

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

Chief Executive

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

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

5 September 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 Monday, 15th September, 2014 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

PART 1 - PUBLIC

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| 1. | Apologies for absence | 5 - 6 |
| 2. | Declarations of interest | 7 - 8 |
| 3. | Minutes | 9 - 14 |

To confirm as a correct record the Notes of the meeting of the Leisure and Arts Advisory Board held on 10 June 2014

Matters for Recommendation to the Cabinet

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| 4. | Leisure Facilities - Tonbridge and Malling Leisure Trust Performance | 15 - 32 |
| 5. | Indoor Leisure - Capital Plan Projects | 33 - 36 |
| 6. | Haysden Country Park Management Plan | 37 - 50 |

Matters submitted for Information

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| 12. | Urgent Items | 99 - 100 |

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

- | | | |
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| 13. | Exclusion of Press and Public | 101 - 102 |
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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

Matters for Recommendation to the Cabinet

- | | | |
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| 14. | Ground Maintenance Services - Retendering of the Ground Maintenance Contract | 103 - 108 |
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(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

- | | | |
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| 15. | Urgent Items | 109 - 110 |
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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

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Apologies for absence

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

LEISURE AND ARTS ADVISORY BOARD

Tuesday, 10th June, 2014

Present: Cllr Mrs J M Bellamy (Chairman), Cllr T Bishop, Cllr P F Bolt, Cllr Mrs B A Brown, Cllr D Keeley and Cllr R Taylor

Councillors 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 E M Holland (Vice-Chairman), T Edmondston-Low, R D Lancaster and D J Trice

PART 1 - PUBLIC

LAA 14/16 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

LAA 14/17 MINUTES

RESOLVED: That the notes of the meeting of the Leisure and Arts Advisory Board held on 12 March 2014 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

LAA 14/18 LEISURE FACILITIES - LEISURE TRUST UPDATE

Decision Notice D140074MEM

The joint report of the Director of Street Scene and Leisure and Cabinet Member for Leisure, Youth and Arts provided an update on the management and operation of the Council's leisure facilities through the agreement with the Tonbridge and Malling Leisure Trust. Details of the Trust's Annual Service Delivery Plan and quarterly monitoring report were presented together with the results from recent mystery shopper visits and updates on customer panels and the refurbishment of Tonbridge Swimming Pool. The Trust's Chief Executive attended the meeting to make a short presentation and answer questions from Members.

RECOMMENDED: That

- (1) the Tonbridge and 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.

LAA 14/19 HAYSDEN COUNTRY PARK - DRAFT MANAGEMENT PLAN

Decision Notice D140075MEM

The joint report of the Director of Street Scene and Leisure and Cabinet Member for Leisure, Youth and Arts presented a draft Management Plan for Haysden Country Park for the next five year period and gave details of a proposed public consultation process. A number of suggestions regarding drafting and presentation of a pie graph were noted by officers for incorporation in the consultation document.

RECOMMENDED: That:

- (1) the draft Haysden Country Park Management Plan set out at Annex 1 to the report 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 the Advisory Board for consideration.

LAA 14/20 LARKFIELD LEISURE CENTRE - CAPITAL PROJECTS

Decision Notice D140076MEM

The joint report of the Director of Street Scene and Leisure and Cabinet Member for Leisure, Youth and Arts outlined progress in relation to the refurbishment of the Health Suite and the provision of LED lighting in the sports hall at Larkfield Leisure Centre. Details were given of the procurement process in respect of the former together with a proposed procedure for award of the contract in view of the timescale for the project.

RECOMMENDED: 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 and Leisure and Central Services in consultation with the Cabinet Member for Leisure, Youth and Arts and the Chairman and Vice Chairman of the Leisure and Arts Advisory Board.

LAA 14/21 COUNTRY PARK CUSTOMER PANEL MEETINGS

Decision Notice D140077MEM

Consideration was given to the joint report of the Director of Street Scene and Leisure and Cabinet Member for Leisure, Youth and Arts regarding appointment of Member representatives to attend Customer Panel meetings at the Council's two Country Parks until May 2015.

RECOMMENDED: That the current representatives be re-appointed to serve on the Customer Panels until May 2015.

LAA 14/22 CAPITAL PROJECTS POST IMPLEMENTATION REVIEWS

Decision Notice D140078MEM

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

RECOMMENDED: That the Post Implementation Review for the New Dance/Exercise Studio for Larkfield Leisure Centre be endorsed.

MATTERS SUBMITTED FOR INFORMATION**LAA 14/23 LEYBOURNE LAKES COUNTRY PARK - CONCESSIONS**

Further to Decision No D130146MEM the report provided an update on the fishing and catering concessions recently awarded at Leybourne Lakes Country Park.

LAA 14/24 TONBRIDGE SPORTS ASSOCIATION - ANNUAL REPORT

The Advisory Board received the annual report of the Tonbridge Sports Association for 2013/14 which was presented by Mr Alan Nicholl, the Association's Chairman. Members expressed their appreciation of the work of Mr Nicholl and the positive working partnership between the Sports Association and the Council. Discussion took place regarding ways in which the growth in athletics participation might be replicated for cricket.

LAA 14/25 CHILDREN AND YOUNG PEOPLE UPDATE

Members were updated 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. Particular attention was drawn to the increase in take up of places on the Activate programme, representing 84% of total capacity.

LAA 14/26 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. All parish and town councils had been contacted regarding events in their area and a summary of the responses was attached at the Annex to the report. It was intended to provide a quarterly report on such events and update the Council's website accordingly.

LAA 14/27 CAPITAL PLAN UPDATE REPORT

The report advised Members of progress with schemes contained in the Leisure Services section of the Capital Plan, particular reference being made to the work to Tonbridge Memorial Gardens and its formal opening on 22 September 2014. In response to a question, the Advisory Board was informed that the works to Avebury Avenue bridge were anticipated in August and details of the timeframe would be provided to Local Members when confirmed.

LAA 14/28 LEISURE FACILITIES - FINANCIAL PERFORMANCE

The report summarised financial information in relation to Tonbridge Cemetery and the Council's Country Parks.

MATTERS FOR CONSIDERATION IN PRIVATE**LAA 14/29 EXCLUSION OF PRESS AND PUBLIC**

The Chairman moved, it was seconded and

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

LAA 14/30 GROUNDS MAINTENANCE CONTRACT - RETENDER

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

Decision Notice D140079MEM

Further to Decision No D13002MEM the joint report of the Director of Street Scene and Leisure and Cabinet Member for Leisure Youth and Arts provided an update on the retendering of the Council's Grounds Maintenance Contract and sought approval of a select list of contractors.

RECOMMENDED: That

- (1) subject to a satisfactory health and safety appraisal, the Select List of Contractors set out in the report be approved and invited to tender for the Council's Grounds Maintenance Contract; and
- (2) the approach to social value outlined in paragraph 1.7 of the report be endorsed.

The meeting ended at 8.40 pm

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

15 September 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 – TONBRIDGE AND MALLING LEISURE TRUST PERFORMANCE

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 – Cumulative Quarterly Monitoring Report, financial position and performance to date.

1.1 Background

1.1.1 Members will be aware that the Tonbridge and Malling 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 formal quarterly meetings. 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 Annual Service Delivery Plan - Cumulative Quarterly Monitoring Report covers Quarter 1 for the period 1 April to 30 June 2014 and is attached at **[Annex 1]**.

1.3 Performance to Date

- 1.3.1 Since the last report to this Board on 24 April 2014 and the verbal update by Trust Chief Executive Martin Guyton, the provisional year end (1 November 2013 to 31 March 2014) position of £122,000 profit for the Leisure Trust remains subject to final audit confirmation.
- 1.3.2 The Trust has continued to perform well at the start of the new financial year with trading in the first quarter (1 April 2014 and the 30 June 2014) showing a positive position of £89,000 above profile.
- 1.3.3 Overall attendance figures across the facilities have shown a small decline (average 5%), however, this is balanced by above target increases in Membership levels across all sites, with notable increases particularly in Children's Membership.
- 1.3.4 The levels of overall customer satisfaction and cleanliness recorded through the Viewpoint system at the leisure centres have continued to be positive, although Larkfield Leisure Centre dipped just below the required target of 80%, with scores of 75% for cleanliness and 79% for satisfaction in the first quarter. This is felt to be a result of issues with the cleaning contractor which are being addressed with the Area Manager. Tonbridge Swimming pool had scores of 86% for cleanliness and 87% for overall satisfaction and Angel Centre 85% for cleanliness and 87% for overall satisfaction.
- 1.3.5 Customer feedback through letters and comment cards etc. have not highlighted any serious complaints and it is worth noting that of feedback received 32% (76 comments) was positive.
- 1.3.6 The number of Leisure Pass holders in Quarter one increased 13.6% on the same period last year with 300 memberships issued compared to 264 last year. The total number of active annual members is approximately 1040. The Leisure Pass scheme entitles residents in receipt of specific benefits to obtain discounts at venues and various sports and leisure activities run by the Council and Tonbridge and Malling Leisure Trust.
- 1.3.7 Two Voluntary Wardens have been introduced at Poult Wood Golf Centre covering six days between them every two weeks. The Voluntary Wardens will supplement the existing Warden team checking tickets and offering assistance around the golf courses.

1.4 Financial and Value for Money Considerations

- 1.4.1 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.

1.5 Risk Assessment

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

1.6 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, Community, Healthy Lifestyles, Young People.

1.8 Recommendations

- 1.8.1 It is **RECOMMENDED TO CABINET** that the Tonbridge & Malling Leisure Trust Annual Service Delivery Plan - Cumulative Quarterly Monitoring Report for 1 April 2014 to 30 June 2014 be noted;

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 and Leisure

Maria Heslop
Cabinet Member for Leisure, Youth and Arts

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	

Screening for equality impacts:		
Question	Answer	Explanation of impacts
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	
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.

Annual Service Delivery Plan Cumulative Quarterly Monitoring Report 1 April 2014 to 30 June 2014



Annual Service Delivery Plan Outcomes and Targets – 1 April 2014 to 30 June 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	Q1 High Risk Interactions LLC – 76.9% AC – 76.4% Q4 Effective Interactions LLC – 69.8% AC – 71.9%
Increase overall DD/Annual Membership totals by 5%	■ Direct debit/annual members across all categories	Group Business Manager/Group Operations Manager	Monthly	2013/14 reports analysed to create benchmark for DD/Annual Health & Fitness and Swim & Spa membership across all categories all three sites excluding Excel and Kickstart. Q1 year on year increases shown below; LLC H&F – 49.6% LLC S&S – 32.4% AC H&F – 41.2% TSP S&S – 35.5%
Reduce attrition to below 3.5%	■ Attrition rates	Group Operations Manager	Monthly	LLC Q1 Average – 2.4%. Annual cumulative – 2.4% AC Q1 Average – 1.4%. Annual cumulative – 1.4%

KEY OUTCOME: Improved access to coaching and talent development for sports				
Aim	Measure	Lead Officer	Timescale	Progress
Develop base attendance level	■ Attendance at leisure	Group Business	31 March	Baseline derived from 2013/14 usage reporting to include

indicators	centres	Manager	2014	<p>Q4 of 2012/13 at TSP to account for closure due to flooding. No credible usage statistics available for PW prior to 1 November 2013 – currently being compiled.</p> <p>Overall usage 2013/14 as follows; LLC – 504,034 AC – 303,976 TSP – 244,425 Total – 1,052,435</p> <p>Q1 attendance LLC - 122,603 (-7.1%) AC - 70,619 (+11.7%) TSP – 56,258 (-16.4%) Total – 249,507 (-5.0%)</p>
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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 954 TSP 922 Total of 1,876 is an increase of 2.6% on Q1 in 2013/14
Increase Excel membership by 5%	■ Average number of Excel members age 11-18 (KPI 840)	Group Business Manager/ Group Operations Manager	Monthly	Q1 year on year increase LLC – 74.4% AC/TSP – 132.5%
Increase KickStart membership by 5%	■ Average number of KickStart members age 0-10 (KPI 836)	Group Business Manager/ Group Operations Manager	Monthly	Q1 year on year increase LLC – 27.9% AC/TSP – 22.7%

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	Termly	LLC 314 AC

		Manager		224 Total of 538 is an increase of 0.2% on Q1 in 2013/14
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AWARENESS

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

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HEALTHY LIFESTYLES

KEY OUTCOME: Delivery of healthy living programmes – reflected by improved health of the population				
Aim	Measure	Lead Officer	Timescale	Progress
Participation in local Health Action Team	● HAT engagement	Chief Executive	31 March 2015	CE attended HAT meeting in Q1
Increased intervention through Mind the Gap action plan	● Mind the Gap action plan outcomes	Chief Executive	31 March 2015	Not progressed
Improved local health indicators	● Annual indicators	Chief Executive	31 March 2015	2013/14 figures to provide baseline. Under development – reporting to commence 2014/15 in liaison with EH.

KEY OUTCOME: Increased participation in GP referral and healthy living programmes to result in reduced obesity and improved health				
Aim	Measure	Lead Officer	Timescale	Progress
Achieve approved NHS target of 400 customers enrolled on weight management programme	■ Number of adult referrals onto weight management programme (KPI 326)	Chief Executive	Quarterly	New scheme in development in Q1 in liaison with CEHO and utilising Counterweight. Training undertaken for launch in Q2 with revised target of 200 participants in 2014/15
Increase number of GP Referrals by 5%	■ Number of GP referrals	Chief Executive	Quarterly	Q1 year on year decrease across both sites of 2% (3 referrals)
Increase number of weight	■ Number of Lighter Lifestyles	Group Business	Quarterly	As above new scheme to be launched in Q2.

management referrals upgrading to Lighter Lifestyles DD option to 50%	customers	Manager		
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Outcome: Increased engagement with GP referral, weight management and other health related programmes.				
Aim	Measure	Lead Officer	Timescale	Progress
To introduce PT franchise opportunity in Lifestyles Gym at LLC/AC	◆ Number of PT contracts/Income	Group Operations Manager	31 March 2015	Existing contract failed – opportunity re-advertised.
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	New Customer Panels held at all sites in Q1 with Trustee representation. NPS Closed Loop ordered and awaiting implementation.

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 TSP (88%) and AC(87%) deferred from Q4 due to flooding
Achieve average Viewpoint overall satisfaction score of 80%	■ Overall Viewpoint satisfaction	Group Operations Manager	Monthly	LLC Q1 – 79% / 3.7 AC Q1 – 87% / 4.1 TSP Q1 – 87% / 4.1
Achieve average Viewpoint cleanliness score of 80%	■ Viewpoint satisfaction - cleanliness	Group Operations Manager	Monthly	LLC Q1 – 75% / 3.5 AC Q1 – 85% / 4.0 TSP Q1 – 86% / 4.0

Outcome: High measurable levels of customer engagement and satisfaction				
Aim	Measure	Lead Officer	Timescale	Progress
Introduction of Contact Manager	◆ Implementation of software	Group Business Manager	31 March 2015	Installation and training completed. Go live date to be confirmed due to technical issues.
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. Order placed - Scheme still under development

SOCIAL INCLUSION

KEY OUTCOME: Increased participation from under represented groups including ethnic minorities, disabled, women and those on income support				
Aim	Measure	Lead Officer	Timescale	Progress
Increase number of Leisure Pass holders by 5%	■ Number of Leisure Pass holders (KPI 834)	Group Business Manager	Quarterly	Q1 – 300 issued This is a 13.6% increase on the same period in 13/14

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

Outcome: Pricing and programming strategies to ensure accessibility and affordability to facilities for all				
Aim	Measure	Lead Officer	Timescale	Progress
Review Sports Halls off peak programme and pricing policies	● Increased off peak Sports Hall income	Group Operations Manager	31 March 2014	Programme analysis progressed – no implementation of findings to date.

CHARITABLE

KEY OUTCOME: Increased levels of volunteering and club based activity at the facilities to promote a sense of engagement and ownership				
Aim	Measure	Lead Officer	Timescale	Progress
Development of volunteering opportunities for staff and customers	◆ Number of volunteer hours	Chief Executive	31 March 2015	x2 Volunteer Wardens appointed at PW – total 12 hours per week

Outcome: Develop and deliver programmes and activities to underpin the charitable ethos of the Trust				
Aim	Measure	Lead Officer	Timescale	Progress
Consider development of charity fund	◆ Level of funding	Chief Executive	31 March 2015	Not progressed
Support national charitable campaigns	◆ Number of engagements/level of sponsorship income raised	Group Operations Manager	31 March 2015	Swimathon supported in Q1

ENVIRONMENTAL

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

KEY OUTCOME: Reduction in energy consumption				
Aim	Measure	Lead Officer	Timescale	Progress
Reduce overall consumption of gas, electricity and water by 5% per M ² at each facility	■ Consumption of utilities	Group Operations Manager	Quarterly	2013/14 to be used as benchmark year. Reporting to commence 2014/15 Q1. Still awaiting Q1 certified usage/billing. Order placed with LASER for future utilities monitoring package.

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

QUALITY

KEY OUTCOME: Improve performance through the National Benchmarking Survey				
Aim	Measure	Lead Officer	Timescale	Progress
Undertake triennial National benchmarking Survey at each leisure centre on rolling basis	■ NBS scores	Group Operations Manager	Annual	Planned for AC in Q3

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

KEY OUTCOME: Ensure the facilities are operated safely				
Aim	Measure	Lead Officer	Timescale	Progress
Reduce accidents per 100,000 visits at each site	■ Accidents per 100,000 visits	Group Operations Manager	Monthly	2013/14 usage figures analysed to provide baseline. Q1 accidents per 100,000 by site as follows: LLC – 141 AC – 34 TSP – 27 Overall – 85
Undertake biennial health and safety audit at each site and achieve score 80%	■ External health and safety audit scores	Group Operations Manager	Annual	Order placed with QLM for Leisuresafe Audits in Q3
Reduce number of RIDDOR reportable accidents year on year at each site	■ Number of RIDDOR reportable accidents	Group Operations Manager	Monthly	Q1 – x1 reportable disease

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

STAFF

KEY OUTCOME: Maintain and improve staff satisfaction to deliver safe and secure services				
Aim	Measure	Lead Officer	Timescale	Progress
Undertake biennial staff satisfaction survey and improve score against previous survey	■ Overall staff satisfaction	Group Operations Manager	Annual	To be undertaken in Q3
Reduce sickness and absence rate to below 2%	■ Sickness and absence rates	Group Operations Manager	Quarterly	Q1 Overall rate 1.60%

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

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FINANCIAL

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

Outcome: Build a financially sustainable business with a solid revenue reserve. To act commercially as appropriate within a community setting				
Aim	Measure	Lead Officer	Timescale	Progress
Build revenue reserve to approved Business Plan level of £340,000	◆ Level of reserve	Group Business Manager	31 March 2015	Year One Audit completed in June – Draft Statement of Accounts to be reported to Board on 28 July with Final Accounts to AGM on 8 September 2014
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	Completed
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. WS Law drafting contract following liaison with DCGS.
Review of Catering Services across	◆ Board Report	Chief Executive	31 March	PWGC still under consideration. TUPE and property

TMLT			2015	issues subject of confidential briefing from Bevan Brittan.
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

KEY OUTCOME: Reinvestment of surpluses to deliver improved revenue and customer service at the facilities				
Aim	Measure	Lead Officer	Timescale	Progress
To influence progress towards development of new facility at Bradford Street	◆ OSG Minutes/ Development progress	Chief Executive	31 March 2015	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 unsuccessful. TMBC to review funding requirement through revised capital plan.
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	Order placed – work scheduled for September 2014
To assist in the design, development and delivery of Games Hut redevelopment at TSG subject to availability of s106 funding	◆ Scheme completion	Chief Executive/ Group Operations Manager	30 September 2014	Not progressed pending developer contribution.

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

2013/15 Additional Executive Management Team Annual Service Delivery Objectives				
Aim	Measure	Lead Officer	Timescale	Progress
Review contract terms and conditions for new TMLT employees	● Board Report	Chief Executive	31 March 2015	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. Bevan Brittan and WS Law now retained for TUPE and contract issues respectively.
Undertake a review of casual pay	● Board Report	Chief Executive	31 March	Not progressed

scales			2015	
Review future pension options	● Board Report	Chief Executive	31 March 2015	Not progressed
Launch Health & Safety Committee	● HSC Meetings	Chief Executive	31 December 2014	Completed – Quarterly meetings implemented and reported to Board
Review suite of policies and procedures	● Board Report schedule	Chief Executive	31 March 2015	Ongoing review of key health and safety and employment law policies through Board. Q1 included approval of Child Protection Policy and Operational Risk Register.
Implementation of Gladstone mobile application	● Implementation of app/level of usage	Group Business Manager	30 September 2014	Not progressed pending new website.
Implement access control to Lifestyles Gym at LLC	● Installation of controls	Group Business Manager	30 June 2014	Quotation received – under consideration.
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 Q4 to provide contextual background. No further progress to date.
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 ttractive 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 finalised and order placed. Planning permission granted for roadside signage.
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. Full ttractive website review in progress.
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	Initial review completed and implemented in Q1. Further consideration to be given in light of recent resignation.
Review terms of reference of Staff Forum	● Relaunch of Forum	Group Operations Manager	31 March 2014	Programme of biannual CE updates to staff implemented
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	Initial meeting held in Q1
Create action plan related to NBS Importance/Satisfaction ratings	● NBS scores	Group Operations Manager	31 March 2014	Action plan being implemented

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

15 September 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 INDOOR LEISURE – CAPITAL PLAN 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 was reported to Finance, Innovation & Property Advisory Board on 8 January 2014, identifying 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 relatively poor condition compared to other areas of the Centre with deterioration of the walls and floors. The works (excluding fees and contingencies), together with the like for like replacement of existing features (sauna, steam room, spa baths) were estimated to cost in the region of £220,000.
- 1.2.3 Further to the report on procurement of the works to this Board on 10 June 2014, tenders have now been received. Unfortunately, the lowest tender was £299,592, significantly above the pre-tender estimate.
- 1.2.4 Taking this into consideration a fundamental review of the project is now being undertaken in liaison with the Council's Building & Facilities Manager and the Leisure Trust and options on the proposed way forward are being considered. The outcome of the review will be considered by the Finance, Innovation &

Property Advisory Board on the 7 January 2015 as part of the Capital Plan Review process.

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 replacement will result in 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 procurement framework, with installation expected to take place in September 2014. A verbal update on progress will be given at the Board.
- 1.3.5 The project will be delivered within the approved 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. This saving will be reflected in revised revenue budgets.

1.4 Legal Implications

- 1.4.1 The procurement process of the two projects was 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 a review of the Health Suite Refurbishment project at Larkfield Leisure Centre be considered by the Finance, Innovation & Property Advisory Board on the 7 January 2015 as part of the Capital Plan Review process.

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 and Leisure

Maria Heslop
Cabinet Member for Leisure, Youth and Arts

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	Capital projects with no related equalities issues.
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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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

15 September 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 MANAGEMENT PLAN

Summary

This report brings forward comments received as part of the public consultation exercise on the draft Haysden Country Park Management Plan and, subject to Member comment at the meeting, recommends final approval of the Plan.

1.1 Background

- 1.1.1 The Outdoor Leisure Performance Plan identifies the need to bring all the Council's principal public open spaces in line with the criteria of the Green Flag Award – a national standard for parks and open spaces. Key elements of the award criteria include cleanliness, health and safety, welcoming park and sustainability, all of which need to be incorporated into a Management Plan that is an essential requirement for all Green Flag applications.
- 1.1.2 At the meeting of this Board on 10 June 2014, Members approved the draft Haysden Country Park Management Plan for public consultation (Decision No D140075MEM). Members are requested to bring their copy of the draft Management Plan to the meeting. Spare copies will be available on the night.

1.2 Policy Context

- 1.2.1 The draft Management Plan incorporates the standards/criteria of the Green Flag Award and assists in the delivery of four of the Council's key priorities: involving and meeting the needs of young people; achieving a cleaner, smarter and better maintained street scene and open space environment; promoting, encouraging and providing opportunities for healthy living; and reducing antisocial behaviour.

1.3 Consultation

- 1.3.1 The draft Management Plan was circulated/made available for comment between 3 July and 11 August 2014. A letter was circulated to key stakeholders listed at

[Annex 1], advising that copies of the Plan were available on the Council's website and at the following locations for public comment:

- Tonbridge Castle Customer Services
- Council Offices, Kings Hill

1.3.2 In addition, posters were displayed on site at Haysden Country Park advising visitors on the consultation process and where/how to make comment.

1.3.3 In response to the consultation a number of comments were returned and these have been carefully considered and a number of subsequent amendments to the Management Plan have been proposed. A summary of the comments received and proposed amendments can be found at **[Annex 2]**. In overview, the consultation highlighted a number of helpful issues, and generally the Plan was well received. All grammatical errors identified through the consultation will be addressed.

1.4 Legal Implications

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

1.5 Financial and Value for Money Considerations

1.5.1 The draft Plan reflects existing Capital and Revenue budgets associated with the site.

1.6 Risk Assessment

1.6.1 A copy of the draft Management Plan has been circulated to the Council's Health and Safety Officer and no adverse comments have been received. In consultation with the Health and Safety Officer, a package of site specific risk assessments has already been developed for the Park and these are referenced in the Management Plan.

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

1.9 Recommendations

1.9.1 It is **RECOMMENDED TO CABINET** that, subject to Member comment at the meeting, the proposed amendments highlighted at **[Annex 2]** be approved, and the amended Haysden Country Park Management Plan be formally adopted.

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

Nil

Robert Styles
Director of Street Scene and Leisure

Maria Heslop
Cabinet Member for Leisure, Youth and Arts

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	N/a
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	Yes	The proposals aim to extend 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.

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HAYSDEN COUNTRY PARK MANAGEMENT PLAN**CONSULTEES**

Stakeholders
Emergency Services
Environment Agency
Grounds Maintenance contractor
Hayden Country Park Volunteers
Hayden Park User Panel
Upper Medway Internal Drainage Board
Kent Bat Group
Kent County Council – Countryside Access
Kent Wildlife Trust
Medway Valley Countryside Partnership
Natural England
Neighbouring Landowners
Network Rail
Penshurst Place
Sevenoaks Triathlon Club
Tonbridge & District Angling & Fish Preservation Society
Tonbridge Sports Association
Tonbridge Town Sailing Club
It's all dog fun (licence for dog training)
Willards American Food Company

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**Haysden Country Park Management Plan
Summary of Consultation Comments**

Respondent	Comment	Recommended Action
1. Natural England	We welcome the document and its commitment (in section 6) to the “protection and enhancement of the key habitats and the species (including species monitoring) associated with these habitats”, for the links to the Kent Biodiversity Action Plan (BAP), and for the opportunities presented by the Park to provide for people to come into contact with nature.	<i>Noted - no change.</i>
2. User Panel member	A very good management plan.	<i>Noted – no change.</i>
3. User Panel member	Suggests that some of the photographs need updating as they were used in the previous plan.	<i>Proposed Plan Amendment</i> – photographs will be replaced where appropriate.
4. Volunteer bird recorder and User Panel member	Felt we already had a wide range of habitats in the park, but recognised the need to balance the needs of several user groups and therefore should not expect a ‘bird nature reserve’ standard.	<i>Noted – no change.</i>
5. User Panel member	Page 6 - list of appendices should have page number quoted.	<i>Proposed Plan Amendment – amend as requested.</i>

Respondent	Comment	Recommended Action
6. Volunteer and User Panel member	Page 11 - felt that 'access by bus' paragraph stating that it is 'a short walk from the bus stops' was misleading as this is relative to whether you are used to walking, or whether you are pushing a child in buggy.	<i>Proposed Plan Amendment</i> – amend the wording to include the approximate distance from the bus stops to the park.
7. User Panel member	Page 12 - opening time is 7.30am, and closing time states no later than 9pm, suggest add the words 'on a seasonal basis'	<i>Proposed Plan Amendment – amend as requested.</i>
8. User Panel member	Page 12 - 'The road Audley Rise' suggest the wording to read 'The road Audley Avenue has a footpath leading to the Barden Lake end of the park'.	<i>Proposed Plan Amendment – amend as requested.</i>
9. Volunteer and User Panel member	Page 12 - felt that access to the park by bicycle, the safest route, should be promoted more, using Cycle Route 12.	<i>Proposed Plan Amendment</i> – rearrange paragraphs to put cycling first.
10. Tonbridge Town Sailing Club (TTSC)	Page 13 Table 2 - TTSC Season can be more accurately described as "March to October"	<i>Proposed Plan Amendment – amend as requested.</i>
11. User Panel member	Page 18 - instead of the wording 'three bridges are owned by the borough council' better to name the bridges.	<i>Proposed Plan Amendment – amend as requested.</i>
12. User Panel member	Page 21 - the solar powered car parking machines are not mentioned	<i>Proposed Plan Amendment – amend as requested.</i>
13. Volunteer and User Panel member	Page 23 -You should mention cycling and running in paragraph 3.	<i>Proposed Plan Amendment</i> – add running, although cycling is not allowed in the park apart from along cycle route 12 and not applicable to this section.

Respondent	Comment	Recommended Action
14. User Panel member	Page 24 – reviewer stated that there was no mention of the country park as Kent Wildlife Trust local wildlife site LWS26	No change – This is stated on page 24 paragraph 2
15. Medway Valley Countryside Partnership	Page 25 Table 4 and Project 55 - found the plan easy to read. Noted that less than 1% of the park is hedgerow (in Table 4). Offered to assist with the Thursday Action Group volunteers with Project 55 Plant more hedgerows.	Noted – no change.
16. User Panel member	Page 25 Table 4 - There is no mention of the grassland meadows in Table 4.	No change - Table 4 is set out using the habitat types within the original UK Biodiversity Action Plan, grassland is included within the class neutral and marshy grassland.
17. User Panel member	<p>Page 25 Table 5 - Suggested changes to the bird species of importance within Table 5 removal of Goosander Duck as not a breeding species, addition [of Kent BAP/ UK BAP species] Linnets, Water Rail, Snipe and Song Thrush.</p> <p>Also felt that the Park was an important staging post for some migratory species like Swift, Common Sandpiper, Common Tern, and nesting for Swallow, Willow Warbler, Reed Warbler, Cuckoo, and Nightingale.</p>	<p>Proposed Plan Amendment – Swift to be added, Goosander to be removed from Table 5.</p> <p>No change - Linnets are not listed in the UK BAP nor listed in the latest list relating to the Kent BAP.</p> <p>No change – currently there is no substantial evidence that the Park is an important staging post for birds.</p>
18. Volunteer bird recorder and User Panel member	Table 5 - Goosander duck and Yellow Hammer birds should be removed from the table as they do not breed at the park.	Proposed Plan Amendment – remove Yellow Hammer and Goosander Duck from Table 5 as they are not frequent visitors to the park.

Respondent	Comment	Recommended Action
19. Volunteer bird recorder and User Panel Member	Table 5 - Does not feel that the park was an important staging post. Table 5 suggest we add the following to Chiffchaff (breeding), Little Egret (roost), Marsh Tit (breeding), Nuthatch, Garden and Willow Warbler (breeding), White Throat and Lesser White Throat (breeding), Long Tailed Tit (breeding), Water Rail, Gadwall Duck, Pochard Duck, Shoveler Duck, Starling, Tree Creeper (breeding), Swallow, Swift, Teal Duck, and Nightingale (breeding).	Proposed Plan Amendment – amend as requested.
20. Volunteer bird recorder and two User Panel members	Table 5 – not sure what Kent BAP and UK BAP is, can we explain this in the plan.	Proposed Plan Amendment – add a description of these abbreviations BAP (Biodiversity Action Plan) and UK BAP (United Kingdom Biodiversity Action Plan) into text below Table 5.
21. User Panel member	Table 5 and Project 27 - 'The list of other key species are also weak in terms of groups particular the invertebrates, with little mention of key butterfly, cricket and grasshopper and bee species. This may reflect the lack of recognition of grassland/ meadow as a key habitat. I support the planned programme to increase awareness of these groups through surveys etc.'	Noted – no change
22. Kent Bat Group	Table 5 and Appendix 10 - sent a list of bats found in the park as some were not listed in the plan and also those found in each compartment. Brown long-eared bat is the only species that has been found in the bat cave.	Proposed Plan Amendment – Appendix 10 Species Lists to be updated, Table 5 and compartment details also to be updated.

Respondent	Comment	Recommended Action
23. Tonbridge Town Sailing Club	Page 28-29 - Please include TTSC as “RYA Affiliated”. TTSC Membership is also “approximately 90” (not 140 as stated).	<i>Proposed Plan Amendment – amend as requested.</i>
24. Volunteer and User Panel member	Page 30 - around 20 volunteers (not 30) attend the Haysden Country Park Volunteers on each task day. Also some factual information was incorrect.	<i>Proposed Plan Amendment – amend as requested.</i>
25. Volunteer and User Panel member	Page 36 - the car parking income revenue was agreed to be fed back into the park the plan should confirm this commitment made to the User Panel.	<i>No change – already shown in Appendix 11 to Plan.</i>
26. User Panel member	Page 38 Rules - could we add dogs kept under control or on a lead and possible dogs kept on a lead around Barden Lake?	<i>Proposed Plan Amendment – add reference to Dog Control Orders.</i>
27. Tonbridge Town Sailing Club	Page 42 - Details of Triathlon Club Licence should read “4 years to 2016”.	<i>Proposed Plan Amendment – amend as requested.</i>
28. User Panel member	Page 45 Table 9 - in the strengths, weakness, opportunities threats - scrub growth on ‘grassland’ is listed as weakness, this was felt to be misleading, as it is really the transition from grassland, to scrub that is weakness.	<i>Proposed Plan Amendment – reword weakness to read ‘Grassland becoming overgrown with scrub and trees’.</i>

Respondent	Comment	Recommended Action
29. Tonbridge Town Sailing Club	Page 45 Table 9 - SWOT Analysis TTSC would suggest adding “possible invasive weed at Haysden Lake” as a Threat – we did have an issue in 2013, which we did notify to TMBC, and we had to put a large manual resource into clearing the parts of the lake affected to enable sailing to continue. We have seen little evidence of its appearance this year, luckily. If it did recur in future years it has the potential of making the lake unusable for sailing, or probably any other activity.	Proposed Plan Amendment – add to Table 9 SWOT threats addition of generic item to threats ‘Land and water based invasive species’.
30. User Panel member	Project 14 - many of the seats around the park are in a poor state of repair some have been removed and not replaced.	Noted - No Change - Conditions of seating are monitored and Project 14 highlights the need to keep them in good condition. Additional seats to be considered.
31. Volunteer and User Panel member	Project 15 – does not understand the last sentence ‘Note consider the Equality when replacing play equipment’.	Proposed Plan Amendment – amend wording to read ‘Note: consideration must be given to equality of access when choosing replacement play equipment and re-designing the play area.’
32. User Panel member	Project 16 - additional play area would be welcome.	Noted - No Change
33. User Panel member	Project 25 - Tile Barn Field should be considered as soon as financially possible.	Noted - No Change
34. User Panel member	Project 27 - supports to increase awareness of invertebrate species.	Noted - No Change
35. User Panel member	Project 29 - not aware of single instance of Japanese Knotweed in the park why is it mentioned?	No Change – Japanese Knotweed has been present in the park in small isolated areas.

Respondent	Comment	Recommended Action
36. User Panel member	Project 35 - the Stone Lock improvement and pond creation would be high on my agenda.	Noted - No Change
37. User Panel member	Project 31 - mink control should be high on the agenda for action 2017/18 to avoid Kingfisher and other wildlife risks.	Proposed Plan Amendment – bring forward the investigation to 2015 -17.
38. Volunteer	Project 35 (and Appendix 5 Project 18) - would like us to have the new interpretation sign for the Stone Lock sooner in 2015 instead of 2017.	Proposed Plan Amendment – Bring forward signage element for Stone Lock to 2015 within the Five year Programme.
39. User Panel member	Project 45 Plant more trees – questions the value of planting more trees given the number of trees already in the park. Recognised the value of coppicing, but given the key species in the park planting more trees may have a negative effect on those species.	Noted – a balanced approach to planting will be taken, alongside key species surveys to help us understand the species present before changes are made.
40. Bird recorder and User Panel member	Project 54 - supported enriching the meadows with wildflowers, good for birds as well as flowers and insects.	Noted – no change.
41. User Panel member	Project 57 - the Heart of the Community award suggests the wording ‘The Haysden Country Park Volunteers have won a ‘Heart of the Community Award’ from the Courier Newspaper Group’.	Proposed Plan Amendment – amend as requested.

Respondent	Comment	Recommended Action
42. Bird recorder and User Panel member	Table 10 - suggested including a new Project, a scrape and allowing scrub to increase in density on part of the land under the railway bridge, as this was a quiet area that could attract feeding and nesting birds.	Proposed Plan Amendment – add a new project to Table 10 for this small part of compartment 9. ‘Investigate creating a scrape (a shallow pond), removing annual vegetation to create bare ground, and allow shrub vegetation to increase in density in part of this area for bird nesting.’ ‘Work with the volunteers and other agencies.’ Year 2015-2017
43. User Panel member	Appendix 4 Access Audit - footpaths and bridges section, states that ‘the majority of the park is accessible’, felt this over optimistic as the majority of the park has unmade paths and narrow bridges and is therefore not accessible.	Proposed Plan Amendment – amend wording to read ‘Generally footpaths are all in good condition although the whole site is not accessible by wheelchair users, the key areas are accessible.’
44. User Panel member	Appendix 4 Access Audit - seats section, states there is ‘a good variety of seats’ should this not say ‘there are good number seats’?	Proposed Plan Amendment – amend as requested.
45. Volunteer	Appendix 5 Marketing and interpretation plan and Project 10 - suggested considering a smart phone app linked with interactive map content, instead of an audio trail.	Proposed Plan Amendment – update Project 10 to consider the feasibility of both options.
46. Heusenstamm Friendship Circle	Appendix 5 - suggest that an interpretation panel is needed for Heusenstamm Friendship Wood as at present there no name sign at the woodland entrance; there is very limited information explaining the history of the woodland.	Proposed Plan Amendment – add to Appendix 5 Marketing and interpretation plan.
47. Upper and Lower Medway Internal Drainage Board	A very good document	Noted – No Change

TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

15 September 2014

Report of the Director of Street Scene & Leisure

Part 1- Public

Matters for Information

1 MEDWAY VALLEY COUNTRYSIDE PARTNERSHIP

Summary

This report provides an update on progress with work recently undertaken by Medway Valley Countryside Partnership.

1.1 Introduction

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

1.1.2 Supporting the Partnership are over 65 volunteers undertaking practical, field and office work. Since last reporting to this Board in March 2014 the Partnership has undertaken an additional 90 volunteering days within the borough. Training opportunities are also provided through student placements (work experience through to graduate level). The key aims of the Partnership are to:

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

1.2 Borough Council Support

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

1.3 Partnership Update

- 1.3.1 An update on recent activities undertaken within the Borough by the Partnership has been provided by the Partnership Manager, Kim Richards, and can be found at **[Annex 1]**. Kim will be attending the meeting to present the update and this will also provide Members with an opportunity to raise any questions. Members will note that the Partnership work across the whole Borough with projects in East Malling, Larkfield, Leybourne and Tonbridge.

1.4 Legal Implications

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

1.5 Financial and Value for Money Considerations

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

1.6 Risk Assessment

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

Background papers: Nil

contact: Darren Lanes

Robert Styles, Director of Street Scene and Leisure



**TMBC Projects 2014 Medway Valley Countryside Partnership
March 2014 - August 2014**

The Partnership's Objectives:

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

Project work is delivered by the Partnership team; Mark Pritchard (MP), Mary Tate (MT), Derek Whitehead (DW), Simon Ginnaw (SG) and Andrea Griffiths (AG) supported by the Manager Caroline Drewett (CD) and her replacement Kim Richards (KR). Seasonal staff are recruited as stewards for Oare Gunpowder works managed by MVCP as part of the Kent Countryside Management Partnership's contract with Swale Borough Council. A separate Orchard For All Project run by Pippa Palmar (PP) also operates across all boroughs.

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

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

Creating, sustaining and enhancing our landscape & biodiversity

Giant Hogweed Control Programme (AG)

In 2014 the project again covered 200km of riparian habitat through liaising with landowners and organisations to deliver a coordinated control of Giant Hogweed. The Scheme covers the Medway catchment and the River Cray in the London

Borough of Bexley. In specific areas Himalayan Balsam (for flood defence purposes) and Japanese Knotweed is also controlled.

Over 400 landowners are in contact with the scheme (some carrying out their own control) with over 20,000 plants treated in the 2014 spray season by our spray contractor. The scheme provides advice and where needed practical support in the control of the non native species in a coordinated catchment approach. The latest annual report can be provided upon request.

Over the next few weeks we will be working on Knotweed across the region, control of Floating Pennywort in the Yalding area and we are monitoring the situation with Azolla water fern.

GIS maps are currently being compiled along with landowner invoices and the annual report for detailed updates on this work

Rivers Work (MT/MP)

The European Water Framework Directive (WFD) came into force in December 2000 and became part of UK law in December 2003. It provides an opportunity to plan and deliver a better water environment, focusing on ecology. It commits European Union member states to achieve good qualitative and quantitative status of all water bodies in the long-term. To achieve 'good status' both the ecological and the chemical status of a surface water body need to be at least 'good'. Ecological status refers to the quality of the structure and functioning of aquatic ecosystems of the surface waters.

The Partnership continues to work with the South East Rivers Trust to secure project delivery funding in the future for the water-bodies in the catchment. Detailed Catchment Action Plans have been written for all the major tributaries to the River Medway within the borough of TMBC. These include the Bourne, Ditton Stream, Mereworth Stream, Leybourne Stream and Hilden Brook. These action plans have evolved from community engagement events which have sought to gain public engagement and approval for the proposed works, and elicit projects and priorities from landowners and the public alike. Projects have been prioritised and a variety of catchment funding sources are being investigated to try and make some of the aspirational projects reality.

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

Dene Park (MP)

Survey and training work continues to happen at Dene Park with both MVCP staff and the engagement of students from the nearby Hadlow College. MVCP have led a number of educational walks for Hadlow students from both the animal management and landscape disciplines. Current surveys:

- Dormice surveys
- Amphibian survey
- GCN assessment

A dissertation project surveying amphibians at the site revealed that in 2 of the 3 new ponds dug in 2012 already had breeding populations of palmate newt and excellent numbers of dragon and damselflies.

Owing to the exceptionally wet winter weather much planned coppicing and rhododendron clearance had to be put on hold however as site access for vehicles was impossible.

MVCP are now investigating a renewed funding bid to Biffaward's Rebuilding biodiversity stream for proposed coppicing and habitat linkage work in winter 2014/15.

Leybourne Lakes Wildlife Management Plan (MT and MP)

The management plan produced for the country park has now been adopted by the site managers and is being used in order to (particularly) enhance habitat for this increasingly important breeding site for nightingales.

Clare Lake Enhancement Project (MP)

£5600 of funding has been secured and a further application made to Groundwork to secure the necessary £15k. Initial soundings are positive although there is no written confirmation as yet. Friends of Clare Lake meeting have been held to prioritise tasks and we are set and ready to go.

Good Woods (MP)

Follow up calls for possible autumn 2014 work are planned all the partners visited as part of this scheme. Active coppicing work has taken place (see below in Tag report) at a variety of TMBC owned sites and more is already scheduled for winter 2014/15.

Church Farm (MP)

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

Save our Magnificent Meadows (MT)

Mary Tate is now in place as the project officer for the SOMM project. Many new landowners have been engaged and planned meadow creation is underway at a variety of sites both inside and close to the borough. Events are being held with a comprehensive series of training launched to create 'Meadows Champions'. See our dedicated web-page at <http://www.medwayvalley.org/save-our-magnificent-meadows/> for more details.

Developing, managing and supporting community-based environmental initiatives

Beat Project East Malling (AG)

MVCP have been working with Beat Project staff at the St James Centre, East Malling for a number of years to improve their woodland and increase access opportunities and use.

Previously a long footpath, play area and story-telling area were created on site. In August 2014 MVCP have returned with their TAG volunteers to build a 25 metre path extension, install more sensory play and active play equipment, increase interpretation and access via signage and also encourage more wildlife to the site via nest boxes and habitat piles.

In the next few months the community centre, with MVCP assistance, is planning a community fun day to encourage use of and appreciation of this small woodland site.

MVCP have delivered numerous other TAG days in the TMBC area.

St Philips Church (MT/SG)

After plans for the Quiet Garden (Community Garden) and play area had been approved and finalised, the play area has now been constructed. MVCP and St Philips Church are working together to find funding for the garden project following an unsuccessful bid to Nineveh charitable foundation. Grants from Co-op and CEMEX were applied for but unfortunately both were turned down.

TMBC are currently tendering for a contractor to do the basic landscaping of paths and steps garden. The Kent Green Guardians have a small fund to use on the garden, but are struggling to get volunteers to create the garden. It is hoped that TAG can help out with the design in the near future after a meeting with Jane Mata, Kent Green Guardians.

Thursday Action Group (DW/AG/MP)

Supporting the Partnership through the TAG programme is our valued team of volunteers undertaking practical project work with us. In this reporting period a further 90.5 practical volunteer days have been spent in the Tonbridge and Malling borough through TAG.

Examples:

- Beat Project East Malling – establishing wildlife garden
- Tinkers Island (TMBC owned site) – vegetation control
- Haysden Country Park (TMBC) – Himalayan balsam control
- Priory Wood (TMBC) – Coppicing, pond works, hedge laying
- Woods Meadow (TMBC) – vegetation control
- Planned TMBC staff day Brungers Pond – rubbish and vegetation clearance

Trees to Treasure (SG)

This project is in its final year of funding from the Big Tree Plant and will continue to support community tree planting projects. The scheme is open to applications from community groups and organisations, schools, Parish Councils, clubs and churches for tree planting on green spaces or areas with public/community access, within Dartford, Gravesham, London Borough of Bexley, Maidstone, Sevenoaks, Swale, Tonbridge and Malling and Tunbridge Wells. The closing date for applications is the 31st of October and the trees will be distributed to successful groups in December. The number of applications across the area is still low and additional publicity of the scheme is needed. The project can support local authority projects and schemes where trees are needed.

Kent Orchards for Everyone Project (PP)

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

Developing, and promoting life long outdoor learning

Snodland Wildlife Garden (MT and MP)

No work in this project period.

TMBC Playscheme (SG)

MVCP have been approached by TMBC to be involved with the planning and some delivery of the Summer Playscheme. After correspondence between Borough Council Officers and MVCP staff, it was agreed that MVCP would deliver Mini Beast workshops at eight playscheme venues. 354 children were signed up to attend the workshops in total. Staff have expressed their appreciation and explained how MVCP's Mini Beast Workshop was the most popular and greatest received by the children out of everything provided.

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

Haysden and Leybourne Lakes Country Park events (SG)

MVCP are leading three events at Haysden Country Park this year. A Bug Hunt was held on June 29th to celebrate National Insect Week, where we had 18 people attend

and take part. There are two more events still to take place, these are the Night-time Walk on 16th August, and an Eel Fun Day on 28th August.

At Leybourne Lakes Country Park, one member of staff attended and helped out on the Wildlife Day.

Ensuring the Partnership has the resources for effective development and operation

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

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

TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

15 September 2014

Report of the Director of Street Scene & Leisure

Part 1- Public

Matters for Information

1 CHILDREN & YOUNG PEOPLE UPDATE

Summary

This report updates Members on activities for children and young people that took place over the summer holidays, including the Summer Playscheme, Activate and Y2 Crew.

1.1 Summer Playscheme

- 1.1.1 In 2014 the Summer Playscheme operated at 13 venues across the Borough, offering organised activities for the 4-11 year age range. This year the Council directly operated and staffed seven venues and worked in partnership with Poppy Pre School, Rainbow Out of School Club and Barnies Day Nursery at the other six venues. Attached at **[Annex 1]** is a list of Summer Playscheme venues operated in 2014. Assistance with transport was once again offered this year but was not required due to insufficient demand.
- 1.1.2 The brochure and leaflets advertising the scheme were distributed extensively across the Borough, including primary schools, leisure centres and libraries. Posters were also displayed and banners were positioned outside each of the Playscheme venues.
- 1.1.3 Whilst the number of individual children registered on the Playscheme this year was marginally lower than in 2013 (771 in 2014 compared to 798 in 2013) total bookings taken over the three weeks increased from 1336 in 2013 to 1348. **[Annex 2]** provides a breakdown of the places for each Summer Playscheme venue, including a comparison with last year. Members will note that 91% of the places were booked, with a number of venues reaching maximum capacity throughout the scheme. Where numbers are greater than the capacity this reflects where additional staffing was allocated to account for demand.
- 1.1.4 It is also encouraging to note that 270 registered children benefitted financially from the Council's Leisure Pass scheme (£13.00 per family per week compared to the full rate of £38.00 per child per week) rising from 258 children the previous year.

- 1.1.5 Unfortunately, this year Kent County Council's Children and Families Unit were unable to provide block funding for referrals as they have in the past. Although some individual referrals were made, this had an impact on certain venues. The Youth and Play Development Officer was, however, able to improve links with the Family Liaison Officers and Children Centres, particularly in the Malling end of the Borough resulting in 41 children attending via referrals. The popular Playscheme Plus programme was also available for children with special educational needs and/or physical disabilities with 27 children benefitting from the scheme.
- 1.1.6 In addition to the normal range of activities provided by staff at each venue, specialist workshops were also provided each week. This year workshops included mini-beast hunting provided by Medway Valley Countryside Partnership and Rangers from Leybourne Lakes Country Park. There were also workshops in Athletics, Sports, Kite making, Magic and Cookery.
- 1.1.7 Each year the Council sends out a Parental Survey with the results for 2014 showing 96% of parents satisfied with the Playscheme and 99% feeling it was good value for money. Results for the 2014 Playscheme show that:
- 98% of parents felt their child was safe whilst attending the Playscheme
 - 86% of parents felt their child's needs were met whilst attending the Playscheme
 - 83% of parents felt their child benefitted from having their achievements recognised and celebrated whilst attending the Playscheme
 - 52% of parents felt their child developed a healthier lifestyle as a result of participating in the Playscheme
- 1.1.8 I am pleased to advise Members that the figures below show a positive increase on all results received after last year's Playscheme programme.
- 1.1.9 The Mayor formally visited the Walderslade, Snodland and Tonbridge Girls Grammar Summer Playscheme venues on the 12 August 2014. At the Walderslade Playscheme the Mayor watched as the children participated in an athletics workshop. From Walderslade the Mayor went on to visit the Playscheme at Snodland, where the children were taking part in a mini beast hunt organised by the Council's Park Rangers. The final stop was the Tonbridge Girls Grammar Playscheme where the Mayor was treated to a performance from the children.
- 1.1.10 There were 64 members of staff that worked on the 2014 Summer Playscheme with 36 of these having worked on the previous scheme. All staff were asked to complete a survey at the end of the scheme and the results will be collated to inform the planning of the 2015 Scheme.

1.2 Activate

- 1.2.1 The 2014 Summer Activate programme ran from 28 July - 22 August and offered young people aged 8-16 the chance to try out a wide range of activities that they would not normally have the opportunity to experience. This summer's activities included badminton, golf, trampolining, fencing, magic, urban art t-shirt design, special effects and character make-up, jewellery making, DJing, MCing and creative writing, comedy, cookery, first aid, bike fun day, get safe for summer, windsurfing, kayaking, junior rangers and fishing. Several new activities were also introduced including two pottery sessions and three cupcakes sessions which proved to be very popular with the young people and all were fully booked within the first few weeks.
- 1.2.2 Additional activities were also offered in partnership in with Rock UK, Carrot Wood. This allowed a wider variety of outdoor adventure courses to be run at the Carrot Wood centre on a more cost-effective basis. Rock UK activities included abseiling, geo-caching, team task day, pedal karting, archery, rafting, bushcraft, high ropes, bmxing, climbing and canoeing. Leisure Pass discounts were offered on all courses and the Rock UK week long holiday club.
- 1.2.3 Following the success of the 2013 Oliver! production an extended five day performing arts programme was offered which aimed to inspire future drama participation through the opportunity to experience a full-scale production. The workshop was delivered incorporating skills such as acting, film making, stage make-up, costume design and technical stage design. The workshop concluded with a performance of Bugsy Malone on the Friday afternoon and allowed the young people to showcase the skills that they had developed, as well as developing confidence, self-esteem and experience of delivering to an audience.
- 1.2.4 Attached at **[Annex 3]**, 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 805 bookings were taken, representing 83% of total capacity. The number of bookings represents a significant increase compared to last year (670 bookings).
- 1.2.5 The Mayor formally visited two Activate workshops over the course of the summer. At Wrotham School she attended the new and popular cupcake workshop where chef Mags Murray was teaching the young people how to make delicious and beautiful cupcakes. The Mayor also viewed some budding young actors and actresses in the final performance of Bugsy Malone.
- 1.2.6 An on-line survey was sent out to all parents and overall 97% 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
 - 46% of parents felt their children were more likely to participate in physical activities as a result of having taken part in the Activate programme

- 54% of children would have been spending time indoors playing computer games if they had not been participating in the Activate programme
- 60% 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

1.3 Y2 Crew

- 1.3.1 The objective of the Y2 Crew Summer scheme is to provide a programme of diversionary and educational activities for vulnerable young people aged 11-18 years in areas of the Borough where crime and disorder issues have been experienced within this age group. The scheme is open to all residents within Tonbridge & Malling, with partner organisations encouraged to refer appropriate young people who would benefit as a priority and then bookings opened up to the general public.
- 1.3.2 The scheme runs for the first four weeks of the school summer holidays providing trips, courses and activity days. The trips are run at a subsidised rate for the young people and the courses and activity days are run free of charge to ensure that as many young people as possible are able to attend and benefit.
- 1.3.3 The scale of the scheme is dependent upon funding which is obtained by a range of partnership organisations. Funding for 2014 was received from the following: Community Safety Partnership, TMBC, KCC Local Members Grant, Wrotham Parish Council, Borough Green Parish Council, Snodland Town Council, East Peckham Parish Council, Mereworth Parish Council, Hadlow Parish Council, Plaxtol Parish Council, Tonbridge Lions and income from young people taking part.
- 1.3.4 The 2014 scheme operated from Monday 28 July to Friday 22 August. A total of 84 young people were allocated spaces on the scheme with many more attending the free drop in sessions. 30 of these young people were Leisure Pass holders and took advantage of the concessionary rates on offer and 13 young people were also funded directly by the Y2 Crew Scheme due to their exceptional circumstances. Unfortunately, no referrals were received from Kent County Council's Children and Families Unit this year although the Community Safety Partnership did support 9 young people to access various trips and courses.
- 1.3.5 Building on the success of 2013 the Y2 Crew scheme again formed a partnership with the Ridgeview special school for children with profound, severe and complex learning difficulties. Working with the Kent Integrated Adolescent Support Services Community Youth Tutor, who is based at Ridgeview, the Y2 Crew trips were offered to students and arrangements were made for the young people to be accompanied by a 1:1 Support Assistant. Feedback so far has all been positive with the students themselves gaining independence skills they need to help them take their place in the community, and above all develop their self-esteem and

self-worth. With the emphasis on inclusion all young people attending the scheme also benefitted from working together.

- 1.3.6 Trips were run on Mondays and Thursday to activities and venues such as Ten Pin Bowling / Ice Skating, Chatham Ski Centre, London Dungeon / London Sea Life, Bowles Activity Centre, Laser Rush, Bewl Water, White Rock Theatre and Thorpe Park. The aim of the trips was to provide the young people with new skills and experiences, as well as giving them a chance to visit new places and expand their horizons.
- 1.3.7 The courses and activity days were run on Wednesdays and included Get safe for Summer, a Water Wise course held at Tonbridge Swimming Pool, Grow, Cook & Eat run at Bore Place which involved harvesting seasonal organic produce and using it to make a delicious healthy lunch for the young people to enjoy together and activity days held by the youth worker in Hadlow and at the Tonbridge Hub. There were a number of workshops on offer at the Activity Days including arts and crafts, sports including professional boxing training and cookery as well as a number of agencies providing information, guidance and support. The Kent Integrated Adolescent Support Service also offered additional Youth Drop in Sessions as part of the Y2 Crew programme opening the Tonbridge Hub on Friday afternoons. **[Annex 4]** outlines the activity day programme for 2014.
- 1.3.8 Feedback received from the partner agencies, KCC Integrated Adolescent Support Service and both parents and young people have indicated that the 2014 Y2 Crew Summer programme was again very successful and provided young people with a number of positive experiences. A full debrief and evaluation meeting with the partners will be held later in the year.

1.4 Try Angle Awards

- 1.4.1 This year saw the 20th anniversary of the Try Angle Awards take place at K College in Tonbridge. The scheme was run in partnership with KCC Integrated Adolescent Support Service and was introduced to raise the profile of young people in the community who really try, often with little recognition, to do their best.
- 1.4.2 Categories included in the awards cover achievement in the Arts, Music or Sports and Outdoor activities, Community action, Good friends and young carers as well as Personal development, Courage and Positive intervention.
- 1.4.3 The award evening once again highlighted and recognised the positive achievements of many young people across Tonbridge and Malling, Maidstone and Tunbridge Wells.

1.5 Legal Implications

- 1.5.1 The Council has powers to undertake this activity by virtue of Section 145 of the Local Government Act 1972. Under the requirement of the Children Act (1999) and in accordance with the Council's Child Protection Policy all staff will be subject to an enhanced Disclosure and Barring Service check no older than 12 months.

1.6 Financial and Value for Money Considerations

- 1.6.1 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.

1.7 Risk Assessment

- 1.7.1 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.

Background papers:

contact: Stephen Gregg

Nil

Robert Styles

Director of Street Scene & Leisure

**Tonbridge & Malling Borough Council
2014 Summer Playscheme Venues**

Monday, 4 August – Friday, 22 August 2014

Aylesford:	Poppy Pre-school, Aylesford School, Teapot Lane
East Malling:	St James Centre, Chapman Way
East Peckham:	Village Hall, Bush Road, East Peckham
Hadlow:	Hadlow Primary School, Hadlow
Hildenborough:	Stocks Green Primary School, Leigh Road
Leybourne:	Leybourne Primary School, Oxley Shaw Lane
Borough Green:	Borough Green Primary School, School Approach
Snodland:	SAMAYS Youth Centre, Malling Road
Tonbridge:	Tonbridge Girls' Grammar School, Deakin Leas
Tonbridge:	Woodlands Junior School, Hunt Road
Tonbridge:	Tonbridge Baptist Church, Darenth Avenue
Walderslade:	Tunbury Hall, Catkin Close
West Malling:	West Malling Primary School, Norman Road

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TONBRIDGE & MALLING BOROUGH COUNCIL
SUMMER PLAYScheme 2014 – REGISTRATION LEVELS/BOOKINGS
(2013 levels are shown in brackets)

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Centre	Total Children Registered for scheme	Total Bookings Available	Total Bookings Taken	Percentage of Bookings Taken	Leisure Pass (number of children)	Large Families (number of families)	Social Service Schools & Family Liaison Officers Referrals	Playscheme Plus (number of children)
Aylesford	52 (40)	72 (72)	81 (63)	112 (88)	25 (11)	0 (0)	2 (0)	2 (1)
Borough Green	52 (66)	120 (120)	91 (117)	76 (98)	16 (22)	1 (2)	1 (2)	0 (0)
East Malling	46 (63)	96 (120)	103 (115)	107 (96)	40 (48)	5 (5)	35 (49)	0 (1)
East Peckham	31 (33)	72 (64)	50 (55)	69 (86)	4 (3)	2 (2)	0 (0)	1 (1)
Hadlow	39 (42)	96 (96)	79 (78)	82 (81)	17 (9)	1 (2)	0 (0)	2 (2)
Hildenborough	85 (68)	144 (112)	135 (107)	94 (96)	26 (17)	1 (1)	0 (1)	2 (3)
Leybourne	74 (98)	144 (168)	133 (164)	92 (98)	33 (28)	0 (1)	1 (0)	6 (5)
Snodland	71 (72)	144 (144)	135 (136)	94 (94)	28 (37)	3 (2)	0 (2)	1 (3)
Tonbridge Baptist Church	31 (17)	72 (72)	65 (28)	90 (39)	17 (11)	0 (0)	0 (0)	1 (0)
Tonbridge Girls Grammar School	53 (48)	96 (96)	91 (95)	95 (99)	12 (18)	2 (0)	0 (1)	1 (2)
Walderslade	62 (62)	88 (96)	96 (80)	109 (83)	0 (4)	3 (4)	0 (1)	1 (1)
West Malling	87 (79)	132 (120)	130 (99)	98 (83)	19 (18)	3 (3)	1 (0)	4 (2)
Woodlands	88 (110)	200 (200)	159 (199)	80 (99)	33 (32)	6 (7)	1 (6)	6 (5)
TOTALS	771 (798)	1476 (1480)	1348 (1336)	91 (90)	270 (258)	27 (29)	41 (62)	27 (26)

N.B. A booking represents one week.

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TONBRIDGE & MALLING BOROUGH COUNCIL
ACTIVATE 2014 – BOOKING LEVELS

Activity	Booking Capacity	Bookings Taken	Percentage of bookings taken (%)
Bugsy Malone (5 Day Course)	20	24	120%
Bike Skills Fun Day	20	24	120%
Jewellery Making	12	13	108%
Cookery	36	36	100%
Cupcake Workshop	36	36	100%
Fencing	12	12	100%
Pottery	20	20	100%
Windsurfing	30	30	100%
Trampolining	32	31	97%
Kayaking	30	29	97%
Special Effects & Character Make-up	15	14	93%
Team Task Day	30	28	93%
Badminton	12	10	83%
Fishing	12	10	83%
High Ropes	40	32	80%
Magic Workshop	15	10	67%
Golf - Open Course	20	11	55%
Emergency Response First Aid	15	8	53%
Urban art t-shirt design	15	7	47%
DJing	15	6	40%
Get Safe for Summer	15	4	27%
Junior Rangers (Leybourne Lakes)	12	3	25%
Comedy Workshop	15	3	20%
MCing and Creative Writing	15	3	20%
Carrot Wood (Courses included Abseiling, Archery, BMXing, Bushcraft, Canoeing, Climbing, Geocaching, High Ropes, Pedal Karting, Rafting and Team Task Days)	480	401	84%
Total	974	805	83%

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**Tonbridge & Malling Borough Council
Y2 Crew Summer Scheme 2014**

Trips & Activity Days

Date	Trip
Monday 28 July	Ten Pin Bowling & Ice Skating
Wednesday 30 July	Pick 'n' Mix (Hadlow)
Thursday 31 July	Chatham Ski Centre
Monday 04 August	Laser Rush
Wednesday 06 August	Pick 'n' Mix (Tonbridge)
Thursday 07 August	London Dungeon & Sea Life
Monday 11 August	Bowles Activity Centre
Wednesday 13 August	Get Safe for Summer (Waterwise Course)
Thursday 14 August	Bewl Water – Wetside Activities
Wednesday 20 August	Grow, Cook & Eat (Bore Place)
Thursday 21 August	Hairspray (Summer Youth Theatre)
Friday 22 August	Thorpe Park
Friday 1, 8 & 15 August	Youth Drop In Sessions

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

15 September 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 event activities that have already taken place this year as well as highlighting events still to come.

1.1 Background

1.1.1 2014 has already proved to be a busy year. The Council has supported many community groups and other partners in the delivery of their events and in some cases, delivered the events directly. Some events are ticketed and others are free of charge. With regard to the community group events, the Council is often represented on the organising committee and provides event management advice particularly relating to the preparation of health and safety documentation. In other situations, in kind support is allocated to assist groups with their event planning (e.g. marketing, printing, contacts) and in some circumstances funding is available to support the activity along with officer time. Depending on the scale of the event, organisers are encouraged to liaise with the Council's Safety Advisory Group.

1.1.2 The events highlighted below are delivered with the support/assistance of Tonbridge and 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 Events to date

1.2.1 Tonbridge Passion Play – The second Tonbridge Passion Play took place on Good Friday (18 April) and was well supported by the community with around 1000 spectators attending. Organised by Churches Together, the event, saw the Castle play host to a dramatic presentation depicting the Passion of Jesus Christ.

- 1.2.2 The Commonwealth Baton – Members will be aware that the Commonwealth Baton came to the Borough on Thursday 5 June. The event was delivered in partnership with Kent County Council with support from Dame Kelly Holmes who attended in her capacity as President of Commonwealth Games, England. School children were at the event to participate in the celebrations.

The school children also met the Commonwealth Baton Bearers who included Millie Knight (Britain's youngest-ever winter Paralympian), Caroline Lorenzo (one of Kent's most committed sport volunteers), John Simmonds (helped establish Kent Bowls Development Alliance), Roland Gooding OBE (acknowledged for his contribution in promoting Physical Education and sport for young disabled students), Lewis Church (17 years old and already an outstanding decathlete and 400m hurdler who trains with Tonbridge Athletic Club) and finally Lizzy Yaronld (Lizzy shot to fame earlier this year winning a Gold medal in the skeleton event in the winter Olympics in Sochi).

After the event at the Castle, school children went on to other venues across the town including the Racecourse Sportsground, the Angel Centre, Tonbridge Pool and Tonbridge School athletic track to take part in have-a-go sports activities. The event at the Castle drew national press coverage and was broadcast live on the BBC.

- 1.2.3 East Malling Arts Festival – Organised by The Beat Project, the event took place between 16-28 June. Various activities took place including 'food art' workshops, a food market, an art exhibition and a theatre performance in the grounds of the St James Centre by Applause Rural Touring Company.

- 1.2.4 Applause Rural Touring Scheme - (East Malling, Wrotham, Ryarsh and Aylesford) Rural touring helps local people, financially and otherwise to promote professional arts in community spaces. Each scheme offers a range of arts events at an affordable price to a network for voluntary promoters. These volunteers then promote and sell tickets for each event in their own village, nurturing their audience and building confidence in the quality of what is on offer. Some performances take place outdoors at village fetes or festivals.

This year, 8 performances have taken place across the borough to a total audience of 2400. These were all outdoor activities at various village fetes or festivals including 'Picnic in the Park, East Malling, Wrotham Village Fete, Ryarsh Fete and Aylesford Big Lunch.

- 1.2.5 Tonbridge Lions Summer Carnival – The annual carnival, organised by Tonbridge Lions Club took place on 22 June. Thousands lined the High Street to watch seven bands competing in the Southern England Marching Championship followed by a procession of 33 colourful floats, majorettes, dancers, classic cars, walking groups and a traditional Gurka band. After the parade the crowds made their way to the fete on the Castle Lawn.

This year's event raised £4600 for local charities including Hospice in the Weald, Kent Air Ambulance, Y2 Crew, St John Ambulance and Demelza Hospice.

- 1.2.6 Illyria Open Air Theatre – This year Tonbridge Castle played host to three performances from Illyria. These were Roald Dahl's George's Marvellous Medicine, Shakespeare's Macbeth and the other about the adventures of Robin Hood, the heroic outlaw from English Folklore. These events are well supported by residents and attract largely a family based audience.
- 1.2.7 Tonbridge Arts Festival – This year's festival took place from the 1- 6 July and was launched with the unveiling of the 'Big Picture' by the Mayor at the Watergate. The Mayor was accompanied by children from Slade Primary School who performed their world record ocarina piece. The weeklong festival comprised of a variety of literary, performing and visual arts events taking place at numerous venues across the town. Highlights included The Open Art Exhibition at K College, the Roundel Poetry evening at the Rose and Crown Hotel, and three days of musical performances at Tonbridge Castle.

Three very different musical performances took place at the Castle. These included contemporary style modern bands performed by local young people, the Magic of Motown and an afternoon of different types of Jazz. Sales for the Magic of Motown reached a capacity figure of 1500. Tickets sales for Friday and Sunday were largely sold at the gate on the night of the event.

- 1.2.8 Band Concerts – The visit to Tonbridge Castle by the Royal Engineers band marked the start of the August band concert season and it is estimated around 500 people came out to support the performance by the army. The band played a mixture of marches, musicals and popular light classics as well as a few war time favourites.

Other groups that performed at the Castle in August included 'The Night Owls', East Peckam Silver Band, Bacchus Wind Orchestra and Maidstone Wind Symphony. The Hildenborough Women's Institute served refreshments to the crowds. The concerts were well supported by residents each week and have become a firm favourite in the annual events programme.

1.3 Forthcoming Events

- 1.3.1 Tonbridge Castle Medieval Fair – Now in its 7th year, this event is a popular family friendly activity with lots for visitors to do and learn about life in Medieval times. Activities included have-a-go-archery, a punch and judy performance, face painting, owl display, a jester as well as combat displays, cookery demonstrations and a blacksmith and forge. There is no charge to attend the event and it runs from 10am – 5pm on Saturday 13th and Sunday 14th September. Typically 1000 people attend each day.
- 1.3.2 Tonbridge Town Team's Dragon Boat Race – Following the success of Tonbridge Taster Day, Tonbridge Town Team decided to organise a second 'Dragon Boat

Race' to take place during the same weekend as Heritage Open Days and Tonbridge Castle Medieval Fair.

The event will be taking place on Sunday 14 September and this year there are 13 teams taking part including organisations such as Tonbridge Round Table, Tonbridge Rock Choir Tonbridge School, Tonbridge Juddians and The Sevenoaks and Tonbridge Concert Band.

- 1.3.3 Heritage Open Days (Borough Wide) – Heritage Open Days celebrate England's fantastic architecture and culture by offering free access to properties that are usually closed to the public or normally charge admission. This year there are 21 properties taking part and 5 events taking place during the weekend of the 13 and 14 September. There are three new entries including Aylesford Pottery, where visitors can see the potters at work in the studio, the control tower at Kings Hill, where there will be an opportunity to view the heritage artwork and tour the newly renovated building and Hadlow Tower which is offering a chance to climb the tower and explore the exhibition centre which will show a 3D virtual tour explaining the history and restoration involved in this project.

A leaflet detailing all participants in this year's scheme has been produced and further information can be found online at www.heritageopendays.org A list of participants can be found at **Annex 2**

- 1.3.4 Tonbridge Half Marathon – The fourth Tonbridge Half Marathon has been jointly organised by Tonbridge Lions Club and Tonbridge Rotary Club and will take place on Sunday 28 September. The course is a traffic free, scenic and undulating route along country lanes around Tonbridge and Leigh. Runners are encouraged to raise money for their own chosen charities. Over £50,000 was raised in each of the first three years. The event will take place on Sunday 28 September starting from K College at 10am.
- 1.3.5 Music at Malling - The fourth Music at Malling festival will take place from the 23 – 28 September. The festival brings international artists to historic venues in and around West Malling. This year the festival will commemorate the centenary of the onset of the first World War featuring music from Ravel and Elgar. Each festival features contemporary music alongside the classics. This year's, world renowned composer H K Gruber, will be profiled with six performances of his iconic pandemonium – Frankenstein! These concerts will be the culmination of a ground breaking outreach project involving hundreds of children in local schools working with the English National Ballet and Chamber Domaine.

Other events include James Pearson, Artistic Director of Ronnie Scotts performing a set inspired by Bach and a tribute to Frank Sinatra. Shakespeare's 450th anniversary will be celebrated with a concert of words and music featuring actor Peter Dyne from The Globe Theatre, London. There will be a family concert featuring Peter and the Wolf as well as chamber music from leading musicians Steven Devine, Sacconi Quartet, Richard Harwood and Jonathon McGovern.

Famous artist Graham Clarke makes a welcome return with an exhibition called Thatrickles. There will be talks illuminating the themes of Music at Malling including 'Bach the air he breathes' by Professor Jeremy Begbie – a leading academic from Duke University, USA and master classes will be held throughout the festival delivered by a selection of artists featuring throughout the festival. The festival promises to be a special and memorable series of events held in glorious local venues.

The full programme of events throughout the festival can be found at www.music@malling.com

- 1.3.6 Tonbridge Christmas Festival – Organised by Tonbridge Rotary Club, this year's event will take place on Sunday 23 November. The event will comprise of live entertainment, the Christmas Light Switch On and a firework display. This year, the Christmas Light Switch On will be done by the Pantomime Cast from the Angel Centre production. Also, in addition to the entertainment in the High Street, there will be extra activities for families taking place at the Chequerboard area near the Angel Centre after the main activities in the High Street have finished.

1.4 Legal Implications

- 1.4.1 The Council has regular liaison with community groups, and provides advice and support with regard to the preparation of health and safety documentation in relation to the event. Depending on the scale of the event and taking into account any unique elements making up the event, it is likely that the organisers will be invited to attend the Council's Safety Advisory Group. The Safety Advisory Group comprises of emergency services representatives as well as Council staff representing services such as Environmental Health and Building Control. It is recommended that event organisers take on board the advice given by this body of event management professionals.

1.5 Financial and Value for Money Considerations

- 1.5.1 With specific reference to Tonbridge Arts Festival, Music at Malling, Tonbridge Castle Medieval Fair, the Summer Carnival and Tonbridge Christmas Festival, these events are supported from within the Council's arts and tourism budget. In some cases private sponsorship is sought by community groups to supplement the contribution from the Council. In particular, this year, Tonbridge Arts Festival were successful in obtaining private sector support from Fidelity, Warners Solicitors, John Newton and Company, Waitrose, Ward Homes and MCM Net.

1.6 Risk Assessment

- 1.6.1 Where the event takes place on Council owned land, organisers are required to complete an Events on Open Spaces application form, undertake a risk assessment and in some cases, an Event Safety Plan is required. Should the organisers be booking other organisations to provide music, catering or other

elements, the Council recommends that they obtain copies of their public liability insurance certificate and a risk assessment from these external providers,

1.7 Policy Considerations

1.7.1 Healthy Lifestyles, Customer Contact, Community.

Background papers:

contact: Lyndsey Bennett

Robert Styles
Director of Street Scene and Leisure

Public Events in the Tonbridge and Malling Area

Parish Council	Hildenborough Parish Council	Leybourne Parish Council
Name of Event:	Tonbridge Music Club International Concert Season 2014/15	The Annual lighting of the Christmas Tree in Leybourne.
Date of Event:	4 October, 1 November 2014, 24 January, 14 February, 14 March, 2 May 2015	Sunday 7 December 2014
Venue of Event	Big School, Tonbridge School	Lillieburn then at the Village Hall
Is Event free or ticketed?	Ticketed £22.50 per concert, students £5, season £85.	Free
Event times:	19.30 every concert	15.30 – 21.00 Road closure 15.30 – 17.00 (to be applied for)
Description of Event:	Classical music concerts by La Serenissima; Roderick Williams; Roger Vignoles & Julia Somerville; Alina Ibragimova & Cedric Tiberghien; Benson Young Artists Concert; Fine Arts Brass and Gould Piano Trio.	Carol service for 1 hour and then residents and visitors walk to the Village Hall for food and children's entertainment.
Further details available from:	Sheila Broomfield 01732 838698 www.tmc.org.uk	Parish Clerk – Laraine Barrie Leybourne Parish Council, Little Market Row, Leybourne ME19 5QL tel: 01732 873722

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Heritage Open Days

Saturday 13 and Sunday 14 September 2014

Venue	Date	Time	Description
Aylesford Priory	Saturday 13 September	2pm	Guided tour bookable in advance. To book call 01622 717272
Aylesford Pottery	Saturday 13 & Sunday 14 September	10am – 5pm	See the potters at work.
Ditton Heritage Centre	Saturday 13 September Sunday 14 September	1pm – 3.30pm 10am – 3.30pm	A Victorian ragstone building that once served as the school for Ditton
St Michael's Church East Peckham	Sunday 14 September	2.30pm	St Michael's Men – men who went to war from St Michael's parish. Spontaneous unrehearsed singing of war time songs Men only!
Hadlow Tower	Saturday 13 & Sunday 14 September	11am, 12 noon and 3pm	Tours and an opportunity to visit the Exhibition Centre to see the history and restoration of the Tower. To book call 07581 662161
St Mary's Church, Hadlow	Saturday 13 & Sunday 14 September	10am – 4pm	A historic church at the heart of the village. Flower festival celebrating the life of Christ.
The Oast Theatre, Hildenborough	Saturday 13 & Sunday 14 September	10am – 4pm	Theatre tours, theatrical treasure hunt, props exhibition and art group display.
St John The Evangelist, Hildenborough	Saturday 13 September Sunday 14 September	10am – 6pm 9.45am – 11.30am	Preaching church, arch based roof.
Ightham Mote	Saturday 13 September	10.30am – 5pm (last entry at .30pm)	Nestled at the bottom of a path sits a picture-perfect, timber framed house on its own island surrounded by water.

Annex 2

Kings Hill Control Tower	Saturday 13 and Sunday 14 September	10am – 4pm	Limited, timed access to view the heritage artwork exhibition and tour the newly renovated Control Tower
Church Farm Hall Larkfield	Saturday 13 September	11am – 4pm	Local exhibition on local history. Refreshments from WI
All Saints Church, Snodland	Saturday 13 September	2pm – 5pm	An ancient building beside the Medway with many notable features.
Snodland Millennium Museum	Sunday 14 September	2pm – 5pm	Small local museum for Snodland and District. Artefacts from earliest times onwards.
Haysden Country Park Tonbridge	Sunday 13 September	10am and 2pm	Guided tours of the park (max 15 people each tour)
The Schools at Somerhill Tonbridge	Sunday 14 September	2pm – 5pm	Grade 1 Jacobean mansion (1811) set in 160 acres of historic parkland.
St Saviour's Church	Saturday 13 September	10am – 6pm	An attractive and welcoming church built in 1875.
Tonbridge Castle	Saturday 13 and Sunday 14 September	10am – 4pm	Delightful motte and bailey castle established in 1086
Jane Austen Walk Tonbridge	Saturday 13 September	11am	Guided Jane Austen themed walk around Tonbridge. Meet at Tonbridge Gateway Offices
Tonbridge Town Walk	Sunday 14 September	11am	Guided tour of Tonbridge. Meet at Tonbridge Gateway Offices
The Parish Church of St Peter and St Paul	Saturday 13 September Sunday 14 September	10am – 6pm 11pm – 4pm	Norman church build around an earlier structure, displays a magnificent East Window and was of special significance to the Jane Austen family

Annex 2

The Pilsdon at Malling Community, West Malling	Saturday 13 and Sunday 14 September	10am – 5pm	Former monastery on six acres of land. Refreshments available.
St Mary's Abbey, West Malling	Saturday 13 and Sunday 14 September	1.50pm, 2.10pm, 2.30pm, 2.50pm	Founded in 1090 by Bishop Gundulf of Rochester for Benedictine nuns. Pre booking essential via Tonbridge Castle 01732 770929
St Mary the Virgin, West Malling	Sunday 14 September	2pm – 4.30pm	St Mary's is a Norman church and the tower is part Norman. Spectacular views from the top of the tower.
The Clout Institute, West Malling	Saturday 13 and Sunday 14 September	10am – 4pm	West Malling and the Great War, text and photographic exhibitions
The Twitch Heritage Centre	Saturday 13 and Sunday 14 September	11am – 4pm	The Twitch Inn was the headquarters for officers flying from RAF West Malling

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

15 September 2014

Report of the Director of Street Scene & Leisure

Part 1- Public

Matters for Information

1 SPORTS DEVELOPMENT UPDATE

Summary

This report updates Members on key areas of the Sports Development Programme including a new Door Step Sports Club Project in East Malling in partnership with StreetGames UK. The report also presents the results from the most recent Active People Survey.

1.1 Young Cricket Leaders Project

1.1.1 The Tonbridge and Malling Cricket Development Officer approached the Council in 2012 about a cricket leaders' scheme that had been designed and piloted by the Old Elthamians Cricket Club in Bexley, with great success. The scheme targeted 14 to 16 year old players interested in coaching the game by offering training in cricket leadership, umpiring and scoring, groundsmanship and first aid.

1.1.2 A successful bid for £3,000 was made to the Kent County Council Community Chest to run two Young Cricket Leaders courses in the Malling area, specifically targeting Snodland and East Malling. The courses started in April 2013 and attracted 30 young people from 6 different cricket clubs.

1.1.3 There was enough funding left to run one course in 2014. This started in April of this year and attracted 15 more young people from the following cricket clubs;

- Addington Cricket Club
- Town Malling Cricket Club
- Cowdrey Cricket Club, Tonbridge

1.1.4 Part of the scheme includes a minimum of 20 hours volunteering by the course participants once they have completed the course. This ensures that local Clubs, as well as individuals, benefit from the scheme. Several of the participants attended the Primary Schools Kwik Cricket Festival at Tonbridge School as volunteer scorers and umpires in order to gain their voluntary hours. Their assistance was greatly appreciated and commented upon by several of the primary school teachers

- 1.1.5 The participants will be invited to attend a presentation of their award at Lords Cricket Ground on 5th October 2014.
- 1.1.6 As in 2013, feedback from the participants, parents and the clubs has been positive. Further external funding opportunities will be investigated to run similar courses in the future including an application for the Community Enhancement Fund grant.

1.2 Spring Into Sport

- 1.2.1 A new scheme called Spring into Sport was launched in January 2013, aimed at meeting the Council's key priority of Healthy Living and Well-being, as well as encouraging increased participation in sport. Tonbridge and Malling has many active and successful sports clubs and the Council supports them in a number of ways. The Scheme was seen as an additional way of raising awareness of local sports clubs and assisting them in recruiting new members..
- 1.2.2 As in 2013, local clubs in the Borough were contacted and advised that any clubs wanting to run free taster sessions throughout the month of April would receive support from the Council including free publicity. The clubs could decide on the date, venue and who could attend the session as long as it was free of charge. As in 2013 a total of 15 clubs from across the borough took advantage of this offer. The majority of the clubs involved felt the initiative was worth doing and would definitely take part again.

1.3 Kwik Cricket Festival

- 1.3.1 As Members will be aware a primary schools Kwik Cricket Festival is held every year to which all primary schools in the Borough are invited. This year's event was held on 11 June at Tonbridge School with 250 children from 19 schools making up 23 teams.
- 1.3.2 Ightham Primary School retained the winners' trophy with Kings Hill Primary School being worthy runners up. Burham Primary School was nominated as the most sporting team. Ightham School went on to represent Tonbridge and Malling at the county final in Canterbury on 8 July, where they achieved 6th place out of 16 teams.
- 1.3.3 Due to the generous support of this event by Tonbridge School and the Tonbridge and Malling District Cricket Partnership who give their time, facilities and expertise at no charge, the schools enter this event free of charge.

1.4 Tonbridge Parkrun

- 1.4.1 As members may be aware Parkrun is a weekly 5km timed run organised by a team of volunteers. The runs take place every Saturday at 9am at various locations around the country and are open to all ages and abilities, free of charge.

- 1.4.2 Kent County Council approached the Borough Council in February 2013 about setting up a Parkrun in Tonbridge. Following initial discussions with KCC Officers and Parkrun representatives, Tonbridge Racecourse Sportsground was felt to be a suitable location. A successful bid for the £3,000 one-off set up fee was made through the KCC Member Grants scheme and a team of volunteers was recruited and trained.
- 1.4.3 The first Parkrun at the Racecourse took place on November 9th 2013 with 262 runners and despite the cancellation of several runs following the flooding in December, Tonbridge Parkrun has continued to be popular and now attracts an average of 178 runners every week.
- 1.4.4 Ongoing support and liaison takes place with the Tonbridge Parkrun Director in respect of route amendments, hedge and paths management, equipment and training. Consideration is now being given to establishing a Parkrun for the north of the Borough, potentially at one of the Country Parks.

1.5 Discovery Day

- 1.5.1 As Members will be aware a disability sports day is held every year at the Angel Centre for children and young people with a physical or learning disability. This year's event will be on Thursday, 9 October.
- 1.5.2 As in previous years a number of special schools in and around the Borough are invited to attend but in a new development, all the local mainstream schools have also been contacted. This recognises the fact that more children with special educational needs are now attending mainstream schools and so would also benefit from attending a Discovery Day event.
- 1.5.3 Fidelity Worldwide Investments based in Hildenborough once again agreed to financially support the event. The Tonbridge Lions Club also made a donation to this event and have again been approached with regard to the 2014 Discovery Day.
- 1.5.4 Volunteer helpers are recruited from local secondary schools but for the 2013 event, Fidelity asked if their staff could act as volunteer helpers which proved extremely successful. Fidelity would like the opportunity once again for their staff to help out.

1.6 Short Mat Bowls Competition

- 1.6.1 On Saturday 26th April a joint Tonbridge and Malling and Maidstone Short Mat Bowls Competition was held at the New Line Learning Academy. The event is organised by Tony Mulcuck, former Great Britain player and member of the Kent County Short Mat Bowls Association, with support from both borough councils. A total of 63 players, making up 21 teams took part in the full day event with the Mayor, presenting the winner's trophy to the Burham team.

1.7 Indoor Cricket Coaching programme

- 1.7.1 As in previous years the Autumn/Winter Indoor Cricket programme will be held at Judd School starting in October for 5 to 14 year olds and running until March 2015. Part of the programme also includes indoor net practice for adults and local Tonbridge and Malling Clubs, which is becoming increasingly popular.
- 1.7.2 The whole programme is managed by the Tonbridge and Malling District Cricket Partnership headed by Peter Robinson assisted by the Councils Sports Development Officer. Due to the loss of the Cricket Development Officers in Tunbridge Wells and Sevenoaks, more players and enquiries are coming from these districts for assistance and to access the coaching sessions.
- 1.7.3 Additional financial pressures are now being felt following the cutting of a District subsidy from the Kent Cricket Board which helped maintain the course fees at a reasonable level. This together with a rise in the sports hall hire fees at Judd School now means that an increase is necessary for the programme to break even. Residents in financial need, eligible for the Leisure Pass will continue to be protected however with a discounted price for the course.

1.8 Door Step Sports Club in East Malling

- 1.8.1 StreetGames UK is a charity that supports a network of sports and volunteering projects across the country. It advocates that sport is a catalyst for social change in disadvantaged communities. In London and the South East there are currently 75 projects, all delivered in partnership with local organisations such as local authorities, sports governing bodies, the Police, Housing Associations and Health Authorities. Doorstep Sports Clubs are the delivery method by which StreetGames UK brings sport close to young people in areas where regular, organised sport is limited.
- 1.8.2 The Councils' Sports Development Officer, in conjunction with the Beat Project applied to StreetGames UK to set up Door Step Sports Clubs in East Malling, Snodland and the Trench Ward in Tonbridge, with funding of £4500 per club per year for 3 years. StreetGames UK agreed to the setting up of one club in East Malling for 2014 with the possibility of clubs in Snodland and Tonbridge being considered for next year. The club will be based at the St. James Centre in East Malling and will initially run for one evening per week starting in September.

1.9 Active People Survey

- 1.9.1 The first national Active People Survey, funded by the Government, was undertaken by Ipsos MORI on behalf of Sport England, between October 2005 and October 2006. This was then followed by a second survey between October 2007 and October 2008 and has continued annually since then. The latest results cover the 24 month period from April 2012 to April 2014.

- 1.9.2 The survey results are an important indicator for sport and active recreation, defined by the Government as *'the percentage of the adult population participating in sport and active recreation, at moderate intensity, for at least 30 minutes on at least 12 days out of the last four weeks (equivalent to 30 minutes on three or more days a week)'*.
- 1.9.3 Detailed below is a table showing the latest results of the survey and a comparison with other districts in Kent, together with a comparison with the first survey undertaken in 2005/06 (APS1)

District	APS8	% change since APS1
Tunbridge Wells	26.7%	+ 3.1%
Sevenoaks	26.7%	+ 3.6%
Maidstone	25.8%	+ 3.4%
Canterbury	25.2%	+ 4.6%
Tonbridge and Malling	25.1%	+ 4.6%
Shepway	24.3%	+ 4.8%
Gravesham	23.0%	+ 5.4%
Ashford	22.9%	+ 1.0%
Dartford	22.1%	+ 4.3%
Swale	21.9%	+ 2.7%
Thanet	20.6%	+ 2.6%
Dover	20.6%	0.0%

- 1.9.4 Members will note that Tonbridge and Malling has the fifth highest participation rates in the county for this survey and has shown the third highest increase since the survey began in 2005.
- 1.9.5 If Members wish to see more details on the surveys and results, a useful tool for analysing all the data is available through the Sport England website www.sportengland.org

1.10 Legal Implications

- 1.10.1 A Service Level Agreement will be drawn up between StreetGames UK, the Council and the Beat Project to clarify roles and responsibilities in respect of the setting up of a Door Step Sports Club in East Malling.

1.11 Financial and Value for Money Considerations

- 1.11.1 The cost of initiatives is met through the existing Sports Development revenue budget supplemented by external funding from grants and sponsorship where possible. The Council directly employs a part time Sports Development Officer who works in partnership with a wide range of clubs and organisations across the whole Borough.

1.9 Risk Assessment

1.11.2 Provision of healthy lifestyle opportunities and activities for young people assists in the well-being of residents.

1.11.3 All activities are risk assessed and associated health and safety paperwork completed.

1.10 Policy Considerations

1.11.4 Healthy Lifestyles, Young People, Community.

Background papers:

contact: Beverley Emmerson

Nil

Robert Styles

Director of Street Scene and Leisure

TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

15 September 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, Members will be aware that works were due to be completed on site in mid-July. Due to the bespoke nature of some works including the cutting of copings and the main steps, this time frame has needed to be revised and it is anticipated that work will now be complete in early/mid-September, 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 Gardens Trust in liaison with the Borough Council. All individuals, organisations and businesses that have supported the refurbishment project have been invited to attend alongside appropriate dignitaries.

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. Post Implementation Reviews are undertaken on all completed schemes and reported to this Board. Increasingly 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 – MONDAY, 15 SEPTEMBER 2014

	Corporate aims & priorities	Expenditure to 31.03.14 £'000	2014/2015 Estimate £'000	2015/2020 Estimate £'000	Estimated Scheme Total £'000	Notes
<u>Larkfield Leisure Centre</u>						
(a) Refurbishment of Lifestyles Health Suite	1(key), 1g, 3(key)		240		240	The health suite is currently in an relatively poor condition with significant deterioration of the walls and floors. Tenders have been received. See separate report in these papers.
(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. See separate report in these papers.
<u>Tonbridge Swimming Pool</u>						
(a) Car Park Improvements/Extension	1j, 2e, 2f, 7f		92		92	Improvement and extension of Lower Castle Field car park to provide additional spaces to meet demand at peak times. Negotiations progressing with required land transfer and scheme being developed. Budget increased to meet additional cost of resurfacing works (£17,000) by way of virements from Tonbridge Cemetery Memorial Safety (£3,000) and Car Park Improvements Rolling Programme (£14,000).

	Corporate aims & priorities	Expenditure to 31.03.14 £'000	2014/2015 Estimate £'000	2015/2020 Estimate £'000	Estimated Scheme Total £'000	Notes
Sportsgrounds						
(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, orders for the works have been placed and construction will take place this autumn.
(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
Open Space						
(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 by the Parish Council 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.
Other Schemes						
(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	Refurbishment scheme to meet the needs of 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 early September 2014. Majority of scheme cost will be met from developer contributions and funding by the Trust.
Less fundraising & Developer Contributions		(20)	(135)		(155)	
(a) Community Group Funding	7b, 7c, 7d, 8a (key)	n/a	12	40	52	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	(89)	(321)	(401)	
	Total	543	1,265	1,902	3,710	

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Agenda Item 12

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

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Agenda Item 13

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.

**ANY REPORTS APPEARING AFTER THIS PAGE CONTAIN EXEMPT
INFORMATION**

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of the Local Government Act 1972.

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Agenda Item 15

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

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