

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

28 November 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, 8th December, 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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To confirm as a correct record the Notes of the meeting of the Leisure and Arts Advisory Board held on 15 September 2014

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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

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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

Monday, 15th September, 2014

Present: Cllr Mrs J M Bellamy (Chairman), Cllr Mrs E M Holland (Vice-Chairman), Cllr S R J Jessel, Cllr D Keeley, Cllr R D Lancaster and Cllr R Taylor

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

Apologies for absence were received from Councillors T Bishop, T Edmondston-Low and D J Trice and from Mr A Nicholl (Tonbridge Sports Association)

PART 1 - PUBLIC

LAA 14/31 DECLARATIONS OF INTEREST

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

LAA 14/32 MINUTES

RESOLVED: That the notes of the meeting of the Leisure and Arts Advisory Board held on 10 June 2014 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

LAA 14/33 LEISURE FACILITIES - TONBRIDGE AND MALLING LEISURE TRUST PERFORMANCE

Decision Notice D140101MEM

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 were given of the Trust's Annual Service Delivery Plan – Cumulative Quarterly Monitoring Report, performance to date and financial position at year end which was updated at the meeting in the light of receipt of the final audit position.

RECOMMENDED: That the Tonbridge and Malling Leisure Trust Annual Service Delivery Plan – Cumulative Quarterly Monitoring Report for 1 April to 30 June 2014 be noted.

LAA 14/34 INDOOR LEISURE - CAPITAL PLAN PROJECTS

Decision Notice D140102MEM

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. It was noted that since tenders received in respect of the Health Suite Refurbishment project were significantly above the pre-tender estimate, a fundamental review was being undertaken and options on the proposed way forward considered. However, the LED lighting project would be delivered within the approved budget with the Leisure Trust agreeing to reduce the annual service fee payable by the Council.

RECOMMENDED: That a review of the Health Suite Refurbishment project at Larkfield Leisure Centre be considered by the Finance, Innovation and Property Advisory Board on 7 January 2015 as part of the Capital Plan Review process.

LAA 14/35 HAYSDEN COUNTRY PARK MANAGEMENT PLAN

Decision Notice D140103MEM

Further to Decision No D140075MEM, the joint report of the Director of Street Scene and Leisure and Cabinet Member for Leisure, Youth and Arts brought forward comments received as part of the public consultation exercise on the draft Haysden Country Park Management Plan and recommended final approval of the amended Plan.

It was noted that both of the Council's country parks had now been awarded a Green Flag and tribute was paid to the rangers and volunteers.

RECOMMENDED: That the proposed amendments highlighted at Annex 2 to the report be approved and the amended Haysden Country Park Management Plan be formally adopted.

MATTERS SUBMITTED FOR INFORMATION

LAA 14/36 MEDWAY VALLEY COUNTRYSIDE PARTNERSHIP

The report of the Director of Street Scene and Leisure outlined progress with work undertaken by Medway Valley Countryside Partnership. The Partnership Manager, Kim Richards, attended the meeting to present an update on recent activities and projects taking place in the Borough and

answered questions raised by Members. Particular reference was made to a catchment improvement plan for the River Bourne and the control of invasive species including Japanese Knotweed. Members were advised that more detailed reports on individual projects were available on request from the Partnership. The Chairman then thanked Ms Richards for her contribution to the meeting.

LAA 14/37 CHILDREN AND YOUNG PEOPLE UPDATE

The report gave an update on activities for children and young people that had taken place over the summer holidays, including the Summer Playscheme, Activate and Y2 Crew. Members were pleased to note the high levels of satisfaction with the schemes recorded in surveys of parents.

LAA 14/38 EVENT UPDATE REPORT

The report provided an update on events that had taken place and highlighted those still to come, some delivered directly and others by community groups with the assistance of the Council. Members drew particular attention to events over the weekend of 13/14 September and thanked the Senior Leisure Services Officer, Environmental Projects Co-ordinator and Estates Manager for their efforts at the Medieval Fair and Dragon Boat Race in Tonbridge. Reference was also made to the partnership role with organisations across the Borough and thanks recorded to those that had opened their facilities for the Heritage Open Days.

LAA 14/39 SPORTS DEVELOPMENT UPDATE

The report updated the Advisory Board on key areas of the Sports Development Programme including a new Door Step Sports Club Project in East Malling and the results from the most recent Active People Survey. A number of cricket activities were highlighted and Members were pleased to learn that Beverley Emmerson, the Sports Development Officer, had won the Outstanding Contribution to Cricket Award for Kent and been entered for the national award at Lords on 6 October.

LAA 14/40 CAPITAL PLAN UPDATE REPORT

The report gave details of progress with schemes contained in the Leisure Services section of the Capital Plan. Attention was drawn to the formal opening of the Tonbridge Memorial Garden on 22 September.

MATTERS FOR CONSIDERATION IN PRIVATE

LAA 14/41 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.

MATTERS FOR RECOMMENDATION TO THE CABINET

**LAA 14/42 GROUND MAINTENANCE SERVICES - RETENDERING OF THE GROUND MAINTENANCE CONTRACT
(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)**

Further to Decision No D140079MEM, 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 Ground Maintenance Contract. During the tender process a number of queries had been raised, necessitating extension of the return deadline for tenders. Since it had not been possible to complete the tender evaluation prior to the meeting of the Advisory Board, it was proposed that the award of the contract be considered and approved by the Cabinet.

RECOMMENDED: That, due to the need to revise the date for the return of tenders, the outcome of the tender for the Council's Ground Maintenance Contract be considered at the Cabinet meeting on 8 October 2014.

***Referred to Cabinet**

The meeting ended at 8.35 pm

TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

08 December 2014

Report of the Director of Street Scene and Leisure and the Director of Finance and Transformation

Part 1- Public

Matters for Recommendation to Cabinet - Key Decision

1 LEISURE SERVICES – REVIEW OF CHARGES 2015/16

Summary

This report outlines charging proposals in respect of Tonbridge Cemetery, Tonbridge Pitch Hire Charges and the Summer Playscheme.

1.1 Introduction

- 1.1.1 In bringing forward the charging proposals for 2015/16 consideration has been given to a range of factors, including the Council's overall financial position, market position, trading patterns, the current rate of inflation, competing facilities and customer feedback. The Board is reminded of the Council's Leisure Pass Scheme which enables financially disadvantaged residents to participate in leisure activities at concessionary rates.
- 1.1.2 The proposed charges for 2015/16 have also taken into account the set of guiding principles for the setting of fees and charges approved by Members of the Finance, Innovation and Property Advisory Board and reproduced below for the benefit of the Board:
- 1) Fees and charges should reflect the Council's key priorities and other corporate aims and priorities recognising there may be trade-offs as these are not mutually exclusive.
 - 2) Fees and charges should have due regard to the Council's Medium Term Financial Strategy.
 - 3) If there is to be a subsidy from the council tax payer to the service user this should be a conscious choice.
 - 4) The Council should look to maximise income subject to market conditions, opportunities and comparable charges elsewhere, in the context of its key priorities and other corporate aims and priorities.

- 5) Fees and charges should normally be reviewed at least annually (unless fixed by statute or some other body).
- 6) Fees and charges should not be used to provide a subsidy from the council tax payer to commercial operators.
- 7) There should be consistency between charges for similar services.
- 8) Concessions for services should follow a logical pattern so as not to preclude, where appropriate, access to Council services on the grounds of ability to pay.

1.1.3 The proposed charges for 2015/2016, in relation to the Council's facilities managed by the Tonbridge and Malling Leisure Trust will be brought forward for Member consideration at the next meeting of this Board in February 2015.

1.2 Consultation

1.2.1 Proposed charges in respect of facilities used by Tonbridge sports clubs are the subject of consultation with the Tonbridge Sports Association. The Chairman of Tonbridge Sports Association has stated that "the proposed charges in respect of Tonbridge Sportsgrounds are acceptable".

1.3 Tonbridge Cemetery – Proposed Charges 2015/16

1.3.1 As Members may be aware, there is a decreasing availability of new graves at Tonbridge Cemetery. The charging strategy, therefore, takes into account the longer term management of the Cemetery's capacity.

1.3.2 In bringing forward the proposed charges for Tonbridge Cemetery a number of key principles have been taken into consideration:

- The need to cover all costs, including some internal costs on new burials and services.
- The need to compare costs with other cemeteries in Kent [**Annex 1**]. It should, however, be noted that direct comparison with other cemeteries is difficult as pricing brackets, services and available grave space differ.
- The need for the charging strategy to support the management of the remaining capacity in the Cemetery.
- The need to provide some affordable options, whilst supporting the principles of the Council's Medium Term Financial Strategy.

1.3.3 The principles referred to above have been applied to the existing charges and are reflected in the proposed charges shown at [**Annex 2**]. In general, charges have been increased by 2.5% to reflect the increase in grounds maintenance

costs. An exception has been made in regard to burial of stillborn to one year olds, which have been retained at the present minimal level.

- 1.3.4 It is anticipated that these proposals will generate additional net income of £1,500, which will be reflected in the 2015/16 revenue budget reported to the Finance, Innovation and Property Advisory Board on 7 January 2015.

1.4 Tonbridge Sportsgrounds – Proposed Pitch Hire Charges 2015/16

- 1.4.1 This Council has an agreed policy with Tonbridge Sports Association of amending pitch hire charges to local sports clubs by the October Retail Price Index and rounded to the nearest pound. The Retail Price Index for October 2014 was 2.3% and it is, therefore, proposed that charges be increased in accordance with this indexation. The Tonbridge Sports Association has been consulted and is happy with this approach.

- 1.4.2 The sports pitch income is taken by the Tonbridge & Malling Leisure Trust as part of the Council's management agreement.

1.5 Summer Playscheme – Proposed Charges 2015

- 1.5.1 Attached at **[Annex 3]** is a copy of the 2014 charges. Income from the Summer Playscheme charges in 2014 was £30,059.
- 1.5.2 Members will note from **[Annex 3]** that the full weekly charge for the Summer Playscheme in 2014 was £38. This entitled children to 20 hours of supervised activities, equating to £1.90 per hour. Registration levels were high with 91% of the places booked, and a number of venues reaching full capacity. Encouragingly, 99% of the parents completing the 2014 Summer Playscheme market survey felt the scheme offered good value for money.
- 1.5.3 In order to meet the needs of those parents who are considered to be financially disadvantaged, significant reductions are offered to Leisure Pass holders. In 2014 a weekly charge of £13 per family was applied to Leisure Pass holders, with no limit on the number of children attending from the same family. This level of concession is generous compared to other leisure activities provided by the Council and resulted in 35% of the children registered on the Playscheme benefitting from the Leisure Pass scheme.
- 1.5.4 In order to support large families, parents are only required to pay for their first two children. Discounts are also offered to parents booking two weeks (5%) or all three weeks (10%).
- 1.5.5 A proposed list of charges for 2015 is also shown in **[Annex 3]** showing an increase of £1 on the weekly charge. It is felt that in the current financial climate, only a minimal charge in line with the rate of inflation should be applied. An increase of 50 pence on the Leisure Pass rate is also proposed, continuing to ensure that the Playscheme remains socially inclusive, with cost not presenting a

barrier to those families most in need. With regard to the daily standby charge it is proposed to also increase this by 50 pence, retaining the policy of encouraging parents to book for the full week.

- 1.5.6 It is anticipated that additional income of £900 will be generated from the proposed increase in charges, which will be reflected in the 2015/16 revenue budget reported to Finance, Innovation & Property Advisory Board on 7 January 2015.

1.6 Legal Implications

- 1.6.1 The Council's Financial Rules require that all fees and charges must be reviewed at least once a year, and be reported to the appropriate Advisory Board.

1.7 Financial and Value for Money Considerations

- 1.7.1 The proposals within this report have taken into account economic factors and Members will note that, in the main, they represent a relatively modest increase to the Council's revenue stream.
- 1.7.2 Charges for the Cemetery [**Annex 2**], the Summer Playscheme [**Annex 3**] and Pitch hire charges (excluding casual lettings) are exempt of VAT.

1.8 Risk Assessment

- 1.8.1 As highlighted in paragraph 1.1 to this report, the proposed charges take into account a range of factors including market conditions and customer feedback and have been brought forward within the context of the Council's Medium Term Financial Strategy.
- 1.8.2 There is clearly a risk in proposing increased charges that those people on a low income and from target groups will no longer be able to afford to take part in activities and benefit from a healthy lifestyle. The wide range of concessions available within the charging structure and the Leisure Pass scheme are, therefore, essential to ensure the Council's leisure facilities and services are available to all. There is also clearly a risk of increasing prices in light of current economic conditions.

1.9 Equality Impact Assessment

- 1.9.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users

1.10 Policy Considerations

- 1.10.1 Community, Equalities/Diversity, Healthy Lifestyles, Young People.

1.11 Recommendation

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

- 1) the proposed charges for Tonbridge Cemetery as detailed at **[Annex 2]** be agreed and implemented with effect from 1 April 2015;
- 2) pitch hire charges at Tonbridge Sportsgrounds be increased as outlined within the report for implementation from 1 April 2015;
- 3) the proposed charges for the 2015 Summer Playscheme as detailed at **[Annex 3]** be approved.

Background papers:

Nil

contact: Stephen Gregg
Darren Lanes
Paul Worden

Robert Styles
Director of Street Scene & Leisure

Sharon Shelton
Director of Finance & Transformation

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TONBRIDGE CEMETERY PROPOSED CHARGES 2015/16
COMPARISON WITH OTHER KENT DISTRICTS

		Maidstone ¹	Medway ¹	Dover ¹	Gravesham ¹	TMBC ¹ Current	TMBC ² Proposed
Purchase (£)	Baby	0.00	0.00	0.00	0.00	1.00	1.00
	Child	N/A	*515.00	0.00	330.00	135.00	138.00
	Adult	750.00	*1150.00	605.00	880.00	899.00	921.00
Plot 23 (single)	Adult	750.00	N/A	N/A	440.00	461.00	473.00
Interment (£)	Baby	0.00	0.00	54.50	0.00	0.00	0.00
	Child	260.00	255.00	237.00	360.00	181.00	186.00
	Adult	630.00	630.00	860.00	880.00	515.00	528.00
Plot 23 (single)	Adult	525.00	630.00	750.00	660.00	515.00	528.00
Combined Interment and Purchase (£)	Baby	0.00	0.00	54.50	0.00	1.00	1.00
	Child	260.00	770.00	237.00	690.00	316.00	324.00
	Adult	1380.00	1,780.00	1,465.00	1,760.00	1,414.00	1,449.00
Plot 23 (single)	Adult	1275.00	630.00	750.00	1,100.00	976.00	1001.00
Period of Lease (years)		30 years	50-99 years	50-99 years	60 years	60 years	60 years
Memorial Permit (£)	Small	95.00	165.00	160.00	220.00	106.00	109.00
	Large	190.00	400.00	360	340.00	224.00	230.00
Chapel (£)		200.00	77.00	145.00	140.00	88.00	90.00
Search Fees (£)		£10 - £35	15.00 (per name)	37.00 (over 1hr)	20.00 (per name)	46.00 (per 5 names)	47.00 (per 5 names)
Interment of Ashes (£)		210.00	134.00	179.00	290.00	134.00	137.00
Memorial Wall Plaque (£)		N/A	N/A	85.00	N/A	134.00	137.00

¹ 2014/15 charges

² 2015/16 proposed charges

* Price includes memorial permit

NOTE: Costs are based on comparable services where available.

All charges shown are exempt of VAT

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TONBRIDGE CEMETERY CHARGES
PROPOSED CHARGES 2015/16

- Please Note:**
1. For burials in graves at Tonbridge Cemetery the fee payable will normally be both Section 1 and Section 2 charges.
 2. All charges apply where the person to be buried or the person leasing the grave, etc., are residents of the Borough. Residents of the Borough who have moved into a home or hospital outside the Borough prior to death are charged as residents.
 3. All charges are doubled for non-residents.

Section 1:	Exclusive right of burial in a grave for 60 years	Current (£)	Proposed (£)
	(a) Stillborn – 1 year (inclusive) Children's Plot only	1.00	1.00
	(b) 2 – 12 years (inclusive) – Children's Plot only	135.00	138.00
	(c) Over 12 years	899.00	921.00
	(d) Plot 23 – single graves	461.00	473.00
Section 2:	Interment (including digging of grave)		
	(a) Stillborn – 1 year (inclusive)	NIL	NIL
	(b) 2 – 12 years (inclusive)	181.00	186.00
	(c) Over 12 years	515.00	528.00
	(d) Ashes (Memorial Wall or Grave, where exclusive right has been granted)	134.00	137.00

Please note: These charges apply to interments taking place between 0900 hours – 1500 hours (Monday – Thursday) and 0900 hours – 1300 hours (Friday). In other cases, the Council's additional costs may be payable. A fee of £50 per hour may be charged for late arrivals.

Section 3:	Permits for Monuments, Memorials & Inscriptions	Current (£)	Proposed (£)
	(i) Memorial not exceeding 1 metre in height and occupying an area not exceeding 2' x 4'	106.00	109.00
	(ii) Memorial larger than specifications in (i)	224.00	230.00
	(iii) For each additional inscription after the first	81.00	83.00

Please note: Permits will only be approved in accordance with the Cemetery Regulations.

		Current (£)	Proposed (£)
Section 4:	Memorial Garden		
	(i) Memorial tablet and vase block (to include plaque, inscription, 20 year lease and scattering of ashes if required) (Currently not available)	492.00	504.00
	(ii) Double Underground Vault, Memorial Tablet and Vase Block. (To include plaque, inscription, 20 year lease and interment of up to 2 urns)	928.00	951.00
	(iii) Double Overground Vault, Memorial Tablet and Vase Block (To include plaque, inscription up to 80 letters, 20 year lease and interment of up to 2 urns)	928.00	951.00
	(iv) Additional Tablets	175.00	179.00
	(v) Sanctum Panorama Vault and Memorial Tablet (To include plaque, inscription up to 80 letters, 20 year lease and interment of up to 3 urns) Optional bronze vase container	928.00 29.00	951.00 30.00
	(vi) Photo plaque or design on plaque for Sanctum 2000 Overground Vault or Sanctum Panorama	Individually priced	Individually priced
	(vii) Additional cost for inscriptions for Sanctum 2000 and Panorama over 80 letters	£1.50 per gilded letter	£1.50 per gilded letter
Section 5:	Chapel Area – Memorial Wall		
	(i) Memorial Plaque. (Includes supply and installation of plaque, 20 year lease and scattering of ashes if required)	134.00	137.00
	(ii) Additional Inscription. (Includes new plaque, installation and scattering of ashes, if required)	134.00	137.00
Section 6:	Miscellaneous		
	(i) Use of Chapel	88.00	90.00
	(ii) Transfer of Burial Rights/admin fee	74.00	76.00
	(iii) Entry in Book of Remembrance	At Cost + Admin Fee	At Cost + Admin Fee
	(iv) For up to and including five searches for names by one applicant	46.00	47.00
Notes:	(i) Other services/options may be available and charged on an “at cost” basis plus an administration fee. Please discuss any items with the Cemetery Registrar		
	(ii) A copy of the Cemetery Regulations is available free of charge from the Cemetery Registrar		

- (iii) For the repurchase of burial rights for unused graves by T&MBC the Council will pay:
The current purchase price times the remaining duration of the exclusive right less the Council's administration fee ruling at the time

All charges shown are exempt of VAT

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**SUMMER PLAYScheme
PROPOSED CHARGES 2015**

	Tonbridge & Malling BC Existing Charges 2014 (£)	Tonbridge & Malling BC Proposed Charges 2015 (£)
Standard Weekly Charge		
1 child	38.00	39.00
2 children	76.00	78.00
3 children	76.00	78.00
4 children	76.00	78.00
Leisure Pass Weekly Charge		
1 child	13.00	13.50
2 children	13.00	13.50
3 children	13.00	13.50
4 children	13.00	13.50
Daily Standby Charge		
Standard rate	9.00	9.50
Leisure Pass rate	4.50	4.75
Social Services Referrals	Free *	Free *

* Funded by KCC Social Services.

All charges shown are exempt of VAT

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

08 December 2014

Report of the Director of Street Scene and Leisure and 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 KENT WOODLAND EMPLOYMENT SCHEME

Summary

This report advises Members on the work of the Kent Woodland Employment Scheme and brings forward proposals for engagement with the charity.

1.1 Kent Woodland Employment Scheme

1.1.1 The Kent Woodland Employment Scheme is a new charity set up to provide training and employment for ex-Service personnel; young people and ex-offenders in Kent's ancient woodlands.

1.1.2 Its trainees obtain recognised qualifications in woodland management to ensure that at the end of their three year training period they can secure a worthwhile job. The trainees are people who have served their country in the armed forces but face difficulty in the transition to life outside, those who have recently left school but are unable to find work and those who have been involved in crime but wish to make a new start.

1.1.3 In the course of their training, the apprentices will help to restore Kent's ancient woodlands. It is their aim that ancient woodlands will once again become sustainable economic entities by producing wood to be sold for logs and timber and will also encourage sustainable tourism. Wood sold as logwood and timber from the woods will allow the Charity to train more apprentices.

1.1.4 The Charity work closely with landowners and environmental organisations all over Kent and are supported by the Kent Downs Area of Outstanding Natural Beauty, Kent Wildlife Trust, Kent County Council, the Forestry Commission and a number of other charities.

1.2 Borough Council Woodland Management

- 1.2.1 The Council is responsible for the management and maintenance of a number of woodland sites across the Borough. These sites are managed under the guidance of the Council's Tree Safety Strategy with inspections, and resulting health and safety works, being undertaken on a regular basis. This is then supported by site specific conservation works as and when funding is identified.

1.3 Engagement with Kent Woodland Employment Scheme

- 1.3.1 The Borough Council recently approached the Charity to explore opportunities for partnership working and initial discussions have been very positive. It has been proposed that the Borough Council are able support the work of the Charity and their trainees by offering suitable woodland sites to come under its management.
- 1.3.2 A number of sites across the borough have been considered by the Council and the Charity for future management and sites visits have been undertaken to assess their suitability. These sites have included, Holly Hill on the North Downs, Taddington Valley, Walderslade, Woodland Walk, Tonbridge, Platt Woods, Platt Leybourne Woods and Basted Mill and The Napps in Borough Green.
- 1.3.3 Once a site has been deemed suitable a 10 year Management Plan will need to be drawn up for each site with the Charity then managing the site in accordance with this approved plan.
- 1.3.4 Following initial discussions it was proposed that Holly Hill be progressed as the first site under the scheme and a site Management Plan is currently being considered. It is also the intention that the Council continues to liaise with the Charity to incorporate further sites and the Charity are very receptive to this approach.

1.4 Legal Implications

- 1.4.1 The Charity enter into a formal Management Agreement with the Landowner for each individual site. Liaison is currently being undertaken with Legal Services and the Council's Health and Safety Officer to review the proposed Agreement to ensure appropriate documentation is in place.

1.5 Financial and Value for Money Considerations

- 1.5.1 No costs are incurred in regard to the on-site works undertaken by the Charity though the Charity may look to sell timber from the sites to financially support current and future trainees.
- 1.5.2 The Borough Council will continue to undertake its health and safety monitoring of all woodland sites though management of the sites will be enhanced through the engagement of the Charity.
- 1.5.3 Costs incurred in relation to the production of site Management Plans will be met through existing revenue budgets.

1.6 Risk Assessment

- 1.6.1 All works undertaken will be carried out in accordance with the approved site management plans and the formal Management Agreement. The Charity holds its own employers and public liability insurance for claims arising from its or its employees negligence.

1.7 Equality Impact Assessment

- 1.7.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.8 Policy Considerations

- 1.8.1 Asset Management, Biodiversity & Sustainability, Community, Young People.

1.9 Recommendations

- 1.9.1 It is **RECOMMENDED TO CABINET** that,

- 1) subject to a legal review of the formal Management Agreement, the Council works in partnership with the Kent Woodlands Employment Scheme initially in the management of Holly Hill woods;
- 2) the Council continues discussions with the Charity with the aim to broaden its engagement across other sites within the Council's ownership.

The Director of Street Scene and Leisure and Cabinet Member for Leisure, Youth and Arts confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

contact: Mike Harris

Nil

Robert Styles
Director of Street Scene and Leisure

Maria Heslop
Cabinet Member for Leisure, Youth and Arts

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

08 December 2014

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

Part 1- Public

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

1 LEISURE FACILITIES – LEISURE TRUST UPDATE

Summary

The report presents details of the Tonbridge and Malling Leisure Trust's performance, financial position and the result of a recent Quest inspection at Larkfield Leisure Centre.

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 a more formal quarterly meeting. The Trust supplies the Council with a set of monitoring reports and Key Performance Indicators, as detailed in the Management Agreement and the Annual Service Delivery Plan.

1.2 Annual Service Delivery Plan - Performance

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 includes Quarter 2 covering the period 1 July to 30 September 2014 and is attached at **[Annex 1]**. Following a request from Members at the last meeting of this Board a colour code system against areas of progress has been included in Annex 1.
- 1.2.5 The levels of overall customer satisfaction and cleanliness recorded through the Viewpoint system at the leisure centres met the required target of 80%, with the exception of Larkfield Leisure Centre where the cleanliness rating was marginally down at 79%. Although Poult Wood Golf Centre has recently introduced the same rating system the number of responses is minimal and therefore it is not currently monitored in the same way, more focus will be given to this area in 2015/16.
- 1.2.6 Customer comment cards from all sites have not highlighted any serious complaints for the quarter and have actually seen positive comments exceed complaints (131 positive 125 complaints and 61 suggestions).

1.3 Financial Position

- 1.3.1 Since the last report to this Board on 15 September 2014 the Trust has continued to perform well with trading at the end of August 2014 showing a positive position of £51,488 above profile.
- 1.3.2 Spending remains prudent with savings across all sites in excess of £122,000. The expenditure savings have come predominately from staffing which accounted for £80,000.
- 1.3.3 Income from fitness is above target by £45,000 across the Angel Centre and Larkfield Leisure Centre. Casual swimming at Tonbridge Swimming Pool is also performing well since reopening (£14,000 above profile). Casual swimming at Larkfield Leisure Centre is a cause for concern, however, down £36,000 from target. Although coaching courses are down £20,000 on profile, it is hoped that this will improve as the Tonbridge Pool Swim School rebuilds after being affected by the flood.
- 1.3.4 Poult Wood Golf Centre income dropped over the summer months compared to profile and is now around £27,000 down. Some of this will be the impact of the new season tickets with income profiled monthly across the whole year.

1.4 Quest Inspection

- 1.4.1 Members will be aware from previous reports to this Board that Quest is a tool for continuous improvement, designed primarily for the management of leisure facilities and leisure development. Quest defines industry standards and good practice and encourages development and delivery within a customer focused management framework.

1.4.2 One of the Key Outcomes outlined in the Annual Service Delivery Plan is to ensure the quality of provision through maintaining and improving where possible Quest performance over the next five years.

1.4.3 Larkfield Leisure Centre was the latest facility to be assessed at the end of July 2014 and I am pleased to advise Members that the Centre maintained the overall banding of 'Excellent',

1.4.4 The banding represents an outstanding result for the Centre and illustrates that the transfer of management to a Trust has not resulted in any reduction of service quality. This was the fundamental principle underlying the Council's decision to the transfer over a year ago.

1.4.5 A copy of the full report is available electronically at Members' request.

1.5 Financial and Value for Money Considerations

1.5.1 The Transfer to the Leisure Trust has made a significant contribution to the Council's savings. The financial performance of the Trust continues to be satisfactory.

1.5.2 The cost of Quest inspections are met by the Leisure Trust.

1.6 Risk Assessment

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

1.7 Equality Impact Assessment

1.7.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.8 Policy Considerations

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

1.9 Recommendations

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

- 1) the Tonbridge & Malling Leisure Trust Annual Service Delivery Plan - Cumulative Quarterly Monitoring Report for 1 April 2014 to 30 September 2014 be noted; and
- 2) the results of the Quest Assessment report for Larkfield Leisure Centre 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 & Leisure

Maria Heslop
Cabinet Member for Leisure, Youth and Arts

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

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Annual Service Delivery Plan Outcomes and Targets – 1 April 2014 to 30 September 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% Q1 Effective Interactions LLC – 69.8% AC – 71.9% Q2 High Risk Interactions LLC – 81.0% AC – 76.4% Q2 Effective Interactions LLC – 65.9% AC – 70.1% Cumulative High Risk Interactions LLC – 78.8% AC – 76.4% Cumulative Effective Interactions LLC – 68.0% AC – 71.1%
				Increase overall DD/Annual membership totals by 5%

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				TSP S&S – 26.5%
Reduce attrition to below 3.5%	■ Attrition rates	Group Operations Manager	Monthly	LLC Q1 Average – 2.4%. Q2 Average – 3.4% Annual cumulative – 2.9% AC Q1 Average – 1.4%. Q2 Average – 1.0% Annual cumulative – 1.2%

KEY OUTCOME: Improved access to coaching and talent development for sports				
Aim	Measure	Lead Officer	Timescale	Progress
Develop base attendance level indicators	■ Attendance at leisure centres	Group Business Manager	31 March 2014	Baseline derived from 2013/14 usage reporting to include 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. Overall usage 2013/14 as follows; LLC – 504,034 AC – 259,215 TSP – 243,950 Total – 1,007,199 Cumulative to Q2 attendance 2014/15 LLC – 256,012 (-3.3%) AC – 128,672 (+11.8%) TSP – 139,157 (-9.4%) Total – 523,841 (-1.8%)

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	2013/14 baseline figure 1,827 Q2 LLC 956 Q2 TSP 965 Total of 1,921 to end of Q2 is an increase of 5.1% on

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				2013/14
Increase Excel membership by 5%	■ Average number of Excel members age 11-18 (KPI 840)	Group Business Manager/ Group Operations Manager	Monthly	Cumulative Q2 year on year increase LLC – 47.2% AC/TSP – 58.8% Total Number – 624. A 52.2% increase year on year.
Increase KickStart membership by 5%	■ Average number of KickStart members age 0-10 (KPI 836)	Group Business Manager/ Group Operations Manager	Monthly	Cumulative Q2 year on year increase LLC – 9.9% AC/TSP – 5.7% Total Number 322. A 7.7% increase year on year.

Outcome: Increased overall participation and, in particular increased participation by young people , over 50s, people on low income and families				
Aim	Measure	Lead Officer	Timescale	Progress
Increase number of Dryside Coaching School by 10%	◆ Average number of customers enrolled in Dryside Coaching School	Group Business Manager/Group Operations Manager	Termly	2013/14 baseline figure 537 Q2 LLC 323 AC 223 Total of 546 to end of Q2 is an increase of 1.7% on 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	tm150 bid to Sport England via Make Your Move unsuccessful. Will re-submit in Q4.

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. Q2 Cancelled
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	Scheme live from Q2 with revised target of 200 participants in 2014/15
Increase number of GP Referrals by 5%	■ Number of GP referrals	Chief Executive	Quarterly	To end of Q2 year on year decrease across both sites of 19.8%. Affected by weight management programme?
Increase number of weight management referrals upgrading to Lighter Lifestyles DD option to 50%	■ Number of Lighter Lifestyles customers	Group Business Manager	Quarterly	New scheme launched in Q2. Upgrade to DD not yet measurable.

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 with training planned for Q3.
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 Q2 – 84% / 3.8 AC Q1 – 87% / 4.1 Q2 – 83% / 3.9 TSP Q1 – 87% / 4.1 Q2 – 86% / 4.0
Achieve average Viewpoint cleanliness score of 80%	■ Viewpoint satisfaction - cleanliness	Group Operations Manager	Monthly	LLC Q1 – 75% / 3.5 Q2 – 79% / 3.6 AC Q1 – 85% / 4.0 Q2 – 81% / 3.9 TSP Q1 – 86% / 4.0 Q2 – 85% / 3.9

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 outstanding 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. Training now planned in Q3.

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 Cumulative to end of Q2 – 574 issued to date This is a 13.3% decrease on the same period in 13/14. Noted that only 274 were issued in Q2 compared to 398 the previous year.

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 MacMillan Quiz supported in Q2

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. Q1 billing still in query – unable to report figures for 2014 at present. 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. LLC achieved Excellent status in Q2.

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. 2013/14 accident rate per 100,00 as follows; LLC – 120 AC – 29 TSP – 38 Overall – 77 Cumulative to Q2 accidents per 100,000 by site as follows: LLC – 130 AC - 31 TSP – 29 Overall – 79				
				Understand biennial health and safety audit at each site and achieve score of 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 Q2 – no reportables

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% Q2 Overall rate 1.54%

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 2013
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

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 – Statement of Accounts reported to AGM on 8 September 2014. £189,000 moved to revenue reserve.
To deliver services within approved	◆ P&L Account/	Executive	Monthly	P&L reported to TMLT Board meetings.

budget levels	Income/ Expenditure Monitoring	Management Team		
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. Ongoing – expect Board approval and award of contract in Q4 to commence 1 April 2015.
Review of Catering Services across TMLT	◆ Board Report	Chief Executive	31 March 2015	PWGC still under consideration. TUPE and property issues subject of confidential briefing from Bevan Brittan. Notice served on Par 4 Catering 1 August. Advertisement placed for new contractor to commence 1 January 2015. WS Law progressing lease/management agreement.
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	Project deleted following SSL withdrawal. TMBC undertaking land/asset review for report in Q4.
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	Installation completed September 2014 but outstanding issues including switching and lux levels to be addressed with contractor.
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	Scheme aborted by TMBC following flooding. CE considering way forward for catering on Racecourse Sportsground.

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 scales	● Board Report	Chief Executive	31 March 2015	Not progressed
Review future pension options	● Board Report	Chief Executive	31 March 2015	Not progressed
Launch Health & Safety Committee	● HSC Meetings	Chief Executive	31 December 2014	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. Q2 included Recruitment & Selection, Volunteer and Flexible Retirement Policies
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. Board approved TMLT pay award in Q2.
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	● Board Report	Group Business	31 March	Not progressed

requirements for Finance support service		Manager	2015	
Undertake a review of service requirements for HR support service	● Board Report	Group Business Manager	31 March 2015	Not progressed
Develop a PR strategy for TMLT	● Board Report	Group Business Manager	31 March 2014	Big Fish appointed as retained PR consultants
Prepare tactive brand launch and standards	● Board Report	Group Business Manager	31 March 2014	Draft Corporate Brand Identity and Communication Guidelines and Promotional Plan approved at Board. Signage proposals finalised and order placed. Planning permission granted for roadside signage and installed in Q2. Further Internal and external signage installation progressing.
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 tactive website review in progress.
Review use of social media including consideration of Twitter	● Board Report	Group Business Manager	30 September 2014	Not progressed
Relaunch 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 to additional sales resource.
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. Second meeting held – GOM/BFM to report to SMT
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

08 December 2014

Report of the Director of Street Scene and 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 FIELDS IN TRUST – CENTENARY FIELDS

Summary

This report advises Members on the Fields in Trust Centenary Fields initiative and brings forward a proposal for Tonbridge Memorial Gardens to be dedicated under this scheme.

1.1 Introduction

1.1.1 To commemorate the centenary of World War 1, Fields in Trust (formerly the National Playing Fields Association) are leading on a nationwide initiative aimed at securing and protecting a range of green spaces in perpetuity. Safeguarding these sites will create a living UK-wide legacy in commemoration of the sacrifice made by those who lost their lives in World War 1.

1.1.2 The scheme was launched earlier this year and aims to achieve a network of protected sites across the country by November 2018.

1.2 Process of Dedication

1.2.1 The first stage in the process is for the landowner to complete an application form and this will be followed by a site visit. After this the landowner will be advised whether the site is accepted as a Centenary Field or not. If the site is accepted the legal process then starts and sites will be protected in England via a Deed of Dedication.

1.2.2 Fields in Trust will draw up the deed and then the landowner has a chance to make amendments. When all parties are satisfied with the deed it will be signed and then registered with the Land Registry. The site is then able to order a Centenary Fields commemorative plaque.

1.3 Scheme Criteria

1.3.1 Fields in Trust are looking for a range of sites including war memorial parks or recreation grounds, memorial gardens, parks and recreation grounds that contain a war memorial or other valued green spaces (with significance to World War 1).

1.3.2 Each application will be assessed through a site visit but as a minimum, the following criteria must be met.

- The landowner of the site must complete the application form
- Evidence of ownership, and where relevant freehold interest must be produced.
- The principal use should be outdoor recreation, sport or play. However, sites can also include facilities such as pavilions, village halls, indoor leisure or heritage facilities that are established for community recreational purposes.
- Sites must have public access.
- Sites should be accessible in terms of location and affordability for the local community.
- Sites should have local managers who are responsible for the quality of the facilities, maintenance and development, improving participation and financial and operational sustainability.
- The landowner must be able to sign the agreed Deed of Dedication within six months of submitting an application.

1.4 Borough Council Sites

1.4.1 Taking the above into consideration it is proposed that the newly refurbished Tonbridge Memorial Gardens be nominated for dedication under this scheme. This will offer the site future protection to ensure it continues to be a site for commemoration and further mark the centenary of World War 1. Liaison has been undertaken with the Tonbridge Memorial Gardens Trust which is supportive of the proposal.

1.5 Parish and Town Council Sites

1.5.1 Phase one of the campaign started in April 2014 with Fields in Trust approaching all first tier local authorities and asking them to protect at least one suitable site. Phase two, scheduled to begin in November 2014, will be to directly approach all Town and Parish Councils with the same request. It is suggested that it would be appropriate for Fields in Trust to be invited to present the scheme to a meeting of the Parish Partnership Panel.

1.6 Legal Implications

1.6.1 Following confirmation/acceptance of a site under the scheme the landowner will be required to sign up to a Deed of Dedication with Fields in Trust to secure the site, in perpetuity.

1.6.2 Consultation will be undertaken with the Director of Central Services in regard to the details of the Deed prior to signature and Fields in Trust have indicated their flexibility over the wording of a particular deed to deal with any local need.

1.7 Financial and Value for Money Considerations

1.7.1 It is anticipated that nominal costs associated with the installation of the commemorative plaque and registration with the Land Registry will be met through existing revenue budgets.

1.8 Risk Assessment

1.8.1 The Council will need to consider the implications arising from the dedication of the site as highlighted above at 1.6.2.

1.9 Equality Impact Assessment

1.9.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.10 Policy Considerations

1.10.1 Asset Management and Community.

1.11 Recommendations

1.11.1 It is **RECOMMENDED TO CABINET** that,

- (i) subject to consideration of the Deed of Dedication by the Director of Central Services, Tonbridge and Malling Borough Council nominate Tonbridge Memorial Gardens for dedication under the Centenary Fields scheme,
- (ii) Fields in Trust be invited to present the scheme to a future meeting of the Parish Partnership Panel.

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: Darren Lanes

Nil

Robert Styles
Director of Street Scene and Leisure

Maria Heslop
Cabinet Member for Leisure, Youth and Arts

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

08 December 2014

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

Summary

A Capital Plan Post Implementation Review is brought forward for consideration in respect of Tonbridge Cemetery: Path Improvements and Tonbridge Cemetery: Memorial Garden Vaults.

1.1 Introduction

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

1.2 Tonbridge Cemetery: Path Improvements

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

1.3 Tonbridge Cemetery: Memorial Garden Vaults

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

1.4 Legal Implications

1.4.1 Considered within the evaluation templates for the scheme.

1.5 Financial and Value for Money Considerations

1.5.1 As shown in **[Annex 1]** and **[Annex2]**.

1.6 Risk Assessment

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

1.7 Equality Impact Assessment

- 1.7.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.8 Policy Considerations

- 1.8.1 Asset Management, Equalities/Diversity.

1.9 Recommendations

- 1.9.1 Post Implementation Reviews intend to answer the question “Did we achieve what we set out to do and if not what should be done?” The above Reviews indicate successful implementation of the projects and it is, therefore, **RECOMMENDED TO CABINET** that the Post Implementation Review for the projects outlined in the report be endorsed.

The Director of Street Scene and Leisure confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers: Nil

contact: Darren Lanes

Robert Styles
Director of Street Scene and Leisure

Maria Heslop
Cabinet Member for Leisure, Youth & Arts

Capital Plan Post Implementation Review	
Service:	Street Scene and Leisure
Scheme Title:	Tonbridge Cemetery Path Improvements
Scheme Description:	To improve the condition of paths at Tonbridge Cemetery and prevent future health and safety issues.
Evaluation:	Finance & Property Advisory Board January 2012
Capital Plan Year(s)	2012/13
Approved budget	Original budget of £12,000 recommended for approval by F&PAB January 2012. Budget increased by £3,000 to £15,000 Capital Plan Review 2013/14.
National Priorities	Health & Safety
Local Priorities	8a (Key Priority) – Achieve a cleaner, smarter and better maintained street scene and open space environment.
Targets for judging success:	(a) The provision of safe access to and around Tonbridge Cemetery. (b) Prevention of accidents.
Completion date (work completed):	Summer 2013
Completion date (final payment):	September 2013
Projected date for post implementation review:	December 2014
Final cost:	£ 15,534
Performance against National and Local Priorities and Targets:	The works have improved access around Tonbridge Cemetery and no accidents have been reported since the works were undertaken. The works have also met objectives within the most recent site access survey.
Budget performance / Value for money:	Scheme completed marginally above budget.
Other performance / procurement issues:	None.
Ongoing / Outstanding issues:	None.

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Capital Plan Post Implementation Review	
Service:	Street Scene and Leisure
Scheme Title:	Tonbridge Cemetery: Memorial Garden Vaults
Scheme Description:	Due to an increase in sales of vaults within the Memorial Garden additional vaults were required in order to continue to offer this service to the public.
Evaluation:	Finance & Property Advisory Board January 2013
Capital Plan Year(s)	2013/14
Approved budget	£35,000
National Priorities	Provision of burial services
Local Priorities	1(j) – Developing/sustaining revenue income
Targets for judging success:	(a) Maintaining the current level of service provision at Tonbridge Cemetery. (b) Maintaining the current level of revenue at Tonbridge Cemetery.
Completion date (work completed):	February 2014
Completion date (final payment):	February 2014
Projected date for post implementation review:	December 2014
Final cost:	£35,289
Performance against National and Local Priorities and Targets:	The service and associated revenue have been maintained.
Budget performance / Value for money:	Scheme completed marginally above budget.
Other performance / procurement issues:	None.
Ongoing / Outstanding issues:	None.

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

8 December 2014

Report of the Director of Street Scene and Leisure

Part 1 - Public

Matters for Information

1 GROUND MAINTENANCE SERVICES – CONTRACT RETENDER

Summary

This report updates Members on the outcome of the retendering of the Ground Maintenance Contract.

1.1 Background

- 1.1.1 The current Ground Maintenance Contract is delivered on this Council's behalf by Landscape Services Ltd and was awarded on 1 January 2008. The contract was awarded for a five year period (plus two year extension) and is, therefore, due to expire on 31 December 2014. The current annual cost of the contract is £624,000.
- 1.1.2 Consideration has previously been given to potential contract savings with Members of this Board approving (Decision D13002MEM) a number of reductions to the current contract specification. Works were also identified within the contract that could potentially be delivered more cost effectively through enhanced in-house resources. As such Tenderers were requested to submit two Tender Prices, one with (Option A) and one without (Option B) the identified works. The decision to accept either Option A or Option B will be based on which is the most financially advantageous to the Council.

1.2 Contract Retender

- 1.2.1 Tenders were evaluated on the basis of which tender and which option would be the most economically advantageous to the Council, taking into account both quality and price (weighted at 50% and 50% respectively).
- 1.2.2 A review was also undertaken in liaison with Financial Services to establish the financial implications for selecting the highest scoring contractor for either Option A or Option B. Taking into consideration the employment and ongoing costs of new staff and the anticipated increases in revenue budgets to support the new areas of work, it was concluded that it would not be advantageous to progress with Option B.

1.2.3 The outcome of the re-tender of the Grounds Maintenance Contract was reported to Cabinet on the 8 October 2014 and taking into account the outcome of the tender evaluation procedure, Cabinet approved that Landscape Services Ltd be awarded the Grounds Maintenance Services Contract for Option A for a contract sum of £534,844.13.

1.3 Legal Implications

1.3.1 Legal implications are met through adherence to the EU Procurement Rules, the Public Contracts Regulations 2005 and the Council's Contract Procedural Rules.

1.4 Financial and Value for Money Considerations

1.4.1 A saving of approximately £90,000.00 has been achieved on the core contract cost which will be reflected in the revised revenue budget and the Council's Medium Term Financial Strategy.

1.5 Risk Assessment

1.5.1 A risk assessment has taken place following liaison with the Principal Solicitor to ensure that the procedures applied conform to the EU Regulations and take place within a relevant time frame. Failure to do so could result in time delays causing a financial loss in a competitive market or an external challenge to our procedure.

1.5.2 The Council's Health and Safety Officer will be fully involved in the evaluation of the tenders, and contractors' compliance to all relevant health and safety legislation forms a key part of the technical appraisal within the approved evaluation procedure.

contact: Darren Lanes

Robert Styles
Director of Street Scene and Leisure

TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

08 December 2014

Report of the Director of Street Scene and Leisure

Part 1- Public

Matters for Information

1 CHILDREN AND YOUNG PEOPLE UPDATE

Summary

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

1.1 Activate

- 1.1.1 The 2015 Easter Activate programme will run from Tuesday, 7 April to Friday 17 April and will offer young people aged 8-16 the chance to try out a range of more unusual activities. The programme will again be split into four categories to make it easier for parents and young people to find the activities that they would like to do. Outdoor activities will include windsurfing, kayaking, and golf. Sports will range from fencing and dodgeball to trampolining. Creative arts will include pottery, special effects and character make-up workshops. Emergency first aid, bike skills and the popular cookery and cupcake making will form part of the Council's Life skills option.
- 1.1.2 Additional activities will again also be offered in partnership with Rock UK, Carroty Wood. These will include abseiling, geo-caching, team task day, pedal karting, archery, rafting, bushcraft, high ropes, bmxing and climbing, with Leisure Pass discounts offered on all courses allowing Fair Access to All.
- 1.1.3 Building on the success of the Summer Productions of Oliver and Bugsy Malone another extended performing arts programme will also be on the agenda for 2015 starting with an Easter Drama workshop.
- 1.1.4 The Easter Activate brochures will be distributed at the beginning of February 2015, and parents will be able to use the online booking system. Further promotional leaflets, banners and billboards will be utilised during March.

1.2 Summer Playscheme

- 1.2.1 The 2015 Playscheme will run for three weeks from Monday, 3 August to Friday, 21 August 2015 at 13 venues across the borough, catering for children between 4 and 11 years. Members will be aware that this Council funds two weeks of the Playscheme, with contributions for one week being provided by Parish/Town Councils. Letters have now been sent to the relevant Parish/Town Councils.
- 1.2.2 In terms of delivery, partners involved in the Summer Playscheme, Rainbows (Hildenborough, Snodland, West Malling and Tonbridge Baptist Church), Poppy Pre-School (Aylesford) and Barnies (Hadlow) have been approached to confirm their availability to operate these venues once again in 2015.
- 1.2.3 Letters have now been sent to all staff that worked on the 2014 Playscheme to formally invite them to return in 2015. Members will be updated at the next meeting of the Board as to the progress on this and any further developments.

1.3 Y2 Crew

- 1.3.1 The 2015 scheme will operate from Monday, 27 July to Friday, 21 August and, subject to funding, will include trips, courses and activity days with a number of key agencies offering information, advice and guidance throughout. Building on the success of the partnership with Ridgeview, a special school for children with profound, severe and complex learning difficulties, the Y2 Crew programme will again aim to ensure its inclusiveness and the option for young people with disabilities to attend with a 1:1 Support Assistant.
- 1.3.2 Members will be aware that the scheme is organised and funded by a number of partner agencies and the programme will be reviewed by the first multi-agency meeting in January, to ensure that it is operating as cost effectively as possible. Changes/improvements to be considered include types of activities, venues and staffing arrangements. External funding letters and application forms are currently being sent out to a number of organisations to secure the 2015 programme.

1.4 Youth Forum

- 1.4.1 The TM Youth Forum is a panel of young people between the ages of 11-18 representing the views of young people who live in the area of Tonbridge & Malling. The objectives are to provide a forum for discussion on the issues that concern young people, to involve young people in the development of the Council's youth programme and to create a positive image of young people within Tonbridge & Malling.
- 1.4.2 A re-launch of the Forum took place in October. All secondary schools in the Borough were asked to send a young person to represent the views of its pupils and raise any issues or concerns for members of Forum to consider. The response was positive with almost all schools represented at the meeting and the others expected to be represented at future meetings.

- 1.4.3 MP Tracey Crouch appeared as a guest speaker at the October meeting which was a great success. Tracey took part in a questions and answers session with questions ranging from lowering the age to vote to 16 years old, through to the immigration policy and Ebola.
- 1.4.4 Elections have recently taken place for a new chairman after the departure of previous chairman Dillon Lancaster and following presentations to the group from interested parties and a secret ballot, Zoe Poole was appointed to the position, with Peter Heslop appointed to the position of Vice Chair.
- 1.4.5 This winter, the TM Youth Forum plan to continue work on growing membership and developing the Forum. The Forum also hope to form closer links with neighbouring Youth Councils, Kent Youth Council and the British Youth Council.

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.

1.6 Financial and Value for Money Considerations

- 1.6.1 The cost of the Council's 2015 Easter and 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.

1.8 Policy Considerations

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

Background papers:

contact: Stephen Gregg

Nil

Robert Styles

Director of Street Scene and Leisure

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

8 December 2014

Report of the Director of Street Scene and Leisure

Part 1- Public

Matters for Information

1 EVENT UPDATE REPORT

Summary

The purpose of this report is to update Members on recent and future events across the Borough.

1.1 Background

1.1.1 The Council supports many community groups and other partners in the delivery of events and in some cases, deliver the events directly. 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. 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.

1.2 Events to date

Since the last meeting of this Board, the following events have taken place:

1.2.1 Music at Malling - Bringing international artists to historical venues, the fourth Music at Malling festival took place from the 23 – 28 September. This year, organisers commemorated the centenary of the First World War with music from Ravel and Elgar. Bach was the featured composer and was heard in every programme along with dedicated concerts that took place in the churches along the Pilgrims Way, Birling, Addington and Trottiscliffe.

1.2.2 Tonbridge Half Marathon - The fourth Tonbridge Half Marathon took place on Sunday 28 September. This event is a joint collaboration between Tonbridge Lions Club and Tonbridge Rotary Club.

Starting from West Kent College, runners headed out of Tonbridge and through the countryside. They arrived in Leigh to a wonderful welcome and musical entertainment provided by the 17th Scout and Guide Band and the bell ringers of Leigh Parish Church. An enthusiastic and very vocal crowd awaited them back in Tonbridge as they came up the finishing straight.

The event was a resounding success with over 1000 runners taking part, raising an estimated £63,000 for charity.

- 1.2.3 Wrotham Festival of Light - Organised by Kent Equality and Cohesion Council, the second Festival of Light took place on Friday 17 October with an estimated 500 strong crowd. The event involved children from St George's Primary School, Wrotham, Platt Primary School, Stansted Primary School and Trottiscliffe Primary School.

The festival started at St George's Church in Wrotham where the children congregated with the lanterns they had made. They were joined by stilt walkers, Four by Four Bhangra and Samba group Bloco Olofi. The entertainment accompanied the lantern parade to its final venue at Wrotham Cricket Ground.

Following last year's success, event organisers were keen to develop the festival further and make the event a more diverse cultural experience. As well as the performers outlined above, other acts included a comedy act, Irish Dancing and a vocalist. The evening culminated with a firework display.

- 1.2.4 Tonbridge Christmas Festival - This year's festival took place on Sunday 23 November. For a second year, the event was organised by Tonbridge Rotary Club, and despite the wet weather was extremely well attended.

The High Street was closed for the afternoon and there were a variety of music and dance performances from local groups including Razzamataz, Medway School of Dancing, Tonbridge Community Choir, Ricky & The Hats and Bullshed. All of the performers donated their appearances free of charge for the event. Street entertainment was provided by Applause Rural Touring Scheme and the Hartley Morris Men. In addition to the activities outlined above, the Rotary Club had arranged for stalls to be located in the High Street to sell Christmas goods along with various refreshments for the public to enjoy.

The Mayor was joined by the cast of the Angle Centre pantomime Robin Hood & The Babes in The Wood, to switch on the town's lights and a fantastic firework display brought the entertainment in the High Street to a close. The activities then moved to the Chequer Board area (near the Angel Centre) where Tonbridge Rock Choir brought the event to a close.

1.3 Future Events

- 1.3.1 Jane Austen's Birthday - An event celebrating Jane Austen's birthday will take place on Tuesday 16th December at the parish church of St Peter and St Paul in

Tonbridge. The birthday address, entitled, 'Confessions of a Chronic Jane-ite' will be given by Sir Sherard Cowper- Coles.

The event will take place at 2.30pm. Tickets are £5 and include the lecture and refreshments. Tickets can be purchased from Mr Books, Tonbridge Library and Sevenoaks Library as well as Sevenoaks bookshop.

- 1.3.2 Open Air Cinema – The Council has recently approached Luna Cinema to investigate the potential of bringing open air cinema to Tonbridge Castle next summer. Luna Cinema is the country's largest producer of open air cinema events, hosting screenings at a number of high profile venues including Hampton Court Palace, Kew Gardens and Leeds Castle. Initial discussions have taken place with the Company with the potential to stage 2/3 consecutive night screenings between July – September 2015. Officers are currently considering a formal proposal from Luna Cinema and further details will be brought to the next meeting of the Board.
- 1.3.3 Tonbridge Arts Festival - Tonbridge Arts Festival committee has been meeting regularly to consider plans for the 2015 event. It has been agreed that next year's festival will focus on a 3 day musical event at Tonbridge Castle. The dates have been confirmed as 10/11/12 July. The programme is currently being developed and details will be brought to the next meeting of the Board.

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.

1.5 Financial and Value for Money Considerations

- 1.5.1 With specific reference to Tonbridge Arts Festival, Music at Malling 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.
- 1.5.2 Tonbridge Christmas Festival secured additional income through pitch fees from stall holders, financial donations from Medway School of Dancing, Razzamataz and Weatherspoons.
- 1.5.3 The Christmas Festival obtained sponsorship from The Medway School of Dancing. Over events, such as Music at Malling and the Wrotham Festival of Fusion and Light secured additional funding from organisations such as Soundhub and the Arts Council.

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 Community, Customer Contact, Healthy Lifestyles

Background papers:

contact: Lyndsey Bennett

Nil

Robert Styles

Director of Street Scene and Leisure

Public Events in the Tonbridge and Malling Area

Parish Council	Kings Hill Parish Council	Wrotham Parish Council
Name of Event:	Kings Hill Community Centre	Wrotham Christmas Fayre
Date of Event:	20 th December 2014	5 th December 2015
Is Event free or ticketed?	Tickets charged at £7.00 per ticket	Free
Event times:	2pm	2pm-6pm
Description of Event:	Kings Hill Parish Council Presents Jack and The Beanstalk. This is an annual event which has proven popular time and time again, with sell out shows each year. So don't delay in booking yours today.	Annual Fayre culminating in switching on of village lights. Food and craft stalls, activities for children, fun fair, Santa's grotto, live music, disco, choir, Morris dancers.
Further details available from:	The Kings Hill Community Centre Manager Nikki Clarke 01732 220919	Wrotham Fayre on Facebook and Wrotham Parish Council
Parish Council	Wrotham Parish Council	Wateringbury Parish Council
Name of Event:	Wrotham Steam and Transport Rally	Wateringbury Village Fete
Date of Event:	13 th & 14 th June 2015	7 th June 2015
Is Event free or ticketed?	Ticketed	Free
Event times:	9am-5pm	12.30pm-5pm
Description of Event:	Steam Engines, Vintage Vehicles. Ring Entertainment, Children's Rides, Food Stalls and Beer tent	Kwik Cricket, Live music, BBQ, Fun Dog Show, Childrens races, stalls and much, much more.
Further details available from:	www.wrotham.org	Mike Witts 01622 812027

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

8 December 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 Financial and Value for Money Considerations

- 1.2.1 A number of schemes within the Capital Plan represent significant levels of investment. The Council's Financial Procedure and Contract Procedure Rules are adhered to in all cases, and projects are delivered and monitored in close liaison with the Director of Finance and Transformation and the Director of Central Services. 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.

1.3 Legal Implications

- 1.3.1 None.

1.4 Risk Assessment

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

1.5 Policy Considerations

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

Background papers:

contact: Darren Lanes

Nil

Robert Styles

Director of Street Scene & Leisure

CAPITAL PLAN PROGRESS
LEISURE & ARTS ADVISORY BOARD – MONDAY, 8 DECEMBER 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 a poor condition with significant deterioration of the walls and floors. Original Tenders received were over budget and a revised scheme is being considered at the Finance, Innovation & Property Advisory Board on the 7 January 2015. To replace existing light fittings in the Sports Hall with LED fittings which will considerably reduce energy consumption and lower costs. Scheme completed – delivered below budget at a cost of £30,000.00 with a £1,800 reduction in the Annual Service Fee to the Leisure Trust.
(b) Energy Saving Measures Phase 3	1(key), 1c, 2j, 4e		40		40	
<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 over land transfer stalled and as a result it is anticipated that the scheme will not be progressed.

	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 under spend 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. Works commenced on site in early October with an anticipated 7 week constructed period.
(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 has been reviewed in light of recent flooding and whilst it may not be possible to build a new/extended catering kiosk, opportunities are being investigated to increase catering provision on site.
(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. Majority of scheme cost will be met from developer contributions and funding by the Trust. Scheme completed and open to the public.
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	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.
Committed 2003/04 – 2008/09 schemes						
(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 13

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 14

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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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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