridus			
Greenfinch	Caruelis choloris			
Greenshank	Tringa nebularia	**		
Grey heron	Ardea cinerea	*		

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Grey partridge	Perdix perdix	***	* UK BAP	
Grey wagtail	Motacilla cinerea	***		
Greylag goose	Anser anser	***		
Herring gull	Larus argentatus	***		
Hobby	Falco subbuteo	**	*	
Honey buzzard	Pernis apivorus	***		
House martin	Delichon urbica			
House sparrow	Passer domesticus	**		
Jack Snipe	Lymnocyptes minimus	***		
Jackdow	Corvus monedula	**		
Jay	Garrulus glandarius	**		
Kestrel	Falco tinnunculus	***		
Kingfisher	Alcedo atthis	**	*	
Lapwing	Vanellus vanellus	**		* KENT BAP
Lesser black-backed gull	Larus fuscus	***		
Lesser spotted woodpecker	Dendrocopus minor			
Lesser whitethroat	Sylvia curruca	*		
Linnet	Carduelis cannabina			
Little egret	Carduelis cannabina			
Little gull	Larus minutus			
Little owl	Athene noctua	**		
Little ringed plover	Charadrius dubius	**		
Little tern	Sterna albifrons			
Long tailed tit	Aegithalos caudatus	*		
Magpie	Pica pica	**		



Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Mallard duck	Anas platyrhynchos	**		
Mandarine duck	Aix galericulata			
Marsh harrier	Circus aeruginosus	***		
Marsh tit	Parus palustris			
Meadow pipit	Anthus pratensis	**		
Mediterranean gull	Larus melanocephalus			
Mistle thrush	Turdus viscivorus	**		
Moorhen	Gallinula chloropus	**		
Mute swan	Cygnus olor	**		
Nightingale	Luscinia megarhynchos	**		
Northern Pintail	Anas acuta	**		
Nuthatch	Sitta europaea	**		
Ospey	Pandion haliaetus	**		
Oystercatcher	Haematopus ostralegus	**		
Peregrine falcon	Falco peregrinus	***		
Pheasant	Phasianus colchicus	*		
Pied wagtail	Motacilla alba yarellii			
Pink footed goose	Anser brachyrhynchus	***		
Pochard duck	Aythya ferina	***		
Purple heron	Ardea purpurea	**		
Red breasted goose	Branta ruficollis	**		
Red kite	Milvus milvus	***	**	
Red legged partridge	Alectoris rifa			
Red throated diver	Gavia stellata	***		
Red-crested prochard duck	Aythya farina	***		

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Redpoll lesser	Carduelis cabaret			
Redpoll mealy	Carduelis flammea			
Redshank	Tringa totanus	**		
Redstart	Phaenicurus phoenicurus			
Redwing	Turdus iliacus	**		
Reed bunting	Emberiza schoeniclus	***		
Reed warbler	Acrocephalus scirpaceus	*		
Ring ouzel	Turdus torquatus	**		
Ring plover	Charadrius hiaticula	**		
Robin	Erithacus rubecula	**		
Rook	Corvus frugilegus	**		
Ruddy shelduck	Tadorna ferruginea	**		
Ruff	Philomachus pugnax			
Sand martin	Riparia riparia	**		
Sandwich tern	Sterna sandvichensis			
Scaup duck	Aythya marila	***		
Sedge warbler	Acrocephalus schoenobaenus	*		
Shovler duck	Anas clypeata	***		
Siskin	Carduelis spinus			
Skylark	Alauda arvensis	***		
Smew	Mergellus albellus	****		
Snip	Gallinago gallinago	***		
Snow goose	Anser caerulescens			
Song thrush	Turdus philomelos	***		
Sparrowhawk	Accipiter nisus	*		

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Spotted flycatcher	Muscicapa striata	***		
Spotted redshank	Tringa erythropus	***		
Starling	Sturnus vulgaris	***		
Stock dove	Columba oenas	***		
Stonechat	Saxicola torquata			
Swallow	Hirundo rustica	***		
Swift	Apus apus	**		
Tawny owl	Strix alluco			
Teal duck	Anas crecca	***		
Tree sparrow	Passer montanus	**		
Tufted duck	Aythya fuligula	***	* KENT BAP	
Turtle dove	Streptopelia turtur		* KENT BAP	
Water rail	Rallus aquaticus	**	* KENT BAP	
Waxwing	Bombycilla garrulus	**		
Wheatear	Oenanthe oenanthe	***		
Whimbrel	Numenius phaeopus	****		
Whinchat	Saxicola rubetra	***		
White fronted goose	Anser albifrons	**		
Whitethroat	Sylvia communis	****		
Whooper swan	Cygnus cygnus			
Wigeon duck	Anser penelope			
Willow tit	Parus montanus			
Willow warbler	Phyllocopus trochilus			
Wood sandpiper	Tringa glareola	****		
Woodcock	Scolopax rusticola	***		
Woodpigeon	Columba livia	**		

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Wren	Troglodytes troglodytes			
Yellow wagtail	Motacilla flava	***		
Yellowhammer	Emberiza citrinella	***		

'Breeding Bird Surveys' following the BTO format have not to date been carried out on site.

### Plants

Species common name	Species Latin name	Importance		
		International/ European	National	Regional/ Local
Agrimony	Agrimonia eupatoria	*		
Alder	Alnus glutinosa	**		
American willowherb	Epilobium ciliatum			
Annual meadow grass	Poa annua			
Annual mercury	Mercurialis annua	*		
Apple	Malus domestica			
Ash	Fraxinus excelsior	*		
Autumn hawkbit	Leontodon autumnalis		*	
Beaked hawk's beard	Crepis vesicaria			
Bearded couch	Elymus caninus		*	
Betony	Stachys officinalis		*	
Bittersweet	Solanum dulcamara			
Black horehound	Ballota nigra		*	
Black knapweed	Centaurea nigra		*	
Black medick	Medicago lupulina		*	
Black mustard	Brassica nigra		*	
Blackthorn	Prunus spinosa		*	

Species common name	Species Latin name	Importance		
		International/ European	National	Regional/ Local
Blue Green Alga	Microcystis aeruginose			
Bluebell	Hyacinthoides non-scripta	*	*	
Bramble	Rubus fruticosus			
Branched bur-reed	Sparganium erectum			
Bristly oxtongue	Picris echioides		*	
Broad leaved dock	Rumex obtusifolia		*	
Broadleaved pond weed	Potamogeton natans			
Brooklime	Veronica beccabunga		*	
Broom	Sarothamnus scoparius			
Bucks-horn plantain	Plantago coronopus		*	
Buckthorn	Rhamnus catharticus			
Buddleja	Buddleja davidii			
Bugle	Ajuga reptans		*	
Bulbous buttercup	Ranunculus bulbosus		*	
Bulrush	Typha latifolia		*	
Burdock	Arctium lappa		*	
Burnet saxifrage	Pimpinella saxifraga		*	
Bush vetch	Vicia sepium		*	
Buttercup	Ranunculus spp			
Canadian waterweed	Elodea spp.			
Celery leaved buttercup	Ranunculus scleratus			
Changing forget-me-not	Myosotis discolor		*	
Charlock	Sinapis arvensis		*	
Cleavers	Galium aparine		*	

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Cocksfoot	Dactylis glomerata		*	
Coltsfoot	Tussilago farfara		*	
Common bent	Agrostis capillaris		*	
Common birds-foot trefoil	Lotus corniculatus		*	
Common cats ear	Hypochoeris radicata			
Common centaury	Centaurium erythraea			
Common chickweed	Stellaria media		*	
Common comfrey	Symphytum officinale		*	
Common couch	Elymus repens			
Common cudweed	Filago vulgaris		*	
Common dog violet	Viola riviniana		*	
Common duckweed	Lemna minor		*	
Common figwort	Scrophularia nodosa		*	
Common fleabane	Pulicaria dysenterica			
Common gorse	Ulex europaeus			
Common mallow	Malva sylvestris		*	
Common mouse ear	Cerastium fontanum		*	
Common pepperwort	Lepidium campestre		*	
Common ragwort	Senecio jacobaea		*	
Common reedmace	Typha latifolia		*	
Common sorrel	Rumex acetosa		*	
Common spike-rush	Eleocharis palustris		*	
Common spotted orchid	Dactylorhiza fuchsii		*	
Common stork's-bill	Erodium cicutarium			
Common toadflax	Linaria vulgaris		*	

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Common valerian	Valeriana officinalis		*	
Common vetch	Vicia sativa		*	
Common water-starwort	Callitriche stagnalis		*	
Corn mint	Mentha arvensis		*	
Cornsalad	Valeriana locusta			
Cow parsley	Anthriscus sylvestris		*	
Crack willow	Salix fragilis		*	
Creeping buttercup	Ranunculus repens		*	
Creeping cinquefoil	Potentilla reptans		*	
Creeping Jenny	Lysimachia nummularia		*	
Creeping thistle	Cirsium arvense		*	
Creeping yellow cress	Rorippa sylvestris		*	
Crested dogstail	Cynosurus cristatus		*	
Cross wort	Cruciata laevipes		*	
Cuckoo pint	Arum maculatum		*	
Curled dock	Rumex crispus		*	
Curved pondweed	Potamogeton crispus		*	
Cut leaved cranesbill	Geranium dissectum		*	
Daisy	Bellis perennis		*	
Dames violet	Hesperis matronalis			
Dandelion	Taraxacum officinale			
Dock	Rumex obtusifolius		*	
Dog rose	Rosa canina		*	
Dog wood	Cornus sanguinea		*	



Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Dogs mercury	Mercurialis perennis		*	
Doves foot cranes bill	Geranium molle		*	
Dryads saddle	Polyporus squamosus			
Duck potatoe	Sangtoilia latifolia			
Dyers Greenweed	Genista tinctoria		**	
Ear fungus	Hirneola auricula judae			
Early dog violet	Viola reichenbachiana		*	
Early scuvy-grass	Cochlearia danica		*	
Elder	Sambucus nigra		*	
Enchanter's-nightshade	Circaea lutetiana		*	
English elm	Ulmus procera		*	
False fox sedge	Carex otrubae		*	
False oat grass	Arrhenatherum elatius		*	
Fat duckweed	Lema gibba			
Fat hen	Chenopodium album		*	
Fennel pondweed	Potamogeton pectinatus		*	
Fern grass	Catapodium rigidum		*	
Field bindweed	Convolvulus arvensis		*	
Field maple	Acer campestre		*	
Field pepperwort	Lepidium campestre		*	
Field rose	Rosa arvensis		*	
Field wood rush	Luzula campestris		*	
Flax	Linum usitatissimum			
Fleecy milkcap fungus	Lactarius vellereus			

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Floating sweet grass	Glyceria fluitan			
Flowering rush	Butomus umbellatus		*	
Fly agaric fungus	Amanita muscaria			
Fools water cress	Apium nodiflorum			
Foxglove	Digitalis purpurea		*	
Fringed water lily	Nymphoides peltata		** Nationally rare	
Giant hogweed	Heracleum mantegazzianum		*	
Garlic mustard	Alliaria petiolata		*	
Germander speedwell	Veronica chamaedrys		*	
Gipsywort	Lycopus europaeus			
Goat willow	Salix caprea		*	
Goats beard	Tragopogon pratensis		*	
Goats rue	Galega officinalis			
Goldilocks buttercup	Ranunculus auricomus		*	
Grass vetchling	Lathyrus nissolia			
Great burdock	Arctium lappa		*	
Great lettuce	Lactuca virosa		*	
Great plantain	Plantago major		*	
Great water dock	Rumex hydrolapathum		*	
Great willowherb	Epilobium hirsutum		*	
Great yellow cress	Rorippa amphibia		*	
Greater birds-foot trefoil	Lotus pedunculatus		*	
Greater plantain	Plantago major		*	
Greater stitchwort	Stellaria holostea		*	

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Grey willow	Salix cineria ssp oleifolia			
Ground ivy	Glechoma hederacea		*	
Groundsel	Senecio vulgaris		*	
Guelder rose	Viburnum opulus		*	
Gypsywort	Lycopus europaeus		*	
Hairy bittercress	Cardamine hirsuta		*	
Hairy buttercup	Ranunculus sardous		*	
Hairy sedge	Carex hirta		*	
Hairy St. Johns wort	Hypericum hirsutum		*	
Hairy tare	Vicia hirsuta			
Halberd leaved orach	Atriplex hastata			
Hard rush	Juncus inflexus		*	
Hawthorn	Crataegus monogyna		*	
Hazel	Corylus avellana		*	
Hedge bedstraw	Galium mollugo		*	
Hedge bindweed	Calystegia sepium		*	
Hedge mustard	Sisymbrium officinale		*	
Hedge woundwort	Stachys sylvatica			
Hedgerow cranesbill	Geranium pyrenaicum			
Hemlock	Conium maculatum			
Hemlock water dropwort	Oenanthe crocata		*	
Hemp agimony	Eupatorium cannabinum		*	
Hemp nettle	Galeopsis tetrahit		*	
Herb robert	Geranium robertianum		*	

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Hoary cress	Lepidium draba			
Hogweed	Heracleum sphondylium		*	
Holly	Ilex aquifolium		*	
Honeysuckle	Lonicera periclymenum		*	
Hop	Humulus lupulus		*	
Hop trefoil	Trifolium campestre		*	
Indian balsam	Impatiens glandulifera			
Italian poplar	Populus x canadensis			
Ivy	Hedera helix		*	
Ivy leaved speedwell	Veronica hederifolia		*	
Jack-by-the hedge	Alliaria petiolata		*	
Jointed rush	Juncus articulatus		*	
Kidney vetch	Anthyllis vulneraria		*	
Knotgrass	Polygonum aviculare		*	
Ladies smock	Cardamine pratensis		*	
Large flowered evening primrose	Oenothera glazioviana			
Lesser burdock	Arctium minus		*	
Lesser celindine	Ranunculus ficaria		*	
Lesser spearwort	Ranunculus flammula		*	
Lesser stitchwort	Stellaria graminea		*	
Lesser swine grass	Coronopus didymus			
Lesser Trefoil	Trifolium dubium		*	
Little Robin	Geranium purpureum		** Notable	
Lords and Ladies	Arum maculatum		*	

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Lupinus arboreus	Tree lupin			
Many flowered rose	Rosa multiflora			
Many zoned polypore fungus	Trametes versicolor			
Many-seeded goosefoot	Chenopodium polyspermum		*	
Marsh bedstraw	Galium palustre		*	
Marsh cudweed	Gnaphalium uliginosom			
Marsh foxtail	Alopecurus geniculatus		*	
Marsh woundwort	Stachys palustris		*	
Meadow Barley	Hordeum secalinum		*	
Meadow brome	Bromus biebersteinii			
Meadow buttercup	Ranunculus acris		*	
Meadow foxtail	Alopecurus pratensis		*	
Meadow vetchling	Lathyrus pratensis		*	
Meadowsweet	Filipendula ulmaria		*	
Midland hawthorn	Crataegus laevigata		*	
Monkey flower	Mimulus guttatus			
Mouse ear chickweed	Cerastium vulgatum			
Mugwort	Artemisia vulgaris		*	
Musk Mallow	Malva moschata		*	
Narrow leaved bitter cress	Cardamine impatiens		*	
Narrow leaved water dropwort	Oenanthe silaifolia		* Nationally Scarce	
Nipplewort	Lapsana communis		*	
Nodding bur-marigold	Bidens cernua		*	
Nuttall's waterweed	Elodea nuttalli			

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Oakmoss lichen	Evernia prunastri		*	
Olive brown panellus fungus	Panellus serotines			
Orange balsam	Impatiens capensis			
Osier	Salix viminalis		*	
Oval sedge	Carex ovalis		*	
Oxeye daisy	Leucanthemum vulgare		*	
Oxford ragwort	Senecio squalidus			
Pale persicaria	Persicaria lapathifolia		*	
Parsley piert	Aphanes arvensis		*	
Pedunculate oak	Quercus robur		*	
Perennial rye grass	Lolium perenne		*	
Perennial sow thistle	Sonchus arvensis		*	
Perforate St. Johns wort	Hypericum perforatum		*	
Pineapple weed	Matricaria matricariodes			
Prickly lettuce	Lactuca serriola		*	
Prickly sow thistle	Sonchus asper		*	
Primrose	Primula vulgaris		*	
Procumbent pearlwort	Sagina procumbens		*	
Purple jelly fungus	Ascocoryne sarcoides			
Purple loosestrife	Lythrum salicaria		*	
Ragged Robin	Lychnis flos-cuculi			
Ramsons	Allium ursinum			
Red bartsia	Odontites verna			
Red Campion	Silene dioica		*	
Red clover	Trifolium pratense		*	

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Red dead-nettle	Lamium purpureum		*	
Red fescue	Festuca rubra			
Redshank	Persicaria maculata			
Reed canary grass	Phalaris arundinacea		*	
Reed sweet grass	Glyceria maxima		*	
Reedmace	Typha latifolia		*	
Ribwort plaintain	Plantago lanceolata		*	
Rigid hornwort	Ceratophyllum demersum		*	
Rosebay willowherb	Chamerion draba			
Rough leaved meadow grass	Poa trivialis		*	
Russian comfrey	Symphytum x uplandicum			
Sand spurrey	Spergularia rubra		*	
Scarlet elfs cap fungus	Sarcoscypha coccinea			
Scarlet pimpernel	Anagallis arvensis		*	
Scented mayweed	Matricaria recutita		*	
Scentless mayweed	Tripleurospermum inodorum		*	
Scottish thistle	Cirsium vulgare			
Sea beet	Beta vulgaris spp maritima			
Selfheal	Prunella vulgaris		*	
Shaggy parasol mushroom	Chlorophyllum rhacodes			
Sharp-flowered rush	Juncus acutiflorus		*	
Sheeps sorrel	Rumex acetosella		*	
Shepherd's-purse	Capsella bursa-pastoris		*	

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Silver birch	Betula pendula		*	
Silverweed	Potentilla anserina		*	
Smooth hawk's beard	Crepis capillaris		*	
Smooth sow thistle	Sonchus oleraceus		*	
Smooth tare	Vicia tetrasperma		*	
Soft brome	Bromus hordeaceus		*	
Soft rush	Juncus effusus		*	
Sorrel	Rumex acetosa			
Spear thistle	Cirsium vulgare		*	
Spiked water-milfoil	Myosotis spicatum			
Spotted medic	Medicago arabica		*	
Spring field cap fungus	Agrocybe praecox		*	
Square stalked willowherb	Epilobium tetragonum		*	
St Johns wort	Hypericum perforatum		*	
Sterile Brome	Bromus sterilis		*	
Sticky mouse ear	Cerastium glomeratum		*	
Stinging nettle	Urtica dioica		*	
Stinking chamomile	Anthemis cotula		*	
Stone parsley	Sison amomum		*	
Stump puffball fungus	Lycoperdon pyriforme			
Sulphur polypore fungus	Laetiporus sulphureus			
Sulphur tuft fungus	Hypholoma fasciculare			
Sweet briar	Rosa rubiginosa		*	
Sweet vernal grass	Anthoxanthum odoratum		*	



Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Sweet violet	Viola odorata		*	
Tansy	Tanacetum vulgare		*	
Teasel	Dipsacus fullonum		*	
Thyme leaved speedwell	Veronica serpyllifolia			
Timothy	Phleum pratense		*	
Toad rush	Juncus bufonius		*	
Tormentil	Potentilla tormentilla			
Trailing tormentil	Potentilla anglica		*	
Trifid bur-marigold	Bidens tripartita		*	
Tufted hair-grass	Deschampsia cespitosa		*	
Tufted vetch	Vicia cracca		*	
Turfed forget-me-not	Myosotis laxa		*	
Unbranched but-reed	Sparganium emersom			
Upright hedge parsley	Torilis japonica		*	
Vipers Bugloss	Echium vulgare		*	
Wall barley	Hordeum murinum		*	
Wall Speedwell	Veronica arvensis		*	
Water chickweed	Myosoton aquaticum		*	
Water figwort	Scrophularia auriculata		*	
Water forget-me-not	Mysotis scorpiodes			
Water mint	Mentha aquatica		*	
Water pepper	Persicaria hydriopiper			
Water plantain	Alisma plantago aquatica			
Wavy bittercress	Cardamine flexuosa		*	
Weld	Reseda luteola		*	

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
White campion	Silene latifolia		*	
White clover	Trifolium repens		*	
White dead-nettle	Lamium album		*	
White melilot	Melilotus alba			
White water lily	Nymphaea alba		*	
White willow	Salix alba		*	
Wild angelica	Angelica sylvestris		*	
Wild carrot	Daucus carota		*	
Wild Letuce	Lactuca virosa		*	
Wild mignonette	Reseda lutea		*	
Wild radish	Raphanis raphanistrum		*	
Winter cress	Barbarea vulgaris		*	
Wood anemone	Anemone nemorosa		*	
Wood avens	Geum urbanum		*	
Wood club rush	Scirpus sylvaticus		*	
Wood dock	Rumex sanguineus		*	
Wood false brome	Brachypodium sylvaticum		*	
Wood forget-me-not	Mysotis sylvatica			
Wood speedwell	Veronica montana		*	
Woody nightshade	solanum dulcamara		*	
Yarrow	Achillea millefolium		*	
Yellow archangel	Lamiastrum galeobdolon			
Yellow iris	Iris pseudacorus		*	
Yellow loosestrife	Lysimachia vulgaris		*	
Yellow water lily	Nuphar lutea		*	
Yorkshire fog	Holcus lanatus			

Note: The Site of Nature Conservation Interest record (TM 26/SE 26) indicates that two species of bur-reed (Sparganium emersum) and (Sparganium erectum) occurs within the boundary of the Site of Nature Conservation Interest, but there are no other records for the Park.

### Invertebrates

Species common name	Species Latin name	Importance		
		International/ European	National	Regional/ Local
7 spotted ladybird	Oedemera noblis			
7-punctata	Coccinella			
a gall mite	Eriophid sp			
Adonis blue butterfly	Polyommatus bellargus			
Amber snails	Succinea putris			
Articoke gall wasp	Andricus fecundator			
Azure Damselfly	Coenagrion puella		*	
Banded damselfly	Calopteryx splendens			
Beautiful damselfly	Calopteryx virgo	*		
Bee beetle	Trichius fasciatus			
Bee fly	Bombylius major			
Beetle	Silis ruficollis			
Black tailed skimmer dragonfly	Orthetrum cancellatum	*	*	
Blue dragonfly	Anax imperator	*	*	
Blue tailed Damselfly	Ishnura elegans			
Brassica bug	Eurydema oleraceaand			
Bright-line Brown-eye moth	Lacanobia oleracea			
Brimstone butterfly	Gonepteryx rhamni			
Brimstone Moth	Opisthograptis luteolata			
Broad bodied chaser dragonfly	Libellula depressa	*		
Brown Argus butterfly	Aricia agestis			
Brown China-mark moth	Elophila nymphaeata			
Brown Hawker Dragonfly	Aeshna grandis	*		
Brown-veined Wainscot moth	Archanara dissolute			

Species common name	Species Latin name	Importance		
		International/ European	National	Regional/ Local
Bud Moth	Spilonota ocellana			
Buff-tip moth	Phalera bucephala			
Burnished Brass moth	Diachrysia chrysitis			
Butterfly Orange tip	Anthocharis cardamines			
Caddis fly	Phryganea grandis			
Cardinal beetle	Pyrochroa serraticornis			
Cherry gall wasp	Cynip quercusfilii			
Cinnabar Moth	Tyria jacobaeae		*UK BAP	*KENT BAP
Cloaked Minor moth	Mesoligia furuncula			
Clouded yellow butterfly	Colias crocea			
Comb-footed spider	Anelosimus vittatus			
Comma butterfly	Polygonia c-album			
Common blue damselfly	Enallagma cyathigerum	*	*	
Common blue butterfly	Polymmoatus icarus			
Common Blue Damselfly	Enallagma cyathigerum			
Common carder bee	Bombus pascuorum			
Common Carpet moth	Epirrhoe alternata			
Common darter dragonfly	Sympetrum striolatum	*	*	*KENT BAP
Common green grasshopper	Omocestus viridulus			
Common Rustic moth	Mesapamea secalis			
Cranefly	Tipula paludosa			
Cucumber green spider	Araniella cucurbitina			
Dark bush cricket	Pholidoptera griseoptera			
Elephant hawk moth	Dielephila elpenor			
Emperor Dragonfly	Anax imperator	**		
Fish leech	Piscicola geimetra			
Five spotted burnet moth	Zygaena trifolii			
Flame Shoulder moth	Ochropleura plecta			
Forest bug shield bug	Pentatoma rufipes			
Four spotted chaser dragonfly	Libellula quadrimaculata	**		
Fresh water shrimp	Gammarus pulex			
Froghopper	Cercopis vulnerata			
Fruit fly	Tachina fera			
Garden snail	Helix aspersa			

Species common name	Species Latin name	Importance		
		International/ European	National	Regional/ Local
Garden spider	Araneus diadematus			
Gatekeeper butterfly	Pyronia tithonus			
German wasp	Vespa germanica			
Glow Worms	Lampyris noctiluca		*	
Great diving beetle	Dytiscus marginalis			
Greater water boatman	Notonecta glauca			
Green bottle	Lucilia caesar			
Green Carpet moth	Colostygia pectinataria			
Green veined white butterfly	Artogeia napi			
Hawthorn shieldbug	Acanthosoma haemorrhoidale			
Herald moth	Scoliopteryx libatrix			
Holly blue butterfly	Celastrina argiolus			
Hornets	Vespa crabro			
Hover fly	Episyrphus balteatus			
Hover fly	Volucella inanis	*		
Hover fly	Eristalis tenex			
Hoverfly	Eristalis horticola			
Hoverfly	Sphaerophora scripta			
Iron Prominent moth	Notodonta dromedarius			
Knopper gall wasp	Andricus quercusalicis			
Large red damselfly	Pyrrhosoma nymphula	*		
Large skipper butterfly	Ochlodes venata			
Large white butterfly	Pieris brassicae			
Large Yellow Underwing moth	Noctua pronuba			
Lesser Broad-bordered Yellow Underwing moth	Noctua janthe			
lesser water boatman	Corixa punctata			
Lesser Yellow Underwing moth	Noctua comes			
Lime-speck Pug moth	Eupithecia centaureata			
Long winged cone head cricket	Conocephalus dorsalis			
Mayfly	Ephemera danica			
Meadow brown butterfly	Maniola jurtina			

Species common name	Species Latin name	Importance		
		International/ European	National	Regional/ Local
Meadow grasshopper	Chorthippus parallelus			
Migrant hawker dragonfly	Aeshna mixta	*		
Mirid bug	Stenotus binotatus			
Moth	Ypsolopha sylvella			
Moth	Agapeta hamana			
Moth	Acleris forsskaleana			
Moth	Celypha lacunana			
Moth	Cydia fagiglandana			
Moth	Cydia splendana			
Moth	Agriphila straminella			
Moth	Agriphila tristella			
Moth	Eudonia mercurella			
Moth	Pyrausta purpuralis			
Moth	Endotricha flammealis			
Moth	Acrobasis consociella			
Moth	Phycita roborella			
Mother of Pearl moth	Pleuroptya ruralis			
Mother shipton moth	Callistege mi			
Musk beetle	Aromia moschata	*		
Oak Eggar moth	Lasiocampa quercus			
Orange Swift moth	Hepialus sylvina			
Orange tip butterfly	Anthocharis cardamines			
Painted lady butterfly	Vanessa cardui			
Peacock butterfly	Inachis io			
Pond Skater	Gerris lacustris			
Purple Bar moth	Cosmorhoe ocellata			
Ramshorn snail	Planorbidae species			
Red admiral butterfly	Vanessa atalanta			
Red tailed bumblebee	Bombus lapidarius			
Red-eyed Damselfly	Erythromma najas		*	
Ringlet butterfly	Aphantopus hyperantus			
Robins pincushion gall wasp	Diplolepis rosae			
Roesel's bush cricket	Metrioptera roeselii			
Rosy Rustic moth	Hydraecia micacea		* UK BAP	* KENT BAP
Ruddy Darter Dragonfly	Sympetrum sanguineum			

Species common name	Species Latin name	Importance		
		International/ European	National	Regional/ Local
Saucer bug	Llyocoris cimicoides			
Scarce Footman moth	Eilema complana			
Setaceous Hebrew Character moth	Xestia c-nigrum			
Shield bug	Heteroptera order			
Shield bug	Elasmucha grisea			
Small blue butterfly	Cupido minimus		**UK BAP	*KENT BAP
Small copper butterfly	Lycaena phlaeas			
Small heath butterfly	Coenonympha pamphilis			
Small red-eyed Damselfly	Erythromma viridulum			
Small Rivulet moth	Perizoma alchemillata			
Small skipper butterfly	Thymelicus sylvestris			
Small tortoiseshell butterfly	Aglais urticae			
Small white butterfly	Artogeia rapae			
snail	Arianta arbustorum			
Snout moth	Hypena proboscidalis			
Soldier beetle	Cantharis livida	*		
Soldier beetle	Rhagonycha fulva	*		
Speckled bush cricket	Leptophyes punctatissima			
Speckled wood butterfly	Pararge aegeria			
Spider	Argiopidae Family			
Spotted longhorn beetle	Strangalia maculata			
St Marks fly	Bilbo marci	**	**UK BAP	*KENT BAP
Stage beetle	Lucanus cervus	***	*UK BAP	*KENT BAP
Strangalia maculata	Strangalia maculata			
Straw dot moth	Rivula sericealis			
Straw Underwing moth	Thalpophila matura			
Swan mussel	Anodonta cygnea			
Thick-Legged Flower Beetle	Oedemera nobilis			
Two spotted ladybird	Anodonta cygnea			
Water boatman	Notonecta glauca			

Species common name	Species Latin name	Importance		
		International/ European	National	Regional/ Local
Water scorpion	Nepa cinerea			
Water snail	Nepa cinerea			
Water stick insect	Ranatra linearis			
White butterfly	Pieris brassicae			
White Legged damselfly	Platycnemis pennipes	*	*	
White lipped snail	Cepaea hortensis			
White plume moth	Pterophorus pentadactyla			
White tailed bumblebee	Bombus lucorum			
Wood Carpet moth	Epirrhoe rivata			
Yellow Shell moth	Camptogramma bilineata			
Zebra mussel	Dreissena polymorpha			
Zerba spider	Salticus scenicus			

Note: There maybe a greater number of Dragonfly, Damselfly, Moth, Beetle and Hoverfly species present at the site which are under recorded. The Site of Nature Conservation Interest record (TM 26/SE 26) indicates that: banded dragonfly (Agrion splendons), has occurred within the boundary of the Site of Nature Conservation Interest, but there are no other records for the Park.

### Fish

Common name	Latin name	Importance		
		International / European	National	Regional / Local
Bream	Alburnus alburnus			
Carp	Cyprinus carpio			
Gudgeon	Gobio gobio			
Perch	Perca fluviatilis			
Pike	Esox lucius	*		
Roach	Rutilus rutilus	*		
Rudd	Scardinius erythrophthalmus			
Tench	Trinca tinca			



## Mammals

Species common name	Species Latin name	Importance		
		International/ European	National	Regional / Local
Badgers	Meles meles		*	
Brown long eared bat	Plecotus auritus	***	** UK BAP	* Kent BAP
Brown rat	Rattus norvegicus			
Daubentons bat	Myotis daubentoni	**	**	
Field Mice	Apodemus sylvaticus	**		
Fox	Vulpes vulpes	**		
Grey squirrel	Sciurus carolinensis			
Hedgehog	Erinaceus europaeus	**	** UK BAP	* Kent BAP
Mink	Mustela vison			
Mole	Talpa europaea	**		
Nathusius Pipistrelle bat	Pipistrellus nathusii	***	*	
Natterer's Bat	Myotis nattereri	***	*	
Noctule bat	Nyctalis noctua			
Pipistrella bat	Pipistrellus pipistrellis		*	
Rabbit	Oryctolagus cuniculus			
Roe deer	Capreolus capreolus	***		
Serotine bat	Eptesicus serotinus	**	*	* Kent BAP
Shrew common	Sorex araneus			
Shrew pygmy	Sorex minutes			
Shrew water	Neomy fodiens			
Stoat	Mustela erminea	**		
Vole bank	Clethrionomys glarrolus			
Wessel	Mustela nivalis	**		

Note: Small mammals are likely to be under recorded, as many are nocturnal or rarely seen.

## Amphibians & Reptiles

Common name	Latin name	<u>Importance</u>		
		International / European	National	Regional / Local
Common smooth newt	Triturus vulgaris			
Common lizard	Lacerta vivipara			
Frog	Rana temporaria	***	*	
Toad	Bufo bufo	***	**	
Grass Snake	Natrix natrix	**	*UK BAP	*Kent BAP
Slow worm	Anguis fragilis	*	*UK BAP	*Kent BAP

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# Haysden Country Park Revenue Budget 2014/2015

	<b>Estimate</b>	<b>Notes</b>
<b>EXPENDITURE</b>	<b>£</b>	
Salaries & on-costs	34,500	Officer time.
Site wardening	4,000	Gate & toilet opening lifebuoy and pump checks.
Building repairs expenditure	9,900	Toilet block.
Maintenance of grounds	30,100	Grounds maintenance, path and other site repairs.
Maintenance of play equipment	8000	Inspection basic work and repairs.
Electricity charges	700	Lights water heaters, wall heaters, hand dryers toilet pumps.
Water charges	50	Hand basins, and toilets.
Sewerage disposal etc.	700	Septic tank emptying.
Toilet cleaning & domestic supplies	5,650	Toilet cleaning.
Premises insurance	100	
Transport related expenses	100	
Equipment, furniture & materials	2850	Barrier, gate, seat, signs and fencing repairs.
Protective clothing	50	
Security services	1900	
Trade refuse charges	800	Litter disposal.
Dog bin emptying	550	
Rodent control	650	Rabbit and rodent control.
Litter collection	6,450	Litter bin emptying and some litter picking, fly tipping removal and abandoned car disposal.
Advertising	800	Leaflet printing, and advert costs.
Telephones	500	Mobile phone charges.
Information technology	1650	Central office costs allocated over all Council facilities.
Central salaries & administration	2,850	
Departmental administration	13,850	
Capital charges	16,2500	
<b>Total</b>	<b>£150,900</b>	
<b>INCOME</b>		
Rights over water	(11,350)	Sailing, fishing, triathlon swimming.
Miscellaneous	(29,000)	Mobile refreshment service and car park fees.
<b>Total Income</b>	<b>£ (40,350)</b>	
<b>Net Expenditure</b>	<b>£110,550</b>	



## TONBRIDGE & MALLING BOROUGH COUNCIL

### LEISURE and ARTS ADVISORY BOARD

10 June 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 LARKFIELD LEISURE CENTRE – CAPITAL PROJECTS

##### Summary

The report outlines progress in relation to the refurbishment of the Health Suite and the provision of LED lighting in the sports hall at Larkfield Leisure Centre.

#### 1.1 Background

- 1.1.1 Members will be aware that there are currently two schemes for Larkfield Leisure Centre funded within List A of the Capital Plan in the current financial year. The schemes are the refurbishment of the existing Health Suite (£240,000) and the installation of LED lights in the sports hall (£40,000).

#### 1.2 Health Suite Refurbishment

- 1.2.1 The original Capital Plan evaluation of the Health Suite refurbishment at **[Annex 1]** reported to Finance, Innovation & Property Advisory Board on 8 January 2014, identified the benefits of the scheme as maintaining Lifestyles membership and income levels, reducing maintenance costs and increasing customer satisfaction.
- 1.2.2 The Health Suite is currently in a poor condition with deterioration of the walls and floors, primarily due to the aggressive environment. Proposals to refurbish the health suite have been brought forward in liaison with the Tonbridge & Malling Leisure Trust and the Council's Building & Facilities Manager. The proposals involve significant building works to restore the fabric of the facility to a fit condition, including stripping walls and floors back to the structure. Improvements to the ventilation system are also included within the refurbishment scheme and it is felt essential to protect the integrity of the health suite over the longer term.
- 1.2.3 The above works, together with the like for like replacement of existing features (sauna, steam room, spa baths) have been estimated to cost in the region of £220,000 plus fees and other associated costs (including contingency) of £20,000.

- 1.2.4 Since the initial proposals were developed it has been identified from consultation with the customer panel and representatives from the Leisure Trust, that a better balance of features would be achieved by installing an ice room in place of the existing aromatherapy room.
- 1.2.5 The Building & Facilities Manager is progressing the procurement of the work on a design and build basis. Selection of the successful contractor will be based on the most economically advantageous tender using a price:quality ratio of 30:70 considering the following principal factors:

<b>Criteria</b>	<b>Weighting</b>
<b>Price</b>	30%
<b>Quality</b>	
Design Experience	10%
Proposed Layout and Design	30%
Proposed Features	30%

- 1.2.6 The procurement process is being managed electronically through Dartford Borough Council. Following evaluation of prequalification questionnaires submitted by 17 companies the scheme is currently out to tender to the following seven companies:
- 1) Ash
  - 2) Cosmur
  - 3) Createability
  - 4) Cablesheer
  - 5) ITC Concepts
  - 6) John Graham Construction
  - 7) Coleman & James
- 1.2.7 The closing date for the return of tenders is Friday 13 June 2014 with initial evaluation taking place by Council Officers and representatives from the Leisure Trust.
- 1.2.8 It is currently anticipated that the contract will begin late June with a construction phase anticipated to finish by the end of September, allowing completion in advance of the winter months which are historically a busier time.
- 1.2.9 The Chief Executive of the Trust previously confirmed that the Trust would bear the loss of income associated with the originally predicted construction period of six weeks (circa £2-3,000) over the summer months of 2014. Now that detailed

consideration of the project has indicated a longer contract period he has indicated a wish to review this decision in liaison with Council in the event any significant delay occurs in the build programme.

- 1.2.10 Due to the tight timescale for the project, it will not be possible to report the outcome of the tenders back to Members of this Board. It is, therefore, proposed that authority for the award of the contract be delegated to the Directors of Street Scene & Leisure and Central Services in liaison with the Cabinet Member for Leisure, Youth & Arts and the Chair and Vice Chair of this Board.

### **1.3 LED lighting**

- 1.3.1 A scheme to replace the existing light fittings in the Sports Hall at the Leisure Centre with LED fittings was identified as an “invest to save” scheme that will reduce energy consumption and lower costs. There are currently 120 fluorescent lamps in 60 fittings and the proposal is to reduce this to approximately 38 new LED high bay fittings.
- 1.3.2 The Sports Hall is in use for up to 16 hours per day, seven days a week and is consequently lit for over 5,000 hours per annum. The current lamps have a life expectancy of around 10,000 hours and are, therefore, generally replaced every two years with ad hoc replacements in between. Replacement of individual fittings is an onerous and time consuming task requiring a scaffold tower to be erected. The proposed LED fittings have a life expectancy of 50,000 hours.
- 1.3.3 The result of replacement will therefore be increased energy efficiency and extended life expectancy reducing maintenance costs. It is also planned to amend the wiring of the circuits to allow switching of individual courts and activation by motion sensor, which is not currently possible.
- 1.3.4 The Buildings & Facilities Manager has placed an order with the LASER energy group (a trading arm of Kent County Council) to procure and install the fittings and amend the circuits through a County Council procurement framework, with installation expected to take place in September 2014.
- 1.3.5 The scheme has a budget of £40,000. The Leisure Trust Board has agreed to reduce the annual Service Fee payable by the Council by £1,800 per annum upon completion.

### **1.4 Legal Implications**

- 1.4.1 The procurement of the two projects has been progressed in accordance with the Council’s Contract Procedure Rules.

### **1.5 Financial and Value for Money Considerations**

- 1.5.1 As outlined in the report.



## 1.6 Risk Assessment

- 1.6.1 The projects benefit a number of ambitions related to improvement and maintenance of the fabric of the buildings, sustainability, contribution to tackling the effects of climate change and economic efficiency. Failure to do so may result in loss of public perception, increase in expenditure and a failure to reduce carbon emissions.

## 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, Biodiversity & Sustainability, Business Continuity/Resilience.

## 1.9 Recommendation

- 1.9.1 It is **RECOMMENDED TO CABINET** that due to the construction timescale, authority for the award of the Health Suite Refurbishment contract at Larkfield Leisure Centre be delegated to the Directors of Street Scene & Leisure and Central Services with the Cabinet Member for Leisure, Youth & Arts and the Chair and Vice Chair of the Leisure & Arts Advisory Board.

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: Stephen Gregg

Nil

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	Capital projects with no related equalities issues.

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

*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 List C – Evaluations

<b>1</b>	<b>Street Scene and Leisure : Larkfield Leisure Centre – Refurbishment of Lifestyles Health Suite</b>		
1	<b>Specification:</b>		
	(i)	<b>Purpose of the scheme</b>	Refurbishment of existing health suite including re-design and re-provision of spa facilities to complement upgraded fitness facilities. Income maintaining / generating scheme.
	(ii)	<b>Relevance to National / Council's Strategic Objectives</b>	(a) National: None. (b) Council: <b>1(Key)</b> Continued delivery of priority services and a financially viable Council; 1g Increasing usage levels at, and revenue from, our leisure facilities; <b>3(Key)</b> Healthy living opportunities and community well-being; 3a Encouraging physical activity and exercise and reducing obesity.
	(iii)	<b>Targets for judging success</b>	(a) Maintain Lifestyles membership and income levels. (b) Reduced maintenance costs. (c) Increased customer satisfaction.
2	<b>Description of Project / Design Issues:</b>		
<p>The Lifestyles Health and Fitness facilities at Larkfield Leisure Centre generates annual income of around £1m. Whilst the key driver of this business is the gym, and the majority of the income is attributed to that budget head, the health suite is an integral part of the package sold to Lifestyles members. In addition it generates casual income of around £30,000 per annum.</p> <p>The health suite comprises sauna, steam room, two spa baths and discrete shower areas. Customers use the changing areas that serve the gym and health suite. As part of any design proposal the life expired sun bed will be removed and not replaced.</p> <p>The health suite is currently in an extremely poor condition with significant deterioration of the walls and floors, primarily due to the aggressive environment and ingress of water. The steam room in particular is cause for concern in terms of ingress of water into the surrounding walls. The spa baths are nearing the end of life expectancy. On a recent tour serious concern was expressed by Members about the condition of the health suite especially in light of the recent very successful refurbishment of the gym and other allied facilities.</p> <p>Proposals to refurbish the health suite have been received from two specialist companies and have indicated significant building works will be required to restore the fabric of the facility to a fit condition. This includes complete stripping of walls and floors back to the structure. The indicative cost of these works also includes broadly like for like replacement of the existing spa facilities within the current footprint. This may be regarded as the minimum required investment to retain existing levels of business.</p>			

## Capital Plan List C – Evaluations

		<p>In addition to these proposals both companies were invited to bring forward a design that would significantly enhance the existing provision by integration and remodeling of the associated changing facilities and introducing new industry leading spa features. (It is worthy of note that this approach was adopted at TSP with the introduction of an aromatherapy room and that this facility attracts twice the casual income of LLC health suite). Further to these proposals an amalgam of the design ideas has been identified that may form the basis of an enhanced scheme that could return increased income and help to offset the local market competition.</p>
3		<p><b>Consultation:</b></p> <p>Due to the level of building works involved and the estimated cost of the basic scheme, the Council's Building &amp; Facilities Manager has been consulted and provides the following comments:</p> <p>I can confirm that a number of areas of the health suite building fabric and finishes have deteriorated significantly over recent years due to the harsh environment (humidity and heat) and the lack of adequate ventilation. Of particular concern is the condition of the steam room and surrounding walls where damp has severely damaged finishes and the underlying wall structure. If no capital scheme were being proposed, extensive repair works would be required in the short term still leaving further deterioration expected over the longer term.</p> <p>Improvements to ventilation are considered essential to protect the integrity of the health suite over the longer term and should be included as part of any capital scheme. Based on an initial assessment by Officers these ventilation improvements could cost in the region of £40,000. This estimated figure would include the appointment of a ventilation expert to ensure effective modifications and improvements are made.</p> <p>Finally, in normal circumstances I would recommend a contingency sum of 5% should be added to the overall costs however given known issues of damp within the fabric of the building in this area I would suggest a contingency of 10% is appropriate for this scheme.</p> <p>The Chief Executive of the Tonbridge &amp; Malling Leisure Trust has been closely involved in the proposed design options and the calculation of additional income.</p>
4		<p><b>Capital Cost:</b></p> <p>Option 1 - The cost of simple refurbishment and replacement of existing features is in the region of £200,000 dependent on final design.</p> <p>Option 2 - A design that includes enhanced facilities is estimated to cost £240,000 dependent upon final design and incorporation of features.</p>

### Capital Plan List C – Evaluations

5	<b>Profiling of Expenditure:</b>					
	<b>2014/15 (£'000)</b>	<b>2015/16 (£'000)</b>	<b>2016/17 (£'000)</b>	<b>2017/18 (£'000)</b>	<b>2018/19 (£'000)</b>	<b>2019/20 (£'000)</b>
	240					
6	<b>Capital Renewals Impact:</b>  Estimated replacement of features every 15 years - £75,000 based upon existing facilities (Option1), £100,000 if enhanced facilities are incorporated (Option 2).					
7	<b>Revenue Impact:</b>  Loss of investment income: Option 1 at £10,000 per annum or Option 2 at £12,000 per annum.  Base option (Option 1) will not have a positive impact on income. Enhanced facilities (Option 2) are expected to generate additional income net of costs of £15,000 per annum that will be reflected in a reduction of the annual Service Fee payable by the Council to the Trust subject to Trust Board approval.  The loss of income associated with the construction of the project is marginal (circa £2-3,000) assuming a six week build programme. The Trust Chief Executive has suggested that the Trust will bear this loss subject to build completion on programme in the summer months of 2014. He has indicated a wish to review this decision in liaison with Council in the event any significant delay occurs in the build programme.					
			<b>Option 1</b>	<b>Option 2</b>		
			(as existing)	(enhanced)		
			£	£		
	Capital cost		200,000	240,000		
			=====	=====		
	Revenue costs (saving) per annum					
	Loss of investment income		10,000	12,000		
	Annual cost of capital renewals		5,000	6,700		
	Additional income		0	(15,000)		
			-----	-----		
	Total cost per annum		15,000	3,700		
			=====	=====		
8	<b>Partnership Funding:</b>  None.					

## Capital Plan List C – Evaluations

9	<p><b>Post Implementation Review:</b></p> <p>12 months after installation.</p>														
10	<p><b>Screening for equality impacts:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Question</th> <th style="text-align: center;">Answer</th> <th style="text-align: left;">Explanation of impacts</th> </tr> </thead> <tbody> <tr> <td>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?</td> <td style="text-align: center;">No</td> <td>N/A</td> </tr> <tr> <td>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?</td> <td style="text-align: center;">No</td> <td>N/A</td> </tr> <tr> <td>c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?</td> <td style="text-align: center;">N/A</td> <td></td> </tr> </tbody> </table>			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?	No	N/A	c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?	N/A	
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?	No	N/A													
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?	N/A														
11	<p><b>Recommendation:</b></p> <p>It is clear from the evaluation undertaken by the Building &amp; Facilities Manager that works to the health suite are essential and need to be progressed. The additional cost of the enhanced scheme (£40,000) will generate additional income of £15,000 per annum reducing the net annual cost to the Council. It is therefore <b>recommended that the enhanced scheme (Option 2) at a capital cost of £240,000 be transferred from List C to List B.</b></p>														

## TONBRIDGE & MALLING BOROUGH COUNCIL

### LEISURE and ARTS ADVISORY BOARD

10 June 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 COUNTRY PARK – CUSTOMER PANEL MEETINGS

##### Summary

This report seeks the appointment of Member representatives to attend Customer Panel Meetings at the Council's two Country Parks until May 2015.

#### 1.1 Background

1.1.1 Panels, ideally comprising approximately 10-12 customers, currently meet at a minimum twice per annum. Panels were previously in place for the Council's indoor leisure facilities and these are now managed by Tonbridge & Malling Leisure Trust. Meetings are attended by relevant officers and two Members appointed by this Board.

1.1.2 The purpose of the Panels is to seek views from a cross section of users on the services provided at each facility, and also to provide a "sounding board" for potential new initiatives.

#### 1.2 Future Role

1.2.1 The Customer Panels have played an important role in assisting facilities to continue to meet the needs of users.

1.2.2 A range of issues of particular importance to customers have been raised and addressed which otherwise may have been overlooked. Attendance by Council Members has also enabled closer involvement in the day to day operation of the facilities.

1.2.3 It is felt important to maintain the role of the Customer Panels in the future and to continue to recruit new customers to ensure a wide cross-section of views are obtained.



### 1.3 Current Member Representation

- 1.3.1 Members were appointed following the May 2013 meeting of this Board to serve for a 12 month period as follows:

Facility	Representatives
Haysden Country Park	Councillors Peter Bolt and David Cure
Leybourne Lakes Country Park	Councillors Brian Luker, Russ Taylor and Timothy Bishop

- 1.3.2 In addition to the above, the Cabinet Member for Leisure, Youth & Arts was approved as an ex-officio member of each Panel.

### 1.4 Future Member Representation

- 1.4.1 It is felt that the Panels provide a valuable means of keeping in close liaison with facility users, and should be retained and developed in the future. Members are invited to make nominations at the meeting.

### 1.5 Legal Implications

- 1.5.1 None.

### 1.6 Financial and Value for Money Considerations

- 1.6.1 None.

### 1.7 Risk Assessment

- 1.7.1 None.

### 1.8 Policy Considerations

- 1.8.1 Communications, Customer Contact.

### 1.9 Recommendations

- 1.9.1 Members are **REQUESTED TO RECOMMEND** Member nominations to the Customer Panels until May 2015.

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:

contact: Robert Styles

Nil

Robert Styles  
Director of Street Scene & Leisure

Maria Heslop  
Cabinet Member for Leisure, Youth and Arts

<b>Screening for equality impacts:</b>		
<b>Question</b>	<b>Answer</b>	<b>Explanation of impacts</b>
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	All members of the community are able to join the Panels and attend meetings.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	Yes	As above.
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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## TONBRIDGE & MALLING BOROUGH COUNCIL

### LEISURE and ARTS ADVISORY BOARD

10 June 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 CAPITAL PROJECTS – POST IMPLEMENTATION REVIEWS**

##### **Summary**

**A Capital Plan Post Implementation Review is brought forward for consideration in respect of Larkfield Leisure Centre New Dance/Exercise Studio.**

#### **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 New Dance/Exercise Studio**

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

#### **1.3 Legal Implications**

1.3.1 Considered within the evaluation templates for the scheme.

#### **1.4 Financial and Value for Money Considerations**

1.4.1 As shown in **[Annex 1]**.

#### **1.5 Risk Assessment**

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

#### **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, Equalities/Diversity.

## 1.8 Recommendations

1.8.1 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 Review for New Dance/Exercise Studio for Larkfield Leisure Centre 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

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

<b>Capital Plan Post Implementation Review</b>	
Service:	Street Scene & Leisure
Scheme Title:	Larkfield Leisure Centre: New Dance/Exercise Studio
Scheme Description:	To convert two squash courts into a fitness studio to increase the capacity of group exercise classes and meet expressed business need and potential for increased income.
Evaluation:	Finance & Property Advisory Board 4 January 2012
Capital Plan Year(s)	2012/13
Approved budget	£100,000 increased to £104,000 in 2012/13 Capital Plan Review
National Priorities	None
Local Priorities	<ul style="list-style-type: none"> <li>• 1a – Improve the efficiency of the Council's services in the context of changes in the economic climate and the Government's 3% efficiency saving target for Local Government.</li> <li>• 1c (key) – Manage the Council's financial resources and performance to meet the challenges of the recession and its impact on public finances.</li> <li>• 7c – Improve the quality and sustainability of the Council's leisure facilities and services.</li> <li>• 11a (key) – Work with partners to promote, encourage and provide opportunities for healthy living.</li> <li>• 18a – Improve the fabric of our leisure facilities and access for all.</li> </ul>
Targets for judging success:	<p>(a) Increased Lifestyles Health &amp; Fitness direct debit/annual membership sales.</p> <p>(b) Increased availability of group exercise opportunities per customer.</p> <p>(c) Increased numbers of participants in group exercise programme.</p> <p>(d) Overall positive impact on Larkfield Leisure Centre revenue/trading position.</p> <p>(e) Reduced membership attrition rates.</p>
Completion date (work completed):	January 2013
Completion date (final payment):	27 March 2014
Projected date for post implementation review:	June 2014
Final cost:	£111,025
Performance against National and Local Priorities and Targets:	<ul style="list-style-type: none"> <li>• Lifestyles membership increased from 04/13 to 04/14 from 1330 total to 1756 total - +32%</li> <li>• Available exercise class spaces grew from 1804 per week to 2224 per week - +23%</li> <li>• Actual exercise attendance grew from 41,982 in 12/13 to 53,675 in 13/14 - +28%</li> <li>• Attrition fell from monthly average of 3.4% in 12/13 to 2.9% in 13/14 - reduction of 6% per annum</li> </ul>
Budget performance / Value for money:	The overspend relates to essential repairs to the adjacent walkway.
Other performance / procurement issues:	None.
Ongoing / Outstanding issues:	None.

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## TONBRIDGE & MALLING BOROUGH COUNCIL

### LEISURE and ARTS ADVISORY BOARD

10 June 2014

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

#### Part 1- Public

#### Matters for Information

### 1 LEYBOURNE LAKES COUNTRY PARK – CONCESSIONS

#### Summary

The report updates Members on concessions recently awarded at Leybourne Lakes Country Park.

#### 1.1 Introduction

1.1.1 At the December 2013 Leisure and Arts Advisory Board proposed terms and conditions for the fishing rights and catering concession at Leybourne Lakes Country Park were approved (Decision 130146MEM). These contracts have recently have been awarded and this report provides Members with an update on each of these concessions.

#### 1.2 Fishing Concession

1.2.1 Leybourne Lakes has six lakes where fishing occurs. The previous agreement (managed by Mid Kent Fisheries) expired on 31 March 2014 and included all six lakes.

1.2.2 The fishing rights were reviewed before seeking quotations and it was agreed to exclude two smaller lakes from the main quotation process in order to secure these for local community clubs. The areas known as 'Sand' and 'Reed' ponds have historically been used by 'Strikers' and 'Freemasons Arms' and separate agreements are now in place with these local clubs.

1.2.3 The remaining four 'main' lakes known as 'The Ocean', 'Roaden Island', 'Larkfield' and 'The Railway' were offered in one quotation package. The Council reviewed the quotations received and awarded the five year license to 'Medway Valley Fisheries'. Medway Valley Fisheries are liaising with staff on site to carry out improvement works to the 'fishing swims' and attended the recent User Panel Meeting to meet other stakeholders of the site.



### **1.3 Catering Concession**

- 1.3.1 This contract allows for the provision of a mobile catering unit located within the Park. 'The limes' catering concession had previously been the Parks contractor for nine years although unfortunately gave notice to terminate their agreement and ceased trading in November 2013.
- 1.3.2 The Council sought quotations for a three year contract to start on 1 April 2014 and, after review, awarded the contract to 'Express Catering'.

### **1.4 Legal Implications**

- 1.4.1 The Council's Legal Services has been consulted to ensure all legal obligations are met in accordance with the Council's Constitution.

### **1.5 Financial and Value for Money Considerations**

- 1.5.1 The previous agreements provided the Council with a combined annual income of £21,500. The new agreements provide the Council with a combined annual income of £22,550

### **1.6 Risk Assessment**

- 1.6.1 Appropriate risk assessments, insurances and professional qualifications have been sought in regard to all agreements.

Background papers:

contact: Michael Harris

Nil

Robert Styles

Director of Street Scene & Leisure

## TONBRIDGE & MALLING BOROUGH COUNCIL

### LEISURE and ARTS ADVISORY BOARD

10 June 2014

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

#### Part 1- Public

#### Matters for Information

#### **1 TONBRIDGE SPORTS ASSOCIATION ANNUAL REPORT**

##### **Summary**

**This report presents the Annual Report of the Tonbridge Sports Association for 2013/14.**

#### **1.1 Annual Report**

1.1.1 Attached at **[Annex 1]** is a copy of the Tonbridge Sports Association's Annual Report. Members will note specific reference to the good condition of pitches within Tonbridge and the support given by the Borough Council to local clubs following the recent flooding.

1.1.2 The Tonbridge Sports Association's Chairman, Alan Nicholl, will be in attendance at the meeting to answer any questions Members may have on the report.

#### **1.2 Ongoing Liaison**

1.2.1 The Council maintains a close working relationship with Tonbridge Sports Association, with six-weekly liaison meetings between Officers and the Chairman, which have proved to be very effective.

#### **1.3 Legal Implications**

1.3.1 None.

#### **1.4 Financial and Value for Money Considerations**

1.4.1 None.

#### **1.5 Risk Assessment**

1.5.1 None.

#### **1.6 Policy Considerations**

1.6.1 Community, Healthy Lifestyles, Young People.

Background papers:

contact: Robert Styles

Nil

Robert Styles  
Director of Street Scene & Leisure

**Tonbridge Sports Association****Annual Report 2013/2014**

The year under review has been somewhat eventful. Last year, we were looking back on the Olympics and looking forward to greater interest in sports participation being seen in and around the Tonbridge area. Our report referred to the Olympic legacy and, in some specific sports, this has had a small effect. However sports participation, particularly for our younger age groups, still relies on the enthusiasm of those volunteers who manage our local member clubs.

The period of this report starts in the Spring of 2013 when we were just finishing another successful winter season of sport. The TSA arranged that extra renovation work should take place for a number of football pitches. The goal mouths, in particular, required attention, and it is pleasing to report that this was able to be scheduled into the contractors work, and has been successful. At the Annual General Meeting of the Tonbridge Sports Association, in April 2013, there were a number of comments from member clubs that home matches were always being played on better pitches than away matches. The Football Association's statement that Council-run pitches are poorly maintained shows Tonbridge to be an exception.

At the regular TSA/TMBC Liaison meetings part of the meeting relates to sports development. A number of initiatives are discussed and through this we have found a new home for netball, arranged for clubs to attend courses on first aid and safeguarding and helped the introduction of Park Run. The first Park Run took place, around the Racecourse Sportsground, in November. This has been attracting over 100 runners every Saturday morning during the winter months. "Spring into Sport" is another initiative involving a number of our member clubs giving free taster sessions during April 2014.

The TSA/TMBC meetings, being regular and documented, serve a very useful purpose. The discussions allow planning for future development of facilities and also pre-empting matters that could have become issues had they not been discussed and the approach agreed. The TSA has also liaised in order to maintain and progress the sport of cricket. However this has proved difficult and now the last remaining cricket club on the Racecourse Sportsground has ceased to operate. The summer came and we had temperatures, in July that made the summer grass sports and the sports that use our waterways as pleasurable as they could be.

An all year round Club that has benefitted from the Olympic legacy, and enabled it to build on what had become an established club, is Tonbridge Athletics. When the club operated 10 years ago there was a membership of 200. There is now a membership of over 800 and its members meet and train on six days of the week. The Club now probably contributes the highest percentage of athletes to the County Championships and has the highest percentage overall representation within the county teams. In terms of athletes affiliated to English Athletics the club is in the top six in the country.

A gold medallist in the 2014 Winter Olympics started many years ago as a member of the club. A junior member of the Club, Lewis Church, has been chosen to be the Commonwealth Baton Bearer, at Tonbridge Castle on 5<sup>th</sup> June, amongst an illustrious sporting group. The TSA is pleased to be party to the continuing discussions on a new Community Use Agreement for the track at Tonbridge School.

The winter season started with the usual over eagerness to commence playing. It was also a time when a review of Health and Safety, for playing football, was considered a priority. Meetings have taken place to review the part that Clubs, the Ambulance service and TMBC play in ensuring the well being of those injured whilst playing. This was a timely reminder and action has been taken to remedy misconceptions and the action that needs to be taken when an injury occurs.

In October the TSA commented on the proposals for a new Angel Leisure Centre. We were pleased to be part of the public consultation enabling us to add to the Tonbridge Badminton Club concerns. On the 1<sup>st</sup> November the leisure facilities of the Angel Leisure Centre, Tonbridge Swimming Pool, Poult Wood Golf Centre and Larkfield Leisure Centre passed into the management of the Tonbridge & Malling Leisure Trust. As regards our member clubs, and indeed the general public, this was a seamless transition. There will continue to be opportunities for our member clubs and already there are membership changes introduced at Poult Wood.

It was at the beginning of December that representatives of South East Water Company attended the TSA/TMBC Liaison meeting to give a presentation on the installation of two new water extraction chambers on the Racecourse Sportsground, the work due to commence at the beginning of January 2014. Through earlier liaison the plan of the traffic and siting of the plant had been revised. Through this planning extra funds had been allocated to ensure that no football pitches would be affected during the period of the works.

The winter season changed in mid December when severe weather was forecast. This increased to a Flood Warning on the 24<sup>th</sup> December, affecting the Racecourse Sportsground. During the day the Leigh Barrier was at full capacity and therefore the sports pitches provided additional floodplain storage of around 1 million cubic metres. The result of this is that the Sportsground submerged to a depth of approximately 5ft and flooding entered the Football, Rugby and Bowls Clubhouse's together with the Tonbridge Swimming Pool. In addition flooding entered, and considerably damaged, the Angel Indoor Bowls Club.

Although there is some insurance cover for this event, discussions with the insurance companies have been difficult, there are uninsured losses, and there is no insurance cover for the future. There are now numerous meetings already held to consider what lessons have been learnt in order to deal with the future. The Racecourse Sportsground will always be a flood storage area and the Environmental Agency will continue to use this as part of its water management strategy. This flood, by reoccurring over a number of weeks in January and February 2014, also had a considerable effect upon pitches that were already suffering from subsidence due to underground streams. The Clubs directly affected are receiving financial assistance from TMBC, for which they are very grateful. They have also received assistance regarding getting their buildings back to their original state.

It is worth recording the assistance given by Tonbridge Canoe Club in the process of clearing the surrounding rivers. However the effect of the flooding may be felt by the clubs, for some time. The clubs will have to work hard on maintaining their membership after an interruption of normal activities for some three months. Tonbridge Swimming Club had to reduce weekly activities and move to Sevenoaks and Tunbridge Wells. Both rugby and football played away matches, and had a number postponed, which has now put a strain on the administration of the move to the summer season. It is important to recognise that the clubs whose premises have been directly affected will need protection against the costs arising from a reoccurrence.

The condition of pitches, on our other sportsgrounds, caused matches to be postponed so we now end a winter season as unfinished as a number of pitches become cricket outfields. For all the Club's affected it is a question of picking up the pieces and having volunteers to get everything put back together again. The enthusiasm and hard work of those who manage our member clubs will see that sports participation will recover.

April 2014

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## TONBRIDGE & MALLING BOROUGH COUNCIL

### LEISURE and ARTS ADVISORY BOARD

10 June 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, and the Youth Forum.

#### 1.1 Activate

- 1.1.1 The 2014 Easter Activate programme ran from Monday, 7 April to Thursday 17 April and offered young people aged 8-16 the chance to try out a range of more unusual activities. The programme was again 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 included windsurfing, kayaking and junior rangers. Sports ranged from fencing and dodgeball to trampolining. Creative arts included music technology as well as magic and special effects and character make-up workshops and emergency first aid, bike fun day and cookery formed part of the Council's life skills option.
- 1.1.2 Activities were also offered in partnership with Rock UK, Carrotty Wood. These included 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. Due to the popularity of a number of activities additional days were added for archery and bushcraft.
- 1.1.3 Building on the success of the summer production of Oliver an extended performing arts programme was also on the agenda starting with an Easter drama and TV presenting skills workshop. The Mayor formally visited the TV presenting skills workshop and watched as the young people tested out their presenting skills, experiencing hands on working from Autocue, presenting a weather report and reading a news report. This all took place in front of a green screen so pre-recorded video could be inserted behind their performance to give it authenticity and experience. The drama workshop then 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.

- 1.1.4 Attached at **[Annex 1]** is a list of the individual activities that took place and the percentage of places that were taken up. As Members can see, in overall terms 482 registered places were taken this year (354 in 2013), representing 84% of total capacity. 46 young people also benefitted from Leisure Pass rates meeting the Council's objective of Fair Access for All.
- 1.1.5 An on-line survey was sent out to all parents and overall 100% of parents were satisfied with the Activate programme. A summary of the results is shown below:
- 97% of parents were satisfied with the overall range of activities on offer
  - 36% of parents felt their children were more likely to participate in physical activities as a result of having taken part in the Activate programme
  - 42% of children would have been spending time indoors playing computer games if they had not been participating in the Activate programme
  - 69% of parents felt their children were more likely to participate in positive activities all year round as a result of having taken part in the Activate programme
- 1.1.6 This year's Summer Activate programme will run from Monday, 28 July to Friday, 22 August with a mixture of our popular outdoor activities, sports, creative arts and life skill courses. New activities will include a comedy workshop where young people will learn about slapstick, improvisation and stand-up, Mcing and creative writing where young people can transform spontaneous rhymes or lyrics around a particular topic into rap/freestyle or pottery where young people will get the chance to try out the potters' wheel as well as use the hand building technique to create some inspirational designs. We have also expanded the programme in the Council's country parks to offer young people a wider choice and longer hours. Junior Rangers and a Bike Skills Fun Day will be on offer at Haysden Country Park and Junior Rangers and Fishing at Leybourne Lakes Country Park. Young people will have the option to attend the individual workshops or stay for the full day with lunchtime supervision included.
- 1.1.7 This summer the Council will be running a week long production of 'Bugsy Malone' culminating in a final performance on the last day with families invited to view the young people's achievements. Young people will get the chance to take part in a variety of performing art disciplines including acting, singing, film-making, character make-up, dance, costumes and lighting and sound. Participants particularly interested in the film and technical side of production will also have the option to attend a three day workshop using state of the art equipment to focus on learning how to light, sound check and film the performance.

- 1.1.8 The Summer Activate brochure will be distributed to all schools, libraries and leisure centres during the second week of June, as well as being available to download from the Council's website. Further marketing will also include use of the Council's billboards in Tonbridge as well as specific leaflets and posters being distributed widely across the Borough.

## **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 all 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. All 13 venues have also been confirmed and dates are being secured to once again undertake risk assessments in partnership with the Council's Health and Safety Officer.
- 1.2.1 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 were sent to last year's staff and at the end of April 2014, 40 members of staff had indicated a wish to return. In early February advertising began for the remaining positions targeting specific venues and interviews are now complete. Training for Playscheme staff has now also been confirmed and will include Paediatric First Aid, Child Protection, Special Needs and Encouraging Good Behaviour.
- 1.2.2 The Summer Playscheme operates a number of offers and discounts to ensure that the holiday activities are affordable, particularly for families on a low income. To further improve accessibility this year, working parents will be able to use childcare vouchers to pay for their child's place meaning that they can benefit from sacrificing a proportion of their salary in order to make tax and NI contribution savings.

## **1.3 Y2 Crew**

- 1.3.1 The 2014 scheme will operate from Monday, 28 July to Friday, 22 August and will include trips, courses and activity days with a number of key agencies offering information, advice and guidance throughout. Attached at **(Annex 2)** is the full programme schedule. Courses and activity days are offered free of charge and this year will include a new activity held at Bore Place, Chiddingstone where young people will harvest seasonal organic produce and use it to cook a delicious healthy lunch to share together. Further additions to the programme will also

include drop in sessions at the new Tonbridge Youth Hub where young people can take part in a range positive activities and benefit from qualified youth workers on site to offer information, advice and guidance on a range of issues.

- 1.3.2 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.
- 1.3.3 Application forms will be available from early June and Tonbridge & Malling Borough Council will work in partnership with a range of statutory services as well as the community/voluntary sector to ensure that targeted young people are referred onto the scheme.

## **1.4 Children's Operational Group**

- 1.4.1 The Tonbridge & Malling Children's Operational Group is 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 the 4 April at the Little Foxes Children's Centre in Tonbridge. Topics included the Kent Integrated Adolescent Support Service (KIASS), the outcomes from the Children's Centre Ofsted report, school development and expansion and an update on the Family Focus (Troubled Families) Programme. 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 Youth Forum**

- 1.5.1 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.
- 1.5.2 The Youth Forum recently attended the East Malling Community Sport Relief Mile where, as well as taking part in the sporting event and raising money for charity, they were also able to show other young people what being a member of the Forum involves and encourage them to join them in being able to influence decisions that affect young people. The Forum also took the opportunity to support the Council's Improvement and Development Manager in encouraging more young people to join the Online Residents' Panel. Using ipads members were able to inform young people of the opportunity to give their views on a range

of topics by registering and taking part in a series of online surveys. Following on from the East Malling event the Chair of the Youth Forum, along with officers from Leisure and the KCC Community and Engagement Manager, held a stand at Hadlow College again promoting the work of the Forum and signing young people up to the resident's panel.

- 1.5.3 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 through a phone application (app). A meeting has now been arranged between a sub group of the Youth Forum and a producer from ITV fixers, with a member of the Council's IT department also due to be present. Members will be updated further after this meeting has taken place.

## **1.6 Legal Implications**

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

## **1.7 Financial and Value for Money Considerations**

- 1.7.1 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.

## **1.8 Risk Assessment**

- 1.8.1 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.

## **1.9 Policy Considerations**

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

Background papers:

contact: Stephen Gregg

Nil

Robert Styles

Director of Street Scene and Leisure

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**TONBRIDGE & MALLING BOROUGH COUNCIL  
ACTIVATE 2014 – PARTICIPATION LEVELS**

<b>Activity</b>	<b>Capacity</b>	<b>Places Taken</b>	<b>Percentage of places taken (%)</b>
Special Effects & Character Make-up	15	24	160%
Street Art Stencil Workshop	15	19	127%
Magic	15	19	127%
Cookery	48	49	102%
Trampolining	20	20	100%
Windsurfing	15	15	100%
Kayaking (Carroty Wood)	15	15	100%
Team Task Day	30	29	97%
High Ropes	32	30	94%
TV Presenting Workshop	15	14	93%
Fencing	12	11	92%
Pedal Karting	32	29	91%
Abseiling	16	14	88%
Archery	40	34	85%
Bushcraft Day	32	27	84%
Bmxing	24	20	83%
Climbing	24	20	83%
Golf	10	8	80%
Open Canoeing	23	18	78%
Drama	15	11	73%
Kayaking (Leybourne Lakes)	15	11	73%
Bike Fun Day	12	6	50%
Badminton	12	6	50%
Dodgeball	15	7	47%
JamZone	15	6	40%
Music Technology	15	6	40%
Emergency Response First Aid	15	6	40%
Junior Rangers	12	4	33%
Chinese circus Skills	15	4	27%
<b>Total</b>	<b>574</b>	<b>482</b>	<b>84%</b>

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**Y2 CREW  
PROPOSED PROGRAMME FOR SUMMER 2014**

**Trips, Courses & Activity Days**

**Week 1**

Monday 28 July	Bowling & Ice Skating
Wednesday 30 July	Hadlow Activity Day
Thursday 31 July	Chatham Ski Centre
Friday 1 August	Youth Drop in Session at the Tonbridge Hub

**Week 2**

Monday 4 August	Laser Quest & Fish & Chip Lunch
Wednesday 6 August	London Dungeon / London Sea Life
Thursday 7 August	Tonbridge Activity Day
Friday 8 August	Youth Drop in Session at the Tonbridge Hub

**Week 3**

Monday 11 August	Bowles Centre (skiing , rock climbing, rope courses)
Wednesday 13 August	Get Safe For Summer (Water wise Course)
Thursday 14 August	Wetside – Bewl Water
Friday 15 August	Youth Drop in Session at the Tonbridge Hub

**Week 4**

Wednesday 20 August	Bore Place, Chiddingstone (Grow, Cook & Eat)
Thursday 21 August	Hairspray (summer youth production)
Friday 22 August	Thorpe Park



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## TONBRIDGE & MALLING BOROUGH COUNCIL

### LEISURE and ARTS ADVISORY BOARD

10 June 2014

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

#### Part 1- Public

#### Matters for Information

#### 1 EVENT UPDATE REPORT

##### Summary

The purpose of this report is to update Members on events taking place across the borough throughout the summer.

#### 1.1 Background

1.1.1 Members will be aware that whilst the Council delivers some events directly, many are delivered in partnership with community groups. Some events are ticketed whilst others are free to attend. In some cases, the community group will be responsible for the event, with the Council providing event management advice and assistance with the preparation of health and safety documentation. Where appropriate, the event will be considered by the Council's Safety Advisory Group. This often depends on the scale and nature of the event.

1.1.2 The events highlighted below are delivered with the support/assistance of Tonbridge & Malling Borough Council. However, numerous other events take place across the borough through Parish/Town Councils. All Parish/Town Councils have recently been contacted regarding events in their area and a summary of the responses is highlighted at **[Annex 1]**. It is the intention to seek these event updates on a quarterly basis to advise this Board, to update the Council's website and help provide events across the Borough.

#### 1.2 Forthcoming Event Programme

1.2.1 Tonbridge Carnival and Fete - Organised by Tonbridge Lions Club, the event will take place on 22 June. The Carnival process comprises of variety of walking groups and floats. The procession will start with the Southern England Marching Band Champion ship at 12.30. This year's theme is 'The Swinging Sixties'. Following the Carnival there will be a fete on the Castle Lawn with entertainment and market stalls. Funds raised from this year's event will be donated to local charities.

1.2.2 East Malling Arts and Food Festival - Organised by the Beat Project, this event will take place between 16-28 June. The Festival will include 'food art' workshops,

food market, art exhibition and a theatre performance in the grounds of the St James Centre. Residents will be able to try new skills by joining in with the Craft and Chat group and the Art group.

The Festival will be launched on 16 June when the public are invited to take part in an all-day craft project to create a large scale piece of artwork.

- 1.2.3 Open Air Theatre - Illyria Theatre Company will be visiting Tonbridge Castle three times over the summer. This year they will be performing:

Date	Performance	Ticket Prices
19 June	George's Marvellous Medicine	£11 (adult), £7 (child)
9 July	Robin Hood	£11 (adult), £7 (child)
23 July	Macbeth	£11 (adult), £7 (child)
27 August	Pirates of Penzance	£14 (adult), £10 (child)

Tickets can be purchased from Tonbridge Gateway. Public are encouraged to bring a picnic.

- 1.2.4 Tonbridge Arts Festival - This event will take place between 1–6 July at various locations across the town centre. The Festival is organised by representatives from K College, Tonbridge School, Tonbridge Library and Tonbridge & Malling Borough Council. The committee is keen that a wide variety of literary, visual and performing art events are included in the Festival programme.

The Festival will be 'launched' on 1 July with the unveiling of the 'Big Picture' by the Watergate. Children from Slade Primary School will re-enact their World Record Breaking ocarina performance to mark the occasion. Other events taking place during the week include 'Terrifying Tonbridge' a grim and gruesome guided walk featuring true tales of terror from the town's less illustrious past, literary quiz, an evening with artist Guy Portelli of Dragon Den's fame (and festival patron), a poetry evening, a flash fiction workshop and a have-a-go art and craft area at the Angel Centre.

Alongside these activities there will be an Open Art Exhibition at K College (Hawthorn building) from 1–6 July, 10am – 5pm. The Open Art Exhibition is open to all artists who live, work or study in the borough of Tonbridge and Malling. This year, the exhibition will include a Young Artists Showcase for 11-16 year olds.

The Festival culminates with three outdoor performances at Tonbridge Castle. The confirmed programme can be found below:

Friday, 4 July	'Live at the Castle' (local contemporary bands)
Saturday, 5 July	Magic of Motown (with fireworks)
Sunday, 6 July	Jazz at the Castle

For 'Live at the Castle', an X Factor style audition process took place at K College. Committee members were looking to book a diverse range of music genres for

this event with some bands performing covers and others singing their own compositions. Groups that have been booked include Keys Deleted, Searching for Pie and Talk That Talk. It is anticipated this event will attract a younger audience.

For 'Jazz at the Castle Kent, Youth Jazz Orchestra will open the Sunday afternoon concert with the John Hamilton Big Band closing the show.

Tickets are still available for the Friday and Sunday night events and can be purchased online at [www.tonbridgeartsfestival.co.uk](http://www.tonbridgeartsfestival.co.uk) or in person from Tonbridge Gateway.

- 1.2.5 Summer Band Concerts - Tonbridge Castle band concerts take place every Sunday in August between 3-5pm. There is no admission fee to attend these events. Bands confirmed for this year are as follows:

3 August	Band of the Corps of Royal Engineers
10 August	The Night Owls
17 August	East Peckham Silver Band
24 August	Bacchus Wind Orchestra
31 August	Maidstone Winds

The aim is to provide a mixture of musical genres as well as balance between professional and amateur groups. We are delighted to welcome the return of the Band of the Corps of Royal Engineers who last performed at the Castle in 2012. This year is the first time that Tonbridge based; Bacchus Wind Orchestra will have played at the Castle as part of the summer season.

Many people attending the concerts bring a picnic. Hildenborough Women's Institute will be serving refreshments (tea and coffee) from the Council Chamber. Donations welcomed.

- 1.2.6 Music at Malling - This year's event will take place from 25–28 September. The Festival brings outstanding artists and great music to historical local venues in around West Malling. Organised by a local resident, 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, which will feature dancers from the English National Ballet.

The 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 450<sup>th</sup> 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 Scott's 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 country – a great opportunity for young people to play with leading professionals.

More details can be found at [www.musicatmalling.com](http://www.musicatmalling.com). Tickets can be purchased from Tonbridge Castle Gateway.

- 1.2.7 Medieval Fair - This event will take place during the weekend of Saturday 13 and Sunday 14 September. Activities at the Medieval Fair will include have-a-go-archery, combat displays, cookery demonstrations, Punch and Judy, skittle alley and Bosco the Jester. There will be Medieval music throughout the weekend and a hog roast will be available.

There is no admission fee to attend and the event is open from 10am and 5pm on both days.

- 1.2.8 Tonbridge Town Team's Dragon Boat Race- Following the success of the inaugural Dragon Boat Race on the River Medway at the Taste of Tonbridge event last year, Tonbridge Town Team has decided to organise the Dragon Boat Race on Sunday 13 September. 13 teams have already confirmed their involvement and these include the following organisations:

Tonbridge School	The Bridge Trust
Tonbridge Round Table	Tonbridge Parish Church
Tonbridge Rock Choir	Sevenoaks & Tonbridge Concert Band
St Stephen's Church	Tonbridge Juddians
Tonbridge & Malling Borough Council's Mayor's Team	Jane Brucknall (friends and family)
Drew Waugh (friends and family)	Bidborough Dragons
Brenda's Boaters	

- 1.2.9 Heritage Open Days - 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. Every year during the second weekend in September, buildings of every age, style and function throw open their doors. It is a once-a-year chance to discover architectural treasures and enjoy a wide range of tours, events and activities that bring local history and culture to life

Nationally the event is organised by Heritage Open Days National Partnership which includes The National Trust, Civic Voice, and the Heritage Alliance. The scheme is funded by English Heritage. At a local level, the Council works with

The Malling Society and Tonbridge Civic Society to co-ordinate the borough wide response. The event will take place during the weekend of the 13-14 September. To date the following venues have confirmed their participation:

- Guided Walk of Haysden Country Park
- Jane Austen Tonbridge Walk
- Hadlow Tower
- Parish Church of St Peter and St Paul, Tonbridge
- St Saviours, Tonbridge
- Tonbridge Castle
- Tonbridge Town Walk (Civic Society)
- The Oast Theatre, Tonbridge
- Schools at Somerhill, Tonbridge
- The Twitch Inn, West Malling
- St Mary's Church, West Malling
- The Clout Memorial Institute, West Malling

A leaflet listing all participating properties will be available from Tonbridge Castle Gateway the end of July.

1.2.10 30<sup>th</sup> Twinning Anniversary Tonbridge and Heusenstamm - This year marks the 30<sup>th</sup> Anniversary of twinning between Tonbridge and Heusenstamm. In order to mark the occasion, a series of events has been planned for the weekend of the 13-14 September. Formal invitations have been sent to the Mayor of Heusenstamm and it is envisaged a select gathering will come to Tonbridge to celebrate this milestone. The Civic guests will stay at the Rose & Crown Hotel and take part in the various activities. These include visits to Hadlow Tower and West Malling, a chance to watch the Dragon Boat Race and Medieval Fair activities.

In addition to the formal civic arrangements, the Sevenoaks & Tonbridge Concert Band has invited its twin band, The Heusenstamm Stadtkapelle, to come over that weekend. The band has entered a combined 'German and English' team into the Dragon Boat Race. There will be a joint concert at Judd School on Sunday 14 September from 5.30pm – 7pm. Both bands have been twinned for 30 years. 23 members of the band are coming over to join in the weekend celebrations.

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

Runners are also encouraged to raise money for their own chosen charities - over £50,000 was raised in each of the first three years! The course is a traffic-free scenic and undulating route along country lanes around Tonbridge and Leigh.

Race headquarters will once again be at K College with separate male/female changing facilities, secure bag and valuables storage, sports massage facilities and a warm-up area.

The entry fee is £18 for affiliated club members and £20 for non-affiliated runners, both for online and postal entries. Postal entries should be received by Wednesday 24th September. For entries received after this, the race packs should be collected on the day of the race from race headquarters

On-line entries will be accepted up to midday on Friday 26th September. For on-line entries received after Wednesday 24th September, the race packs should be collected on the day of the race from race headquarters.

More details can be found online at [www.tonbridgehalfmarathon.co.uk/](http://www.tonbridgehalfmarathon.co.uk/)

- 1.2.12 Tonbridge Christmas Festival - Organised by Tonbridge Rotary Club, this event will take place on Sunday 23 November. The event will start at 1.30pm with a marching band on the High Street from the section of Avebury Avenue – the Big Bridge. On stage activities will run from 3–7pm and will include entertainment, Christmas Light Switch On and a firework display. There will also be market stalls in the High Street whilst the event takes place.

### **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 along with 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 the event safely. Such costs relate to elements including road closures and the provision of a professional security team. Examples of this approach include Tonbridge Lions Carnival and Fete and Tonbridge Christmas Festival. On other occasions, the event is supported by funds from the Council's Arts budget as is the case with Tonbridge Arts Festival and Music at Malling. 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 When the event is held on Council owned land, the Council will require a risk assessment and a copy of public liability insurance to be provided. Depending on the scale and unique features of the event, it may be that an Event Safety Plan is required and the detail is considered by the Council's Safety Advisory Group. As a matter of best practice with regard to event health and safety, the Council would encourage event organisers to carry out similar procedures.

## **1.6 Policy Considerations**

1.6.1 Community, Healthy Lifestyles.

Background papers:

contact: Lyndsey Bennett

Nil

Robert Styles

Director of Street Scene and Leisure



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**Public Events in the Tonbridge and Malling Area**

<b>Parish Council</b>	<b>Ryarsh Parish Council</b>	<b>West Peckham Parish Council</b>
Name of Event:	Ryarsh Village Fete	West Peckham Village Fete
Date of Event:	28 June 2014	5 July 2014
Is Event free or ticketed?	Free (with free parking)	Free
Event times:	1pm to 5-5:15pm	2-4pm
Description of Event:	Traditional Hog Roast, Beer Tent, Crimplene Millionaire, Scrapheap Organ Build, Mega Inflatable, Egg Catching, Field Archery, Human Fruit Machine, Water Warfare, Smoothies, Classic Cars, Stalls (see website for updates)	A traditional village fete with something for everyone to enjoy!
Further details available from:	<a href="mailto:www.ryarshpc@kentparishes.gov.uk">www.ryarshpc@kentparishes.gov.uk</a> David Storey 01732 872113 or 07831 642902	Contact West Peckham Parish Council, Mrs C Yearsley 01622 812215

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## TONBRIDGE & MALLING BOROUGH COUNCIL

### LEISURE and ARTS ADVISORY BOARD

10 June 2014

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

##### Part 1- Public

##### Matters for Information

### 1 CAPITAL PLAN UPDATE REPORT

#### 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 Tonbridge Memorial Garden

- 1.2.1 Following previous updates to the Board regarding the timeframe and Tender process I am pleased to report that the main contractor has been appointed and works are underway on site. The existing paving has been removed from site and all new walls are complete along with the brick paving immediately adjacent to the Memorial Wall. It is anticipated that the works will be complete in mid-July, in advance of the formal opening of the Gardens in late September.
- 1.2.2 In regard to the formal opening this will take place on the 22 September 2014 and arrangements for the event are being led by Tonbridge Memorial Garden Trust in liaison with the Borough Council. It is proposed that all individuals, organisations and businesses that have supported the refurbishment project be invited to attend alongside appropriate dignitaries. A programme for the event is being drawn up and will be circulated to all Borough Councillors in due course along with a formal invitation.

#### 1.3 Financial and Value for Money Considerations

- 1.3.1 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.

#### **1.4 Legal Implications**

1.4.1 None.

#### **1.5 Risk Assessment**

1.5.1 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.

#### **1.6 Policy Considerations**

1.6.1 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, 10 JUNE 2014**

	Corporate aims & priorities	Expenditure to 31.03.14 £'000	2014/2015 Estimate £'000	2015/2020 Estimate £'000	Estimated Scheme Total £'000	Notes
<b><u>Larkfield Leisure Centre</u></b>						
(a) Refurbishment of Lifestyles Health Suite	1(key),1g,3(key)		240		240	The health suite is currently in an extremely poor condition with significant deterioration of the walls and floors. Scheme currently out to tender. <b>See separate report in these papers.</b>
(b) Energy Saving Measures Phase 3	1(key),1c,2j,4e		40		40	To replace existing light fittings in the Sports Hall with LED fittings which will considerably reduce energy consumption and lower costs. <b>See separate report in these papers.</b>
<b><u>Tonbridge Swimming Pool</u></b>						
(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).

	Corporate aims & priorities	Expenditure to 31.03.14 £'000	2014/2015 Estimate £'000	2015/2020 Estimate £'000	Estimated Scheme Total £'000	Notes
<b>Sportsgrounds</b>						
(a) Tonbridge Racecourse Sportsground						
(i) Bridge Renewal/Repair	7a, 7d, 7e, 8a (key) 8B	20	125		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 have now been finalised and construction will take place this summer 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 be reviewed in light of recent flooding.
(iii) Floodlighting Less Grants and contributions.	7g, 11a, 7a, 7c, 7d, 10a	8 (8)	12 (12)		20 (20)	To floodlight the existing youth facilities at Tonbridge Racecourse Sportsground, extending usage through the winter months. Lighting installed and operational around skate park and ball court. Scheme completed.

	Corporate aims & priorities	Expenditure to 31.03.14 £'000	2014/2014 Estimate £'000	2015/2020 Estimate £'000	Estimated Scheme Total £'000	Notes
<b>Open Space</b>						
(a) 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 skate park for teenagers. New facilities installed with additional works being considered to reduce noise levels at the new skate park.
(b) Public Open Spaces Site Improvements Phase 1 Less Developer Contribution	7g (key), 8a (key), 13b (key)	68 (68)	31 (31)		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.
(c) Public Open Spaces Site Improvements Phase 2 Less Developer Contribution	3e, 7a, 7b, 7c, 7d, 7g, 8a, 8b, 11a, 18a	56 (56)	13 (13)		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 and new play area at St Philips complete. Works on other sites progressing.
<b>Other Schemes</b>						
(a) Tonbridge Cemetery (i) Memorial Safety	7d	86	7	15	108	Additional works required to repair tombs in 2011/12 by a virement of £3,000 from Capital Grants to Organisations. Provision in 2013/14 based on Local Government Ombudsman's recommendation to inspect memorials every five years. Inspections and resulting repairs progressed. £3,000 of the original budget vired to Tonbridge Swimming Pool Car Park improvements.



	Corporate aims & priorities	Expenditure to 31.03.14 £'000	2014/2015 Estimate £'000	2015/2020 Estimate £'000	Estimated Scheme Total £'000	Notes
(i) Memorial Garden Improvement	3b(key) 8a(key) 10a(key)	49	230		279	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 July 2014. Total cost of the scheme is estimated at £250,000 with other external funding secured by the Trust.
Less fundraising & Developer Contributions		(20)	(135)		(155)	
(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.
(b) Capital Grants to Organisations  Committed  2003/04 – 2008/09 schemes	7b,7d,7e, 8a(key), 10a(key) 11a(key), 14a	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.
(c) Plaques		3			3	Presented on the completion of a project for display to acknowledge the contribution made by the Borough Council.

	Corporate aims & priorities	Expenditure to 31.03.14 £'000	2014/2014 Estimate £'000	2015/2020 Estimate £'000	Estimated Scheme Total £'000	Notes
Capital Renewals						
(a)	Angel Centre	N/A	133	434	567	} Provision for renewal of life-expired or obsolete assets. Renewals schedule subject to annual review
(b)	Larkfield Leisure Centre	N/A	181	613	794	
(c)	Tonbridge Swimming Pool	N/A	92	213	305	
(d)	Sportsgrounds and Open Spaces	N/A	215	559	774	
(e)	Poult Wood Golf Centre					} To ensure the MTFs and hence predications 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.
	Clubhouse	N/A	38	162	200	
	Grounds Maintenance	N/A	26	124	150	
	Course	N/A	18	63	81	
	Provision for inflation savings target	N/A	(180)	(321)	(501)	
	<b>Total</b>		<b>543</b>	<b>1,170</b>	<b>1,910</b>	<b>3,623</b>

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## TONBRIDGE & MALLING BOROUGH COUNCIL

### LEISURE and ARTS ADVISORY BOARD

10 June 2014

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

#### Part 1- Public

#### Matters for Information

### 1 LEISURE FACILITIES – FINANCIAL PERFORMANCE

#### Summary

This report summarises financial information in relation to Tonbridge Cemetery and the Council's Country Parks [Annexes 1 and 2].

#### 1.1 Tonbridge Cemetery

1.1.1 Overall, income at the Cemetery was £5,112 above profile for the full financial year 2013/14 [Annex 1]. Whilst the purchase of graves was below profile all other key performance areas were above profile.

#### 1.2 Country Parks

1.2.1 Overall, income at the two Country Parks was £5,574 below profile for the full financial year 2013/14. This is partially due to a reduction in parking income at Haysden Country Park due to the significant flooding over Christmas and the New Year and the catering concession at Leybourne Lakes Country Park handing in their notice prior to the end of the contract term.

#### 1.3 Legal Implications

1.3.1 None.

#### 1.4 Financial and Value for Money Considerations

1.4.1 Collectively the facilities covered by this report generate income in excess of £156,000 per annum. All figures are subject to Financial Services Outturn Statement.

#### 1.5 Risk Assessment

1.5.1 Any variations in the identified financial performance are monitored to protect future revenue.

## **1.6 Policy Considerations**

### 1.6.1 Asset Management and Business Continuity/Resilience.

Background papers:

contact: Darren Lanes

Nil

Robert Styles  
Director of Street Scene & Leisure

**TONBRIDGE CEMETERY**  
**CUMULATIVE MANAGEMENT INFORMATION SUMMARY**  
**1 APRIL 2013 TO 31 MARCH 2014**

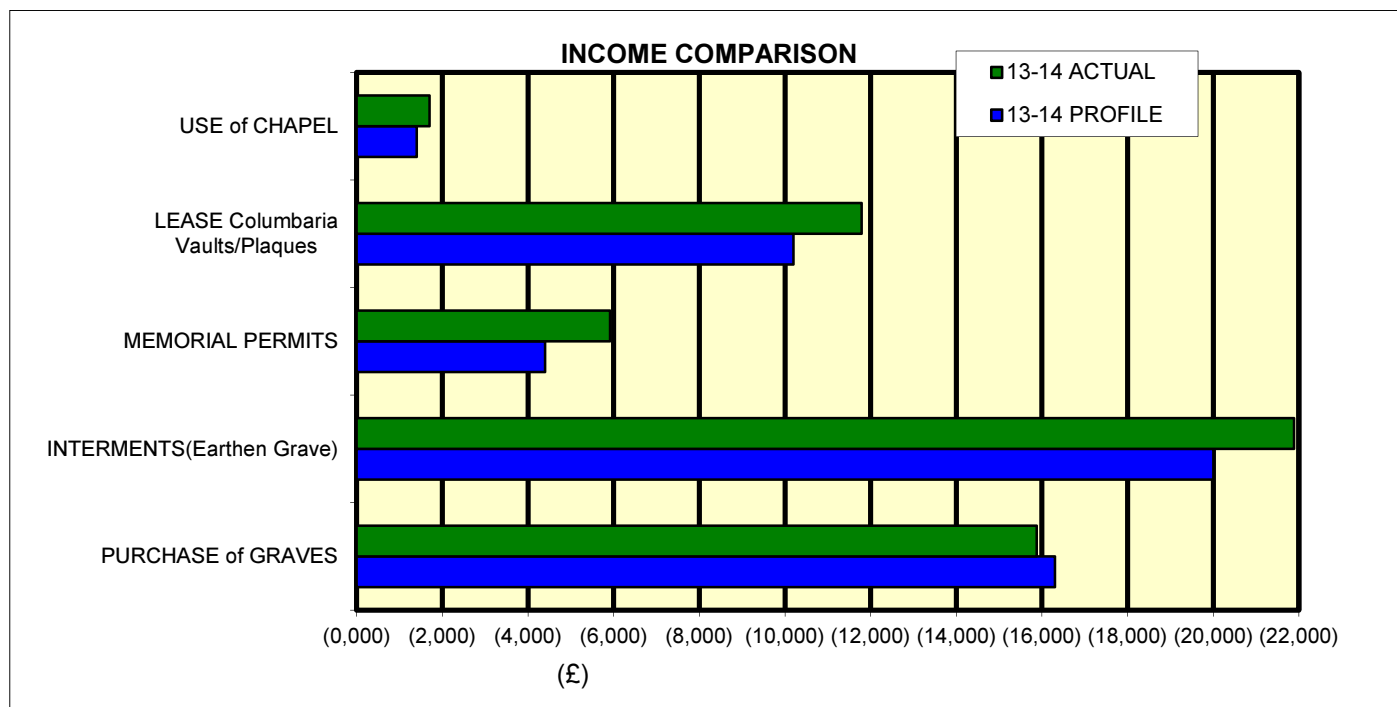
<b>CUMULATIVE TRADING STATEMENT</b>		
	<b>PROFILE</b> 01.04.13 - 31.03.14	<b>ACTUAL</b> 01.04.13 - 31.03.14
TOTAL EXPENDITURE	172,200	175,632
TOTAL INCOME	(53,700)	(58,812)
DEFICIT/(SURPLUS)	118,500	116,820

<b>KEY PERFORMANCE INDICATORS</b>			
	<b>INCOME</b>		<b>USAGE</b>
	<b>13-14 PROFILE</b>	<b>13-14 ACTUAL</b>	<b>13-14 ACTUAL</b>
PURCHASE of GRAVES	(16,300)	(15,879)	24 (inc 1 baby) + 4 pre-purchase
INTERMENTS(Earthen Grave)	(20,000)	(21,885)	60 + 6 Mem Wall plots
MEMORIAL PERMITS	(4,400)	(5,914)	46
LEASE Columbaria Vaults/Plaques	(10,200)	(11,793)	10
USE of CHAPEL	(1,400)	(1,700)	19 + 1 service only
<b>TOTAL</b>	<b>(52,300)</b>	<b>(57,171)</b>	<b>170</b>

## NOTES:

All figures are provisional subject to Financial Services Outturn Statement.

All income is net of VAT



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**COUNTRY PARKS INCOME**  
**CUMULATIVE MANAGEMENT INFORMATION SUMMARY**  
**1 APRIL 2013 TO 31 MARCH 2014**

<b>CUMULATIVE TRADING STATEMENT</b>		
	<b>PROFILE</b> 01.04.13-31.03.14	<b>ACTUAL</b> 01.04.13-31.03.14
LEYBOURNE LAKES	(61,250)	(58,250)
HAYSDEN	(37,650)	(35,076)
DEFICIT/(SURPLUS)	(98,900)	(93,326)

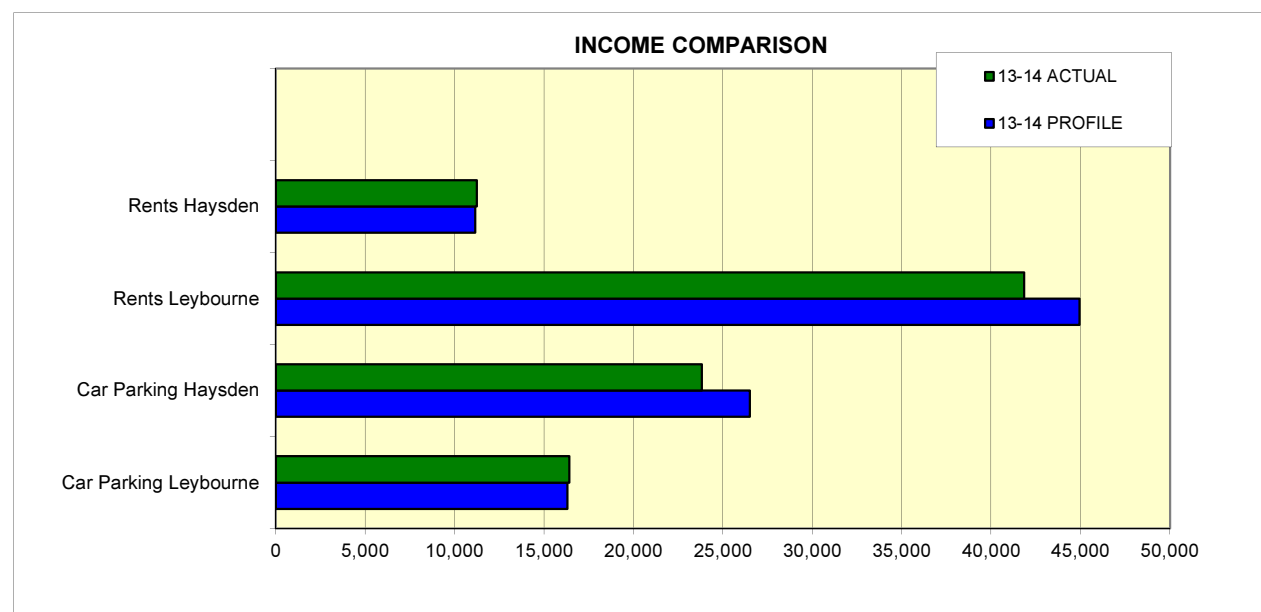
<b>KEY PERFORMANCE INDICATORS</b>				
	<b>INCOME</b>		<b>USAGE</b>	
	<b>13-14 PROFILE</b>	<b>13-14 ACTUAL</b>	<b>13-14 PROFILE</b>	<b>13-14 ACTUAL</b>
Car Parking Leybourne	16,300	16,407	N/A	N/A
Car Parking Haysden	26,500	23,828	N/A	N/A
Rents Leybourne	44,950	41,843	N/A	N/A
Rents Haysden	11,150	11,248	N/A	N/A
<b>TOTAL</b>	<b>98,900</b>	<b>93,326</b>	<b>0</b>	<b>0</b>

## NOTES:

All figures are provisional subject to Financial Services Outturn Statement.

All income is net of VAT

Profiled and actual income includes interest receipts and developer contributions.





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