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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

Date Not Specified

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, 9th December, 2013 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

PART 1 - PUBLIC

1. Apologies for absence
2. Declarations of interest
3. Minutes

To confirm as a correct record the Notes of the meeting of the Leisure and Arts Advisory Board held on Monday, 16 September 2013

Matters for Recommendation to the Cabinet

- | | | |
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| 4. | Leisure Facilities - Establishment of New Trust | 5 - 14 |
| 5. | Leisure Services - Review of Charges 2014/15 | 15 - 46 |
| 6. | Leybourne Lakes Country Park - Licence Arrangements | 47 - 50 |
| 7. | Capital Projects - Post Implementation Review | 51 - 54 |
| 8. | Public Open Spaces - Access Audits | 55 - 70 |

Matters submitted for Information

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| 9. | Music at Malling | 71 - 74 |
| 10. | Children and Young People Update | 75 - 80 |
| 11. | Active People Survey Results | 81 - 82 |
| 12. | Capital Plan Schemes | 83 - 90 |
| 13. | Urgent Items | |

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

14. Exclusion of Press and Public

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

PART 2 - PRIVATE

15. Urgent Items

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

MEMBERSHIP

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

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

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

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

9 December 2013

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

Part 1- Public

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

1 LEISURE FACILITIES – ESTABLISHMENT OF NEW TRUST

Summary

This report updates Members on the successful transfer of the management of the Council's main leisure facilities to a new Trust, and brings forward a review of the core charges for each facility.

1.1 Background

1.1.1 At the last meeting of this Board in September, Members approved the final draft Agreements relating to the transfer of the management of the Council's main leisure facilities to a new Trust and agreed that the transfer be progressed by 1 November 2013.

1.1.2 At the same meeting Members were advised that the Trust had successfully recruited its Board of Trustees, and the new service delivery arrangements will generate a saving in year one of circa £405,000 rising to a mature saving over the initial five year period of circa £430,000.

1.2 Transfer

1.2.1 I am pleased to report that the transfer was successfully completed on 1 November 2013 and, since that date, the Trust has been acting independently of the Council in the delivery of services.

1.2.2 Whilst it is clearly early days with regard to the new management arrangements, no significant problems have arisen and from a customer perspective it has been very much "business as usual" at each of the facilities.

1.2.3 The Trust will be managing the facilities in accordance with its Business Plan, approved at the last meeting of this Board, and the Council will be monitoring performance against the agreed outcomes. Regular update reports on performance will be reported to this Board.

1.2.4 The Trust's Board has elected Alan Nicholl as its first Chairman. Alan is well known to Members of the Council through his other role as Chairman of Tonbridge Sports Association and will bring a great deal of experience and knowledge to the new position.

1.2.5 Prior to the transfer taking place, final confirmation was received from the Kent County Council Local Government Pension Scheme regarding the admission agreement for the Trust. This resulted in the provisional contribution rate for the Trust reducing from 15% to 12%. If confirmed, in due course, the new service delivery arrangements will generate a saving in year one of circa £455,000.

1.3 Charges Review

1.3.1 Within the Management Agreement the Trust is required to comply with the charges for the leisure facilities set out in the Core Pricing Schedule. It is agreed that the charges can be reviewed annually for implementation from 1 April each year. The Trust is entitled to increase the core prices provided that the average increase is not greater than CPI, and for any increases in core prices in excess of CPI the Trust requires the Council's consent. In determining fees and charges the Trust is required to have regard to:

- the Trust's charitable objectives
- the needs of the local community
- developing a balanced programme
- the Council's key priorities
- the Council's policy for pitch hire charges
- the viability of the Trust
- the prevailing market conditions
- pricing of other leisure facilities in the area

1.3.2 Attached at **[Annex 1]** is a schedule of the existing core charges, together with the Trust's proposals for 2014/15. The proposed charges are felt to be acceptable and are in accordance with the criteria set out in the Management Agreement. Key issues arising from the proposal include:

- at Larkfield Leisure Centre no increases are proposed for non-member day entrance or the crèche
- at Larkfield Leisure Centre a minimal increase of 10 pence is proposed for a swim

- at the Angel Centre and Tonbridge Swimming Pool minimal increases have been applied
- at Poult Wood Golf Centre no increases have been applied as the Trust is currently considering the introduction of a membership option. A report on the Poult Wood charges will, therefore, be considered at the next meeting of this Board.

1.4 Legal Implications

- 1.4.1 The legal implications relating to the establishment of the new Trust were considered in the report to the December 2012 meeting of this Board.

1.5 Financial and Value for Money Considerations

- 1.5.1 The transfer to the Leisure Trust will make a significant contribution to the Council achieving its savings target.

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 A full Equality Impact Assessment has been undertaken with the assistance of the West Kent Equalities Officer and was approved at the December 2012 meeting of this Board.

1.8 Policy Considerations

- 1.8.1 Asset Management, Community, Healthy Lifestyles, Human Resources, Procurement, Young People

1.9 Recommendations

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

- 1) the successful transfer of the management of the Council's main leisure facilities to a new Trust be noted;
- 2) the proposed core charges outlined in **[Annex 1]** to this report be approved and be implemented from 1 April 2014, and
- 3) a report on the charges for Poult Wood Golf Centre be considered at the next meeting of this Board.

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

Background papers:

contact: Robert Styles

Nil

Robert Styles
Director of Street Scene & Leisure

Sharon Shelton
Director of Finance & Transformation

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	See sub-section 1.7.1. The needs of different groups in the community are protected within the core charges.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	See above.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		Not applicable.

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.

**INDOOR LEISURE FACILITIES
CORE PRICES REVIEW– 2014/15**

Larkfield Leisure Centre

Activity	Existing Charge 2013-14	Proposed Charge 2014-15
Annual Membership		
Adult	48.00	49.00
Concession	24.00	24.50
Disabled	FREE	FREE
Family	96.00	98.00
Leisure Pass	FREE	FREE
Non-Member Day Entrance		
Adult	2.00	2.00
Concession	1.00	1.00
Lifestyles Swim and Spa Annual Membership		
Adult, Direct Debit	32.00	33.00
Concession, Direct Debit	24.00	25.00
Joint, Direct Debit	56.00	58.00
Family, Direct Debit	64.00	66.00
Leisure Pass Family, Direct Debit	32.00	33.00
Swimming		
Adult, Member	3.80	3.90
Concession, Member	3.00	3.10
Family, Member	9.80	10.10
Leisure Pass Family	6.00	6.20
Lifestyles Membership		
Monthly Direct Debit	43.00	44.00
Concessionary Monthly Direct Debit	34.00	35.00
Lifestyles, Excel Membership		
Monthly Direct Debit	15.00	15.50
Kickstart Membership, 0-10 Year Olds		
Direct Debit	12.00	12.50
Lifestyles, Casual Use		
Adult, Member	8.80	9.00
Concession, Member	4.20	4.40
Exercise Classes		
Adult, Member	5.30	5.40
Concession, Member	4.20	4.40
Lifestyles Referral Programme		
Referral Fitness, Member	4.20	4.40
Referral Swim, Member	3.00	3.10
Lifestyles Fitness Studio		
Studio Hire (per hour)	23.00	25.00

Sports Hall (per court per hour)		
Badminton/Short Tennis, Adult (per court per hour)	10.80	11.00
Badminton/Short Tennis, Concession (per court per hour)	5.40	5.50
Half Hall (Five-a-side/Netball/Basketball)	50.00	51.00
Schools/Groups		
Swimming, Schools	1.70	1.75
Swimming, Special Needs Junior	1.70	1.75
Swimming, Special Needs Adult	2.40	2.40
Dry Side Courses		
Junior , 60 Minute - Standard Direct Debit	17.00	17.50
Junior , 60 Minute - 15 Weeks	75.00	76.50
Junior , 90 Minute - Standard Direct Debit	24.00	24.50
Junior , 90 Minute - 15 Weeks	103.50	105.75
Junior , 120 Minute - Standard Direct Debit	27.00	27.75
Junior , 120 Minute - 15 Weeks	115.50	118.50
Swim School Courses		
Junior, 30 Minute - Standard, Direct Debit	23.50	24.00
Junior, 30 Minute - Standard, 15 Weeks	102.00	103.50
Junior, 30 Minute - Premium, Direct Debit	39.50	40.50
Junior, 30 Minute - Premium, 15 Weeks	165.75	169.50
Junior, 1 Hour - Direct Debit	27.50	28.10
Junior, 1 Hour - 15 Weeks	117.75	120.00
Adult, 45 Minute - Direct Debit	27.50	28.10
Adult, 45 Minute - 15 Weeks	117.75	120.00
Clubs (per hour)		
Larkfield Swimming Club	121.50	124.50
Per Lane	20.25	20.75
Crèche		
1.5 hour	4.35	4.35
Soft Play		
Four Plus	4.50	4.55
Under Fours	3.25	3.30

Angel Centre

Activity	Existing Charge 2013-14	Proposed Charge 2014-15
Annual Membership		
Adult	39.00	40.00
Concession	19.50	20.00
Disabled	FREE	FREE
Family	78.00	80.00
Leisure Pass	FREE	FREE
Lifestyles Fitness Suite Membership		
Monthly Direct Debit	43.00	44.00
Concessionary Monthly Direct Debit	34.00	35.00
Lifestyles, Excel Membership		
Monthly Direct Debit	15.00	15.50
Kickstart Membership, 0-10 Year Olds		
Direct Debit	12.00	12.50
Lifestyles, Casual Use		
Adult, Member	8.80	9.00
Concession, Member	4.20	4.40
Exercise Classes		
Aerobics (one hour) - Adult, Member	5.30	5.40
Aerobics (one hour) - Concession, Member	4.20	4.40
Lifestyles Dance Studio/Fitness Studio/Jubilee/Crèche		
Public Hire, per hour	23.00	25.00
Lifestyles Referral Programme		
Referral Fitness. Member	4.20	4.40
Sports Hall (per court per hour)		
Badminton/Short Tennis, Adult (per court per hour), Member	10.40	10.70
Badminton/Short Tennis, Concession (per court per hour)	5.20	5.35
Half Hall (Five-a-side/Netball/Basketball), Member	50.00	51.00
Crèche		
1 hour	3.50	3.70
Courses		
Junior , 60 Minute - Standard Direct Debit	17.00	17.50
Junior , 60 Minute - 15 Weeks	75.00	76.50
Junior , 90 Minute - Standard Direct Debit	24.00	24.50
Junior , 90 Minute - 15 Weeks	103.50	105.75
Junior , 120 Minute - Standard Direct Debit	27.00	27.75
Junior , 120 Minute - 15 Weeks	115.50	118.50
Individual Meeting Rooms		
Vauxhall	16.00	17.00
Judd, Suite	23.00	24.00

Judd 1/Judd 2	15.00	16.00
Castle, Suite	29.00	30.00
Castle 1	23.00	24.00
Castle 2/Castle 3	13.00	14.00
Castle 1 & 2	26.00	27.00
Castle 2 & 3	15.00	16.00
Medway Hall		
Daytime (per hour)	32.00	33.00
Full Day, 8am - 6pm (Saturday/Sunday)	300.00	310.00
Riverside Function Room		
Meetings	30.00	31.00

Tonbridge Farm All Weather Area

Activity	Existing Charge 2013-14	Proposed Charge 2014-15
With Changing/Floodlights		
Whole Area, Adult, Member	58.00	59.50
Whole Area, Concession, Member	43.00	44.00
Half Area, Adult, Member	29.00	29.75
Half Area, Concession, Member	21.50	22.00
Without Changing/Floodlights		
Whole Area, Adult, Member	18.50	19.00
Whole Area, Concession, Member	14.50	15.00
Half Area, Adult, Member	9.25	9.50
Half Area, Concession, Member	7.25	7.50

Tonbridge Swimming Pool

Activity	Existing Charge 2013-14	Proposed Charge 2014-15
Annual Membership		
Adult	22.00	23.00
Concession	11.00	11.50
Disabled	FREE	FREE
Family	44.00	46.00
Leisure Pass	FREE	FREE
Lifestyles Swim and Spa Membership		
Adult, Direct Debit	32.00	33.00
Concession, Direct Debit	24.00	25.00
Joint, Direct Debit	56.00	58.00
Family, Direct Debit	64.00	66.00
Leisure Pass Family, Direct Debit	32.00	33.00
Swimming		
Adult, Member	3.95	4.00
Concession, Member	2.60	2.70
Family, Member	9.15	9.40
Leisure Pass Family	6.00	6.20
Lifestyles Referral Programme		
Lifestyles Referral Swim, Member	2.60	2.70
Schools/Groups		
Swimming, Schools	1.70	1.75
Swimming, Special Needs Junior	1.70	1.75
Sessions		
Water Aerobics, Adult, Member	4.70	4.90
Water Aerobics, Concession, Member	3.60	3.70
Clubs (per hour)		
Tonbridge Swimming Club	121.50	124.50
Per Lane	20.25	20.75
Swim School Courses		
Junior, 30 Minute - Standard, Direct Debit	23.50	24.00
Junior, 30 Minute - Standard, 15 Weeks	102.00	103.50
Junior, 30 Minute - Premium, Direct Debit	39.50	40.50
Junior, 30 Minute - Premium, 15 Weeks	165.75	169.50
Junior, 1 Hour - Direct Debit	27.50	28.10
Junior, 1 Hour - 15 Weeks	117.75	120.00
Adult, 45 Minute - Direct Debit	27.50	28.10
Adult, 45 Minute - 15 Weeks	117.75	120.00
Lifestyle Excel Membership		
Direct Debit	15.00	15.50
Kickstart Membership		
Direct Debit	12.00	12.50

Tonbridge Racecourse Sportsgrounds

Activity	Existing Charge 2013-14	Proposed Charge 2014-15
Crazy Golf (per hour, per person)		
Adult	2.75	2.80
Concession	2.35	2.40
Family (2 Adults/2 Children)	7.45	7.60

TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

9 December 2013

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 2014/15

Summary

This report outlines charging proposals in respect of Tonbridge Cemetery, Allotments in Tonbridge, Tonbridge Pitch Hire Charges, Tonbridge Castle Council Chamber, Weddings and the Summer Playscheme.

1.1 Introduction

1.1.1 In bringing forward the charging proposals for 2014/15 consideration has been given to a range of factors, including policy objectives for each facility/service in the Leisure and Arts Strategy 2008-13, the Council's overall financial position in light of changes in the national economy, 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. A copy of the Leisure Pass Scheme leaflet is attached at **[Annex 1]**. Members will also be aware that significant concessions are also given to specific groups including senior citizens, young people, and people with disabilities, ensuring that the Council's leisure services are accessible to all.

1.1.2 The proposed charges for 2014/15 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.*

1.2 Consultation

- 1.2.1 The views of the public and existing customers are important in considering leisure charges. Various techniques are used to receive feedback including market surveys, customer panels, customer comment cards and mystery shoppers. Due consideration is also taken of the charges at local competing facilities both in the public and private sectors.
- 1.2.2 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 2014/15

- 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 2]**. 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 3]**. In general, charges have been increased by 3% 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 £1,600, which will be reflected in the 2014/15 revenue budget reported to the Finance, Innovation and Property Advisory Board on 8 January 2014.

1.4 Tonbridge Allotments

1.4.1 Allotments in Tonbridge are currently managed on behalf of the Council by the Tonbridge Allotments & Gardens Association. The Association has recently reviewed its charging structure and has proposed amendments as highlighted below.

1.4.2 Currently tenants pay an annual charge of £2.50 per "rod" and therefore a 10 rod plot would cost £25 per year. Currently no fee is separately charged for the general use of water. If tenants elect to use a hosepipe an additional £1 per rod per year is charged. Due to the rising cost of water the Association has proposed that the annual £1 per rod be charged to all plot holders from 1 October 2014 to cover water use on site.

1.4.3 In addition to the above the Association offers shed rental at a limited number of sites at an additional annual charge of £8. Due to the increasing maintenance costs of the sheds the Association has proposed an increase to £10 per annum from 1 October 2014. A comparison of fees charged for other allotment provision in the local area is shown at **[Annex 4]**.

1.5 Tonbridge Sportsgrounds – Pitch Hire Charges

1.5.1 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 2013 was 2.6% 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.

1.5.2 The sports pitch income is credited to the Tonbridge & Malling Leisure Trust. The Tonbridge & Malling Leisure Trust manages the pitch hires in liaison with Tonbridge Sports Association, through the Angel Leisure Centre.

1.6 Tonbridge Castle Chamber – Hire Charges

- 1.6.1 The Council Chamber is used for a number of purposes, including Member and Officer meetings, weddings, private hire and concessionary use by a number of local organisations.
- 1.6.2 Several years ago a minimal charge was introduced for concessionary users. It is recognised that this concessionary charge is greatly valued by these organisations. It is proposed that a concessionary user charge be retained to reflect ongoing support for local organisations.
- 1.6.3 The list of concessionary users was agreed by Cabinet on 10 December 2012 (LAA 12/050) and some amendments are proposed as shown in blue [see Annex 5]. Concessionary use is subject to a number of restrictions as shown in [Annex 6].
- 1.6.4 The Director of Central Services and Monitoring Officer has brought forward proposed charges for all users of the Chamber, which are set out at [Annex 7]. Annual income from the hire of the Chamber is approximately £3,000, and it is estimated that the proposed charges will generate additional income of £100.

1.7 Tonbridge Castle Wedding Charges

- 1.7.1 The current wedding charges were agreed by Cabinet on 10 December 2012 (Decision D130008CAB). Members agreed a charge of £700 for weddings in the Chamber and £1,050 for weddings in the Gatehouse for 2013/14. Charges of £735 and £1,100 respectively were also agreed for 2014/15.
- 1.7.2 The current charges at a number of premises licensed for Civil Marriages are shown in [Annex 8].
- 1.7.3 Weddings are often booked more than one year in advance and applications are now being received for 2015/16. It is, therefore, necessary to consider a charge for implementation from 1 April 2015, as Members have already agreed the charges for 2014/15. The Director of Central Services has proposed an increase of around 5% for the following charges in 2015/16, which will generate additional net income of approximately £700:

	Current Charge 2013/14 (£)	Agreed Charge 2014/15 (£)	Proposed Charge 2015/16 (£)
Weddings			
• Chamber	700	735	770
• Gatehouse	1,050	1,100	1,150
Renewal of Vows/Baby Naming			
• Chamber	525	540	560
• Gatehouse	850	875	900

NB: Non-returnable deposit - £100

1.8 2013 Summer Playscheme Charges

- 1.8.1 Attached at **[Annex 9]** is a copy of the 2013 charges. Income from the Summer Playscheme charges in 2013 was £30,000.
- 1.8.2 Members will note from **[Annex 9]** that the full weekly charge for the Summer Playscheme in 2013 was £37. This entitled children to 20 hours of supervised activities, equating to £1.85 per hour. Registration levels were high with 90% of the places booked, and a number of venues reaching full capacity. Encouragingly, 95% of the parents completing the 2013 Summer Playscheme market survey felt the scheme offered good value for money.
- 1.8.3 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 2013 a weekly charge of £12 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 32% of the children registered on the Playscheme benefitting from the Leisure Pass scheme.
- 1.8.4 In order to support large families, parents are only required to pay for their first two children, and children referred by Social Services are funded by the County Council. Discounts are also offered to parents booking two weeks (5%) or all three weeks (10%).
- 1.8.5 A proposed list of charges for 2014 is shown in **[Annex 9]** 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 £1 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 increase this by 50 pence, retaining the policy of encouraging parents to book for the full week.
- 1.8.6 It is anticipated that additional income of £850 will be generated from the proposed increase in charges, which will be reflected in the 2014/15 revenue budget reported to Finance, Innovation & Property Advisory Board on 8 January 2014.

1.9 Legal Implications

- 1.9.1 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.

1.10 Financial and Value for Money Considerations

- 1.10.1 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.
- 1.10.2 All proposed charges presented in this report are inclusive of VAT, with the exception of charges for the Cemetery **[Annex 3]** and the Summer Playscheme **[Annex 9]** which are exempt.

1.11 Risk Assessment

- 1.11.1 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.
- 1.11.2 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.

1.12 Equality Impact Assessment

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

1.13 Policy Considerations

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

1.14 Recommendation

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

- 1) the proposed charges for Tonbridge Cemetery as detailed at **[Annex 3]** be agreed and implemented with effect from 1 April 2014;
- 2) the proposed charges for Tonbridge Allotments as detailed in the report be agreed and implemented with effect from 1 October 2014;
- 3) pitch hire charges at Tonbridge Sportsground be increased as outlined within the report for implementation from 1 April 2014;
- 4) the proposed amendments to the list of Tonbridge Castle Chamber concessionary users detailed at **[Annex 5]** be approved;

- 5) the proposed charges for Tonbridge Castle Chamber as shown at **[Annex 7]** be approved, and implemented from 1 April 2014;
- 6) the proposed charges for weddings in 2015/16 at Tonbridge Castle be agreed as detailed in the report; and
- 7) the proposed charges for the 2014 Summer Playscheme as detailed at **[Annex 9]** be approved.

Background papers:

Nil

contact: Stephen Gregg
Darren Lanes
Tina Levett
Paul Worden


Robert Styles
Director of Street Scene & Leisure

Sharon Shelton
Director of Finance & Transformation

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	Not applicable
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	Yes	The proposed charges include a range of concessions for senior citizens, juniors, students, people with disabilities and those on low income designed to encourage access for all.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		Not applicable

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.

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Apply for a

LEISURE PASS

Angel Centre, Tonbridge
Tonbridge Swimming Pool
Larkfield Leisure Centre
Tonbridge Sports Ground
Poult Wood Golf Centre
Tonbridge Castle
Tonbridge Allotments
Activate Courses
Summer Playscheme
Y2 Crew

A free pass that entitles you to enjoy discounts on leisure activities provided by Tonbridge & Malling Borough Council

Tel: 01732 876029
www.tmbc.gov.uk
Email: leisurecentres@tmbc.gov.uk

LIKE US

TONBRIDGE & MALLING
BOROUGH COUNCIL

Apply for a Leisure Pass



To apply for a Leisure Pass you must be:

- A resident of Tonbridge & Malling Borough Council
- and be in receipt of one or more of the following benefits:**
- Job Seekers' Allowance
 - Employment and Support Allowance
 - Disability Benefit
 - Incapacity / Invalidity Benefit / Carers' Allowance
 - Income Support / Housing Benefit
 - Working Tax Credit / Pension Credit

Tonbridge & Malling Borough Council will also consider applications on an individual basis from those who are not in receipt of any of the above, but consider themselves to be on a low income.

To apply for a Leisure Pass, please complete the application form.

Leisure Pass Entitlements

As a Leisure Pass holder you will be able to obtain discounts at venues and various sports and leisure activities run by Tonbridge & Malling Borough Council, as listed in this leaflet. Your Leisure Pass is valid for 12 months.

Family Members and Carers

Your partner / spouse may also be eligible for a Leisure Pass in their own name. Please complete a separate application form.

Children aged 18 years and under who are in full time education can be included on your Leisure Pass. Please complete section 4 of the application form. Children will be charged the member concessionary rate.

Details of carers who accompany Leisure Pass holders will need to be completed on the application form. Carers attend free of charge.

If you are having difficulty reading this leaflet and would like the information in another format, please call 01732 876029 or email leisurecentres@tmbc.gov.uk

Leisure Centre Leisure Pass Rates

Memberships



Lifestyles Health & Fitness

Monthly Direct Debit	£34.00
Three month one-off payment	£129.00
Annual Membership 14 months for the price of 12	£408.00
Fitness Suite Induction	£15.00

Lifestyles Swim & Spa

Monthly Direct Debit	£24.00
Annual Membership 14 months for the price of 12	£288.00
Family Monthly Direct Debit	£32.00
Family Annual Payment	£384.00

Angel Centre

Angel Lane, Tonbridge, Kent TN9 1SF
Tel: 01732 359966 • www.angelcentre.co.uk

Lifestyles Gym Casual Use	£4.20
Gym Induction	£15.00
Exercise Class	£4.20
Badminton Court 1 Hour	£5.20
Table Tennis	£3.10
Activity Session	£3.50
Busy Bees Creche 1 Hour	£2.50

Larkfield Leisure Centre

New Hythe Lane, Larkfield, Aylesford, Kent ME20 6RH
01622 719345 • www.larkfieldleisure.co.uk

Individual Swim	£3.00
Family Swim	£6.00
Lifestyles Gym Casual Use	£4.20
Gym Induction	£15.00
Lifestyles Spa Casual Use	£4.10
Exercise Classes	£4.20
Badminton	£5.40
Short Tennis	£5.40
Table Tennis	£3.50
Larkabout Crèche Care Minimum stay 1 hour 30 minutes	£3.35

Tonbridge Swimming Pool

Lower Castle Field, The Slade, Tonbridge, Kent TN9 1HR
Tel: 01732 367449 • www.tonbridgepool.co.uk

Individual Swim	£2.60
Family Swim	£6.00
Lifestyles Spa Casual Use	£4.95
GAMES HUT	
Bowls	£2.30
Crazy Golf	£2.35
Tennis	£3.30

continues overleaf

APPLICATION FORM

Please complete all sections of the form using capital letters and tick boxes as appropriate.

Section 1

Title: Mr Mrs Miss Ms Other (Please State) _____

First Names _____ Surname _____

Date of birth: _____

Address _____

Postcode _____ Telephone Number _____

Email _____

If renewing your Leisure Pass please provide pass number: _____

Section 2

Please tick the box that currently applies to you:

- | | | |
|----------|---|--------------------------|
| A | Job Seekers' Allowance | <input type="checkbox"/> |
| B | Employment and Support Allowance | <input type="checkbox"/> |
| C | Disability Benefit | <input type="checkbox"/> |
| D | Incapacity / Invalidity Benefit / Carers' Allowance | <input type="checkbox"/> |
| E | Income Support / Housing Benefit | <input type="checkbox"/> |
| F | Working Tax Credit / Pension Credit | <input type="checkbox"/> |

Section 3

- Applicants ticking boxes A or B please have this form validated at the place where you register for benefit.

To the authorised Officer at:

Job Centre Plus

Government Training Scheme

Stamp and date this box

Please stamp and date the box above if the person named on this application form is in receipt of category 'A' or 'B' Benefit listed above or on an authorised Government Training Scheme.



continues overleaf

APPLICATION FORM

- Applicants ticking C, D, E, or F please provide a copy of your current notice of entitlement.

Section 4

Please provide details of any spouse/partner who is not working that you wish to include on your Leisure Pass. Please provide details of any dependents/carers if applicable.

Name of spouse / partner

Date of birth:

Name of child

Date of birth:

Name of child

Date of birth:

Name of carer

I certify that the information I have given is current and correct, and I am a resident of Tonbridge & Malling Borough Council.

Signature of applicant

Date

The application form may be posted or hand delivered to Tonbridge & Malling Borough Council offices/leisure facilities. If hand delivered please mark the envelope for the attention of Leisure Services Business Unit.

If posting please send to:

Leisure Services Business Unit, Tonbridge & Malling Borough Council, Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent ME19 4LZ.

Your Leisure Pass will be forwarded direct to your home address normally within 10 working days.

"This council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. See www.tmbc.gov.uk/DPNotice for further information."

2013

Leisure Centre Leisure Pass Rates continued

Poult Wood Golf Centre

Higham Lane, Tonbridge, Kent TN11 9QR
Tel: 01732 364039 • www.poultwood.co.uk

Discount Card

Resident	£25.00
Non-Resident	£35.00

18-Hole Course weekday round(s)

Discount Cardholder	£9.80
Non Resident	£11.30

9-Hole Course Weekend/Bank Holiday Round(s)

Leisure Pass (1 round)	£7.00
Leisure Pass (2 rounds)	£10.00

9-Hole Course Weekday Round(s)

Leisure Pass (1 round)	£4.30
Leisure Pass (2 rounds)	£7.00

Squash per hour session	£5.00
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Tonbridge Castle

Castle Street, Tonbridge, Kent TN9 1BG
Tel: 01732 770929 • www.tonbridgecastle.org

Gatehouse Tours	£4.20
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Concessionary rate available for
Festival of Music and Fireworks

Tonbridge Allotments

Tel: 01732 355302
www.tmbc.gov.uk

50% discount on standard hire charge

Easter and Summer Activate

Tel: 01732 876166
www.tmyouth.org.uk

The Activate programmes provide supervised activities for children aged 8 to 16 years. Leisure Pass holders receive a 50% discount on each booking.

Summer Playscheme

Tel: 01732 876166
www.tmbc.gov.uk

The Summer Playscheme provides supervised fun activities during the school summer holidays. Leisure Pass holders receive a significant discount (over 50%), irrespective of the number of children in the family attending.

Y2 Crew

Tel: 01732 876166
www.tmbc.gov.uk

Y2 Crew provides activities and visits for young people living in Aylesford, Borough Green, Ditton, East Malling, Eccles, Hadlow, Larkfield, Leybourne, Snodland, Wrotham, Tonbridge and Hildenborough during the school summer holidays.

4/13

Printed on Elemental Chlorine Free (ECF) paper from mixed FSC responsible sources.

TONBRIDGE CEMETERY PROPOSED CHARGES 2014/15
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	131.00	135.00
	Adult	750.00	*1080.00	565.00	800.00	873.00	899.00
Plot 23 (single)	Adult	750.00	N/A	N/A	400.00	448.00	461.00
Interment (£)	Baby	0.00	0.00	53.00	0.00	0.00	0.00
	Child	260.00	250.00	230.00	330.00	176.00	181.00
	Adult	630.00	625.00	800.00	800.00	500.00	515.00
Plot 23 (single)	Adult	520.00	625.00	695.00	660.00	500.00	515.00
Combined Interment and Purchase (£)	Baby	0.00	0.00	53.00	0.00	1.00	1.00
	Child	260.00	765.00	230.00	660.00	307.00	316.00
	Adult	1380.00	1,705.00	1,365.00	1,600.00	1,373.00	1,414.00
Plot 23 (single)	Adult	1270.00	625.00	695.00	1,060.00	948.00	976.00
Period of Lease (years)		30 years	50 years	50-99 years	60 years	60 years	60 years
Memorial Permit (£)	Small	95.00	160.00	150.00	200.00	103.00	106.00
	Large	95.00	385.00	350	330.00	217.00	224.00
Chapel (£)		150.00	75.00	140.00	130.00	85.00	88.00
Search Fees (£)		N/A	15.00 (per name)	36.00 (over 1 hour)	20.00 (per name)	45.00 (per 5 names)	46.00 (per 5 names)
Interment of Ashes (£)		210.00	130.00	173.00	260.00	130.00	134.00
Memorial Wall Plaque (£)		N/A	N/A	82.00	N/A	130.00	134.00

¹ 2013/14 charges

² 2014/15 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 2014/15

- 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	131.00	135.00
	(c) Over 12 years	873.00	899.00
	(d) Plot 23 – single graves	448.00	461.00
Section 2:	Interment (including digging of grave)		
	(a) Stillborn – 1 year (inclusive)	NIL	NIL
	(b) 2 – 12 years (inclusive)	176.00	181.00
	(c) Over 12 years	500.00	515.00
	(d) Ashes (Memorial Wall or Grave, where exclusive right has been granted)	130.00	134.00

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'	103.00	106.00
	(ii) Memorial larger than specifications in (i)	217.00	224.00
	(iii) For each additional inscription after the first	79.00	81.00

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)	478.00	492.00
	(ii) Double Underground Vault, Memorial Tablet and Vase Block. (To include plaque, inscription, 20 year lease and interment of up to 2 urns)	901.00	928.00
	(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)	901.00	928.00
	(iv) Additional Tablets	170.00	175.00
	(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)	901.00	928.00
	Optional bronze vase container	28.00	29.00
	(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)	130.00	134.00
	(ii) Additional Inscription. (Includes new plaque, installation and scattering of ashes, if required)	130.00	134.00
Section 6:	Miscellaneous		
	(i) Use of Chapel	85.00	88.00
	(ii) Transfer of Burial Rights/admin fee	72.00	74.00
	(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	45.00	46.00
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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**COMPARISON OF FEES CHARGED FOR
ALLOTMENTS PROVISION IN THE LOCAL AREA**

PARISH/BOROUGH	ANNUAL CHARGE PER 10 ROD PLOT (INCLUDING WATER) (£)	SHED PROVISION
Sevenoaks	16.50 No hoses allowed (currently under review)	No sheds.
East Peckham	20	No response received.
Mereworth	25-30	No charge.
Tonbridge (proposed)	35	£10 per annum.
Maidstone	37	Allotment holder erects own.
Tunbridge Wells	40 (only 5 rod)	Allotment holder erects own.
New allotment company (Southborough)	150 (5 rod)	No sheds.

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Tonbridge Council Chamber
Concessionary Users 2014/15

- Bridge Trust
- Citizens Advice Bureau
- Guide Dogs for the Blind
- KCC Walking Bus (Kent County playing fields)
- Mencap
- Police
- Platonic Arts
- **Relate – reinstated to be approved**
- **Royal British Legion –Tonbridge Branch – To be approved**
- Slade Residents Association
- Small Businesses Federation
- Tonbridge Adult Education Centre
- Tonbridge Access Group
- Tonbridge Allotments and Garden Association
- Tonbridge Arts Group
- Tonbridge Camera Group
- Tonbridge Civic Society
- Tonbridge Historical Society
- **Tonbridge Memorial Gardens Trust – To be approved**
- Tonbridge Model Engineering Society
- Tonbridge Sports Association
- Tonbridge Lions Club
- Tonbridge Town Lands & Richard Mylls Charity
- Voluntary Action within Kent - VAWK
- West Kent Chamber of Commerce & Industries
- West Kent Community Health Forum
- West Kent Victim Support

Proposed changes are highlighted in blue

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**TONBRIDGE CASTLE COUNCIL CHAMBER
CONCESSIONARY USERS**
Terms & Conditions

Due to the increased number of requests by Concessionary Users to book the Council Chamber certain restrictions have had to be put in place to ensure fair usage for all concerned.

We would ask you to take account of the following restrictions when making your bookings in future. Please the attached forms.

- Free use will be limited to two sessions per month from 1 October until 31 March each year (a session being morning, afternoon or evening) or a seven day period in the case of exhibitions.
- Free use will not be available on Friday nights as this time is required to set up and rehearse for weddings the following day.
- Free use in the evening should be limited to 10pm, after which caretaking costs become payable.
- Concessionary bookings will not be accepted more than 12 months in advance.
- A charge will be made for cleaning in the event of food and drink being consumed.
- One Parking Permit only will be issued to the hirer.

NB – If charges are agreed for concessionary users, the above will be amended to refer to “concessionary charge” rather than “free use”.

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TONBRIDGE CASTLE COUNCIL CHAMBER**PROPOSED CHARGES 2014/15**

Hire Charge	Current 2013/14 (£)	Proposed 2014/15 (£)	Current Concessionary Rate 2013/14 (£)	Proposed Concessionary Rate 2014/15 (£)
First 3 hours	90.00	95.00	22.00	23.00
Plus each additional hour or part	38.00	40.00	8.00	8.00
Caretaking per hour	29.00	30.00	16.00	16.00
Cleaning charge ^{*(1)}	44.00	45.00	33.50	35.00
Daily rate	200.00	200.00	35.00	38.00
Weekly rate	895.00	895.00	88.00	95.00
Drinks machine	95p per cup	99p per cup	95p per cup	99p per cup

^{*(1)} Cleaning charge only applies to all users where food is eaten.

All charges shown are exclusive of VAT where applicable.

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**TONBRIDGE CASTLE WEDDING
CURRENT CHARGES**

COMPARISON WITH OTHERS

VENUE	PRICE (£)
Registrar's Office (Standard Charge) Tonbridge Wells (for 50 people)	667
Tonbridge Castle Chamber	700
Boughton Monchelsea Place	1,000
Tonbridge Castle Gatehouse	1,050
Maidstone Great Hall	1,071
Penshurst Place (Monday-Friday only)	2,394
Chiddingstone Castle	2,950

All charges shown are inclusive of VAT

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**SUMMER PLAYScheme
PROPOSED CHARGES 2014**

	Tonbridge & Malling BC Existing Charges 2013 (£)	Tonbridge & Malling BC Proposed Charges 2014 (£)
Standard Weekly Charge		
1 child	37.00	38.00
2 children	74.00	76.00
3 children	74.00	76.00
4 children	74.00	76.00
Leisure Pass Weekly Charge		
1 child	12.00	13.00
2 children	12.00	13.00
3 children	12.00	13.00
4 children	12.00	13.00
Daily Standby Charge		
Standard rate	8.50	9.00
Leisure Pass rate	4.25	4.50
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

9 December 2013

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 LEYBOURNE LAKES COUNTRY PARK – LICENCE ARRANGEMENTS

Summary

This report brings forward proposed terms and conditions for the Catering Concession and fishing rights at Leybourne Lakes Country Park for Member consideration and approval.

1.1 Leybourne Lakes Catering Concession

- 1.1.1 This contract allows for the provision of a Mobile Catering Unit located within the Park. The current vendor has given notice and ceased trading in November 2013 due to personal reasons. This contractor had served at the Park for the past nine years.
- 1.1.2 It is proposed that competitive quotations be sought for a three year licence from 1 April 2014 to 31 March 2017. This is similar to the arrangement at Haysden Country Park and will hopefully be more appealing to prospective operators than offering a single year. The current annual income received from the licence is £7,000.
- 1.1.3 In liaison with the Council's Estates Services Manager it is proposed that a licence be granted to the successful operator on the following terms and conditions:
- Term: 3 years
 - Licence Fee: To be agreed following the receipt of competitive quotes
 - Operator to be responsible for all outgoings arising from the service provision
 - All other terms and conditions are as standard commercial licence
 - The Licensee to contribute £200 towards the Council's Legal and Surveyor costs associated with the preparation of the licence.

- The Council's Director of Central Services and Monitoring Officer shall be granted delegated authority to agree the level of the licence fee referred to above in consultation with the Director of Street Scene and Leisure following receipt of the competitive quotes.

1.1.4 Approval of the above will be sought at the Finance, Innovation and Property Advisory Board on 7 January 2014.

1.2 Leybourne Lakes Country Park Fishing Rights

1.2.1 A licence is currently granted to Mid Kent Fisheries for the fishing rights to the Lakes within the Park and is due to expire on 31 March 2014.

1.2.2 It is proposed that competitive quotations be sought for a five year licence from 1 April 2014 to 31 March 2019. A five year term is proposed in order to give the successful contractor sufficient time to adequately stock and manage the fishing operations. The current annual income received from the licence is £14,000.

1.2.3 In liaison with the Council's Estates Services Manager it is proposed that a licence be granted to the successful operator on the following terms and conditions:

- Term: 5 Years
- Licence Fee: To be agreed following the receipt of competitive quotes
- Operator to be responsible for all outgoings arising from the permitted use
- All other terms and conditions are as standard commercial licence
- Licensee to contribute £200 towards the Council's legal and surveyor costs associated with preparing the licence documentation.
- The Council's Estates Services Manager shall be granted delegated authority to agree the level of the licence fee referred to above in consultation with the Director of Street Scene and Leisure following receipt of the competitive quotes.

1.2.4 Approval of the above will be sought at the Finance, Innovation and Property Advisory Board on 7 January 2014.

1.3 Legal Implications

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

1.4 Financial and Value for Money Considerations

1.4.1 The current agreements provide the Council with a combined annual income of £21,000.

1.5 Risk Assessment

1.5.1 Appropriate risk assessments, insurances and professional qualifications will be sought in regard to all agreements and will be a principal consideration in the evaluation of the quotations received.

1.6 Equality Impact Assessment

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

1.7 Policy Considerations

1.7.1 Asset Management, Procurement.

1.8 Recommendations

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

- 1) the proposed terms and conditions for the Mobile Catering Concession and Fishing Rights at Leybourne Lakes Country Park as outlined be noted, and be reported for approval to the Finance, Innovation and Property Advisory Board on 7 January 2014; and
- 2) the outcome of the competitive quotes be reported to the Leisure & Arts Advisory Board in February 2014.

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: Michael Harris

Robert Styles
Director of Street Scene and Leisure

Maria Heslop
Cabinet Member for Leisure, Youth & Arts

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	The above recommendation will ensure that current levels of service provision are maintained.

Screening for equality impacts:		
Question	Answer	Explanation of impacts
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	Yes	The above recommendation will ensure that current levels of service provision are maintained.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.

TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

9 December 2013

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 REVIEW

Summary

A Capital Plan Post Implementation Review is brought forward for consideration in respect of Tonbridge Farm Sportsground Pavilion Refurbishment.

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 and Property Advisory Board.

1.2 Tonbridge Farm Sportsground Pavilion Refurbishment

- 1.2.1 Attached at **[Annex 1]** is the review template for the Tonbridge Farm Sportsground Pavilion Refurbishment.

1.3 Legal Implications

- 1.3.1 Considered within the evaluation template for the scheme.

1.4 Financial and Value for Money Considerations

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

1.5 Risk Assessment

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

1.6 Equality Impact Assessment

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

1.7 Policy Considerations

1.7.1 Asset Management, Equalities/Diversity.

1.8 Recommendations

1.8.1 Post Implementation Reviews intend to answer the question “Did we achieve what we set out to do and if not what should be done?” The above Review indicates successful implementation of the project and it is, therefore, **RECOMMENDED TO CABINET** that the Post Implementation Review for Tonbridge Farm Sportsground Pavilion Refurbishment be endorsed.

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

Background papers: Nil

contact: Robert Styles

Robert Styles
Director of Street Scene and Leisure

Maria Heslop
Cabinet Member for Leisure, Youth & Arts

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	Equality issues were considered when the capital projects were brought forward. This report focuses solely on the outcome of the project and whether they met original objectives.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	As above.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		Not applicable.

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.

Capital Plan Post Implementation Review	
Service:	Street Scene and Leisure
Scheme Title:	Tonbridge Farm Sportsground Pavilion Refurbishment
Scheme Description:	The scheme included refurbishment to the exterior of the building, improvements to shower facilities and kitchen area, plus works to enable the facility to meet the requirements of the Equality Act.
Evaluation:	Finance and Property Advisory Board – 5 January 2010.
Capital Plan Year(s)	2010/11
Approved budget	£73,000. Budget increased to £77,000 2010/11 Capital Plan Review and to £88,000 2011/12 Capital Plan Review.
National Priorities	Adult Participation in Sport (National Indicator).
Local Priorities	<ul style="list-style-type: none"> • 7b – Increase community involvement in the delivery and design of leisure services. • 7c – Improve the quality and sustainability of the Council's leisure facilities and services. • 7d – Improve security/health and safety at leisure facilities. • Key Priority 10a – Promote, encourage and provide opportunities for healthy living. • 18a – Improve the fabric of our leisure facilities and access for all.
Targets for judging success:	<ul style="list-style-type: none"> • Improved customer satisfaction. • Increased lifespan of the facility. • Improved disabled access.
Completion date (work completed):	1 October 2010.
Completion date (final payment):	6 June 2011.
Projected date for post implementation review:	October 2011.
Final cost:	£88,679
Performance against National and Local Priorities and Targets:	The scheme has achieved the outcomes highlighted by providing facility improvements and increasing accessibility.
Budget performance / Value for money:	Scheme delivered in line with revised budget. Additional costs (£15,000) over original estimate related to tiling of the shower floors, guttering and down pipe renewal, asbestos works and minor works to the part of the building occupied by KCC delivering the ground maintenance contract. Additional budget provision funded by virement..
Other performance / procurement issues:	None.
Ongoing / Outstanding issues:	None.

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

9 December 2013

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 PUBLIC OPEN SPACES - ACCESS AUDITS

Summary

This report brings forward Access Audits undertaken at Tonbridge Cemetery, Tonbridge Racecourse Sportsground and Tonbridge Farm Sportsground.

1.1 Background

1.1.1 The Equality Act, which incorporates the Disability Discrimination Act 1995, came into force in October 2010, and Members will be aware that the Act places a duty on service providers to make 'reasonable adjustments' to overcome physical barriers to access.

1.1.2 The Council has responded proactively to this legislation and, with regard to Outdoor Leisure, is progressing Access Audits of its five principal public open spaces on a regular basis. The most recent audits undertaken are:

- Tonbridge Cemetery (December 2012)
- Tonbridge Racecourse Sportsground (June 2013)
- Tonbridge Farm Sportsground (September 2013)

1.1.3 Previous Access Audits were undertaken in liaison with the Tonbridge & Malling Access Group. This group has, however, disbanded, and the audits brought forward in this report have been undertaken by the Council's Senior Building Control Surveyor.

1.2 Audit Reports

1.2.1 Inspections were undertaken of all sites and a full copy of all three Audits can be found at **[Annexes 1-3]**. The Audits highlighted that, in general, facilities were good with no immediate works required.

- 1.2.2 Each Audit highlights a number of suggestions for site improvements and it is proposed that these be progressed on a priority basis as funding is identified.
- 1.2.3 With regard to the Tonbridge Cemetery Audit, a number of improvements have already been implemented and include resurfacing of the main path through the site, clearing of moss and “marking” of the central shelter.

1.3 Legal Implications

- 1.3.1 The Council has a legal duty to make ‘reasonable adjustments’ to services under the Equality Act. If the Council fails to comply with this duty the Equality and Human Rights Commission can serve a Compliance Notice on the Council. Failure to meet the terms of such a Notice can lead to the Commission obtaining an Order from the Courts requiring compliance.

1.4 Financial and Value for Money Considerations

- 1.4.1 Actions will be implemented through existing capital and revenue budgets on a priority basis, although other external funding sources may be required to fully deliver all identified improvements.

1.5 Risk Assessment

- 1.5.1 The Council runs the risk of being challenged under the Equality Act if reasonable adjustments to services are not planned/offered to the public.

1.6 Policy Considerations

- 1.6.1 Community, Equalities/Diversity, Asset Management.

1.7 Recommendation

- 1.7.1 It is, therefore, **RECOMMENDED TO CABINET** that:
- 1) the Access Audits for Tonbridge Cemetery [**Annex 1**], Tonbridge Racecourse Sportsground [**Annex 2**] and Tonbridge Farm Sportsground [**Annex 3**] be noted;
 - 2) suggestions within the Access Audits shown at [**Annexes 1-3**] be progressed on a priority basis as funding is identified; and
 - 3) Access Audits of Tonbridge Castle Grounds be undertaken in 2014, Haysden Country Park in 2015 and Leybourne Lakes Country Park in 2016.

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

Background papers:

contact: Michael Harris

Nil

Robert Styles
Director of Street Scene and Leisure

Maria Heslop, Cabinet Member for Leisure,
Youth and Arts

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Access Audit REPORT

Tonbridge Cemetery

December 2012



A Report to: John Dicker – Planning Transportation and Leisure

Date: 11/12/ 2012

Project No: Access Audit 2012/01

Issue No: 1

Document Reference: TMBC_BC_AA_2012_01

Page: 1

Prepared by:	Duncan White (For and on behalf of TMBC Building Control)
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Visit to Tonbridge Cemetery

04 December 2012.

By Duncan White (Building Control), and John Dicker (Leisure)

Area or Building	Problem	Suggestion / Solution / Action
Footpaths	Uneven surfaces where tree roots have grown under the paths, or the path has deteriorated. Both causing a trip hazard for the visually impaired, and for wheelchair users.	Repair or resurface the paths as necessary. Consider removal of trees, but be aware that this may cause collapse of the path as the roots die away. Build up path to ramp over the root, but be careful not to create localised steep ramps.
Footpaths	Large areas of moss and debris creating a slippery surface and a hazard for the ambulant disabled.	Clear moss and keep paths swept clear
Footpaths	Grass and mud creeping onto footpath resulting in the edge of the path becoming indistinct for the visually impaired. Creating a slippery surface and a hazard for the ambulant disabled.	Edges to be kept distinct. Having clear edges helps the visually impaired identify where the path is.
Footpath	There is a clear "desire line" from the access point from Darenth Avenue to the central tarmac path. Currently this is an uneven grass/mud path which is unusable by wheelchair users and the ambulant disabled. To get the same point by existing path would mean going a couple of hundred meters up and back down existing paths	Lay a firm, level, and slip resistant path at least 1500mm wide, with a cross-fall of no more than 1:40, from the edge of the existing drive to the path. At the drive end tactile paving should be used.
Seating to the central "shelter"	Seats difficult to get up from where there are no arm rests.	Seats to have arm-rests to assist getting on and off the seat
Seating	Many seats are quite close to tarmac surfaced paths, however it is necessary to walk across grass, some of which is soft or uneven as a result of tree roots.	Level and firm access to the fixed seating from the footpaths.

Seating	Inadequate access to fixed seating (see item above). Also there is no space adjacent to the seat for a wheelchair or pushchair	Provide a level and firm space to the end or in front of the seat so that a wheelchair or pushchair can be accommodated.
Central Shelter	The shelter is on a level surface and the path slopes around it resulting in a step off at the bottom and onto the surface at the top. The step at top and bottom is less than 300mm and there is no handrail around the step. This is a hazard.	Alternatives that could be considered are the provision of a guard rail around the level area, or, clear well maintained markings at the edge all the way around.
Chapel	Raise indoor mat well to reduce trip/step hazard.	Place a piece of ply or wood under the mat to reduce the step down into the mat well and the step back up to the threshold. A shallow gradient fillet could also be considered.
Graveside	Only grass access to graves and memorials. This prevents access for wheelchair users when the area is wet.	Consider the purchase of a lightweight roll out path. Eg, http://www.allabouttramps.co.uk/Ramp+Stytle/Folding++Roll-Up+Ramps/Rollout+Trackway_RA0003.htm to assist wheelchair users. Other safety assessments should be carried out before its use – considering the slope; the cross fall of the mat; width of mat; undulating surface underneath etc.

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Access Audit REPORT

Tonbridge Racecourse Sportsground

June 2013



A Report to: John Dicker – Planning Transportation and Leisure
For TMBC use only

Date: 17 July 2013

Project No: Access Audit 2013/01

Issue No: 1

Document Reference: TMBC_BC_AA_2013_01

Page: 1

Prepared by:	Duncan White (For and on behalf of TMBC Building Control)
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Visit to Tonbridge Sportsground

21 June 2013.

By Duncan White (Building Control), and John Dicker (Leisure)

Area or Building	Problem	Suggestion / Solution / Action
Footpaths	Uneven surfaces where tree roots have grown under the paths, or the path has deteriorated. Both causing a trip hazard for the visually impaired, and for wheelchair users.	<p>Repair or resurface the paths as necessary. Consider removal of trees, but be aware that this may cause collapse of the path as the roots die away.</p> <p>Build up path to ramp over the root, but be careful not to create localised steep ramps.</p>
Seating	A good variety of seats adjacent to paths is provided. Some are isolated from the path. No wheelchair or pushchair spaces adjacent to ends of seats.	<p>Ensure that 75% of all seats are either adjacent to the path or linked to the path by a hard surfaced path at least 760mm wide.</p> <p>Where new seats are installed, provide a hard surface space at one end of the seat, of sufficient size for a wheelchair user to manoeuvre and park. A hard surfaced path at least 760mm wide should be provided if the seat is not adjacent to the main path.</p> <p>The space provided should allow for a turning circle of 1500mm, which may include the path, but have a minimum size of 760mm x 1200mm. The longer dimension should be perpendicular to the path.</p> <p>It is recommended that a number of the existing seating areas are improved to a similar standard. The number of adapted wheelchair provisions of existing seating should be not less than 20% after 3 years.</p>
Play area	Generally good facilities allowing use by everyone. Limited access to play equipment for a wheelchair user.	Provision is not expressly required for disabled children to access the play equipment, however consideration should be given to providing a hard surface path 760mm wide to each item from the main footpath so that a parent/carer in a wheelchair can be part of the experience.

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Access Audit REPORT

Tonbridge Farm Sportsground Darenth Avenue

September 2013



A Report to: John Dicker – Planning Transportation and
Leisure
For TMBC use only

Date: 17 Sept 2013

Project No: Access Audit 2013/02

Issue No: 1

Document Reference: TMBC_BC_AA_2013_02

Page: 1

Prepared by:	Duncan White (For and on behalf of TMBC Building Control)
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Visit to Tonbridge Sportsground

16 September 2013.

By Duncan White (Building Control)

Area or Building	Problem	Suggestion / Solution / Action
Footpaths	No Comments	
Seating	<ol style="list-style-type: none"> 1. A good variety of seats adjacent to paths are provided. Some are isolated from the path. No wheelchair or pushchair spaces adjacent to ends of seats, other than picnic benches. 2. There are a very limited number of seats in the play area, including the enclosed sports areas, that have a back, and none that have arm supports. In the playing fields all the seats have back rests but only one has arm rests to support and assist in getting up and down from the seat. 	<ol style="list-style-type: none"> 1. No additional seating is required across the site, but where new seating is to be installed, consideration should be given to ensuring wheelchair access is provided to and adjacent to the fixed seating. When new seats are installed, provide a hard surface space at one end of the seat, of sufficient size for a wheelchair user to manoeuvre and park. The space provided should allow for a turning circle of 1500mm, which may include the path, but have a minimum size of 760mm x 1200mm. The longer dimension should be perpendicular to the path. A hard surfaced path at least 760mm wide should be provided if the seat is not adjacent to a main path. It is recommended that 20% of the overall provision of seating should be accessible. 2. Consideration given to adapting or replacing existing seats to provide suitable supports, and new seating should include back and arm support.
Play area	Generally good facilities allowing use by everyone. Access to a few items play equipment for a wheelchair user is limited.	Provision is not expressly required for disabled children to access the play equipment, however consideration should be given to providing a hard surface path 760mm wide to each play item from the main footpath so that a parent/carer in a wheelchair can be part of the experience.

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

9 December 2013

Report of the Director of Street Scene and Leisure

Part 1- Public

Matters for Information

1 MUSIC AT MALLING

Summary

The report provides feedback to Members on this year's Festival.

1.1 Background

1.1.1 Now in its third year, Music at Malling is a Festival which features outstanding musicians in historic venues in and around West Malling. The Festival promotes the work of contemporary composers alongside the classics and engages the community with the highest quality of creative work in a series of concerts, talks, education and outreach events. Some events are free, whilst others are ticketed.

1.1.2 Established in 2011, the Festival idea came from Thomas Kemp, who grew up in West Malling and now works as a conductor and violinist. Thomas Kemp has gone on to become one of Britain's leading musicians. A highly acclaimed artist, his dynamic commitment and virtuosic performances combined with innovative and ground-breaking programming have received wide-spread critical praise. He has worked worldwide as a concertmaster and chamber musician.

1.1.3 Thomas Kemp continues to be a key part of the event as part of the Organising Committee, together with David Kemp, Alan Gibbins and Nick Crutchfield.

1.1.4 Part of the concept of Music at Malling is to bring internationally renowned musicians to the local community. By doing so, this enables residents to experience professional, high quality performances on their door step. Working with school children is also a key priority of the organisers and it is their aim to encourage young people to become inspired by their involvement in the Festival and develop new skills.

1.2 2013 Festival

1.2.1 This year's Festival was launched in June with a 'Summer Serenade' concert performed by Chamber Domaine at St Mary's Church. The main event took place from Thursday 26 – Sunday 29 September and celebrated the centenary of

Benjamin Britten with works by the composer himself and by the composers who he championed as a performer.

- 1.2.2 New for this year was the collaboration of Chamber Domaine with dancers from the English National Ballet for an education project based on Stravinsky's 'The Soldier's Tale'. Musicians worked with pupils in local schools and combined music, movement, creative writing and art workshops, culminating in three school concerts on the opening day of the Festival. Children from the following schools took part in the performances:

More Park School, Discovery School, St James the Great, Ightham School, St George's (Wrotham), Snodland CEP, St Katherine's School, Snodland, Collier Street School, Vigo School, Trottiscliffe School, Borough Green CEP, Watlington CE Primary, Offham School and Hilden Oaks School.

- 1.2.3 Other performances included The Sacconi Quartet, an evening of jazz by James Pearson and the Ronnie Scott's All Stars, cellist Richard Harwood and clarinettist Mark Simpson who has won both the BBC Young Composer and Young Musician of the Year awards. In addition, the celebrated local artist, Graham Clarke exhibited his paintings and gave a talk about his work as part of the Festival.
- 1.2.4 Master classes were introduced for the first time this year and involved talented instrumentalists from across the country. The master classes gave budding musicians free lessons with leading professional musicians. Around 30 young people took part in these sessions.
- 1.2.5 Venues that hosted Music at Malling performances included Pilsdon Barn, All Saint's Church, Birling, and St Lawrence's Church, Mereworth,
- 1.2.6 Organisers have confirmed that audience numbers were more than 600 up on last year's Festival with over 2,000 people attending nine events. The Mayor, Leader and Cabinet Member for Leisure, Youth & Arts attended a number of events during the Festival.

1.3 Marketing

- 1.3.1 This year's event received extensive coverage in the Kent Messenger, The Gramophone (feature), International Artist manager magazine (feature), The Oracle and BBC Radio 3. BBC South East News and ITV Meridian News also covered the event. Event organisers also established a website www.musicatmalling.com to help promote the event to a wider audience.

1.4 Sponsorship

- 1.4.1 Many local businesses and organisations sponsored this year's event including Whitehead Monckton, Brookline Coaches, West Malling Rotary and Lions Club, West Malling Parish Council, Tonbridge & Malling Borough Council, Kent County

Council, Malling Memorial Institute and Soundhub for Kent. 25 companies also took adverts in the Festival programme.

1.5 Council Support to Music at Malling

1.5.1 As well as providing financial support and Officer time, Tonbridge Gateway provided the box office facility for the Festival. The Council's print room assisted with the production of marketing material.

1.6 The Way Forward

1.6.1 It is understood that following the success of this year's event, Festival organisers intend to deliver the event again in 2014. A fundraising function will be held in February to help contribute to costs of running the event.

1.7 Legal Implications

1.7.1 None.

1.8 Financial and Value for Money Considerations

1.8.1 The Council's financial support of £1,000 is funded from within the arts programme revenue budget.

1.9 Risk Assessment

1.9.1 Event organisers are responsible for producing their own risk assessments and other relevant health and safety documentation with support available from Council Officers.

1.10 Policy Considerations

1.10.1 Community, Healthy Lifestyles, Customer Contact.

Background papers:

contact: Lyndsey Bennett

Nil

Robert Styles

Director of Street Scene and Leisure

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

9 December 2013

Report of the Director of Street Scene & Leisure

Part 1- Public

Matters for Information

1 CHILDREN AND YOUNG PEOPLE UPDATE

Summary

This report updates Members on key areas of the Children and Young People work programme, including Activate, the Summer Playscheme, the Y2 Crew programme, the Local Children's Trust Board, Every Day Matters: Kent's Multi-agency Strategic Plan for Children and Young People 2013–2016 and the Youth Forum.

1.1 Activate

1.1.1 The 2014 Easter Activate programme will run from Monday, 7 April to Thursday 17 April and will offer young people aged 8-16 the chance to try out a range of more unusual activities. The programme will again be split into four categories to make it easier for parents and young people to find the activities that they would like to do. Outdoor activities will include windsurfing, kayaking, junior rangers and the bike fun day. Sports will range from fencing and dodgeball to trampolining. Creative arts will include djing and music technology as well as magic and special effects and character make-up workshops. Emergency first aid and cookery will form part of the Council's Life skills option.

1.1.2 Art in the Park, cheerleading and website/game design will also be on the programme this Easter with additional activities also being offered in partnership with Rock UK, Carrot Wood. These will include abseiling, geo-caching, team task day, pedal karting, archery, rafting, bushcraft, high ropes, bmxing and climbing, with Leisure Pass discounts offered on all courses allowing Fair Access to All. Building on the success of the Summer Production of Oliver an extended performing arts programme will also be on the agenda for 2014 starting with an Easter Drama and Presenting Workshop. The workshop will conclude with a performance of Bugsy Malone on the Friday afternoon allowing the young people to showcase the skills that they will have developed, as well as developing their confidence, self-esteem and experience of delivering to an audience.

- 1.1.3 The Easter Activate brochures will be distributed towards the end of February 2014, 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 2014 Playscheme will run for three weeks from Monday, 4 August to Friday, 22 August 2014 at 13 venues across the borough, catering for children between 4 and 11 years. Members will be aware that this Council funds two weeks of the Playscheme, with contributions for one week being provided by Parish/Town Councils. Letters have 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 all formally confirmed their availability to operate these venues once again in 2014.
- 1.2.3 Letters have now been sent to all staff that worked on the 2013 Playscheme to formally invite them to return in 2014. 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 2014 scheme will operate from Monday, 28 July to Friday, 22 August and, subject to funding, will include trips, courses and activity days (including accredited courses where possible) with a number of key agencies offering information, advice and guidance throughout. Building on the success of the partnership with Ridgeview, a special school for children with profound, severe and complex learning difficulties, the Y2 Crew programme will again aim to ensure its inclusiveness 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 2014 programme.

1.4 Local Children's Trust Board

- 1.4.1 The Local Children's Trust Board has worked as part of the Kent Children and Young People's Joint Commissioning Board whose principal function is to improve outcomes for children pre-birth to 19 years (24 for Looked After Children and disabled young people), through the effective commissioning of services in partnership with a range of agencies, ensuring resources are prioritised according to need and where they achieve the most impact.

- 1.4.2 In April 2013 the Kent Health and Wellbeing Board was established by the Health and Social Care Act 2012 and was set up to lead on work to improve the health and wellbeing of the people of Kent through joined up commissioning across the NHS, social care, public health and other services. Since then the Board has established a series of sub-committees known as local health and wellbeing boards whose principal function is to advise on the development of Clinical Commissioning Group level integrated commissioning strategies and plans, ensure effective local engagement and monitor local outcomes.
- 1.4.3 As part of the new structure the existing 12 Local Children's Trust Board model will be discontinued. The 7 Clinical Commissioning Group (CCGs) Health and Wellbeing Boards will adopt new responsibilities for the welfare of children and young people. At the district level, Children's Operation Groups will be created with one of its members represented on the Health and Wellbeing Board to ensure effective linkages between the two groups. The purpose of the Children's Operational Group will be to ensure effective child and family centred local engagement by partners, promote collaboration between organisations with the aim of improving the wellbeing of all children through the effective implementation of strategies, planning, joined up commissioning and effective service delivery. Any local issues of concern, including views about how services operate on the ground, will be referred to the West Kent CCG Health & Wellbeing Board.
- 1.4.4 The last meeting of the Tonbridge & Malling Local Children's Trust Board took place on 12 September at the Council Offices in Kings Hill. Topics included the future development of the Local Children's Trust Boards and the move towards the Children's Operational Group, the shaping of the future Children's Centres and an update on the Family Focus (Troubled Families) Programme. The minutes of the meeting can be found at http://www.kenttrustweb.org.uk/kct/lctb_tonbridge_malling_meetings.cfm
- 1.5 Every Day Matters: Kent's Multi-agency Strategic Plan for Children and Young People 2013 – 2016**
- 1.5.1 Introduced by the Kent Health and Wellbeing Board and Children and Young People's Joint Commissioning Board Every Day Matters: Kent's Multi-agency Strategic Plan for Children and Young People 2013-2016, is the overarching plan that informs partner organisations that operate in the children's services arena. It aims to bring organisations from the public, private and voluntary sectors together to deliver seamlessly integrated services and the best possible outcomes for all children and young people in Kent.
- 1.5.2 The overall four outcomes at the heart of Kent's integrated children's services are to keep all children and young people safe, promote the health and wellbeing of all children and young people, raise the educational achievement of all children and young people and equip all young people to take a positive role in their community.

1.5.3 The agreed five priorities during the period of the strategic plan cover the following key areas:

- safeguarding and protection
- early help, prevention and intervention
- learning and achievement
- community ambition, health and wellbeing, and
- better use of resources

1.5.4 Every Day Matters details where Kent is now, where it needs to be in the future, and what needs to happen so that every child and young person is able to reach their full potential in life, whatever their background. The full policy document can be found at
http://kent.gov.uk/your_council/priorities,_policies_and_plans/priorities_and_plans/social_care_and_health/every_day_matters.aspx

1.6 Youth Forum

1.6.1 The TM Youth Forum is a panel of young people between the ages of 11-18 representing the views of young people who live in the area of Tonbridge & Malling. The objectives are to provide a forum for discussion on the issues that concern young people, to involve young people in the development of the Council's youth programme and to create a positive image of young people within Tonbridge & Malling.

1.6.2 The Youth Forum has recently undergone elections with the following key positions appointed:

- Chair: Dillon Lancaster
- Vice Chair: Zoë Poole

1.6.3 This winter, the TM Youth Forum plan to start work in partnership with ITV fixers who funded by the Big Lottery, help young people take on any issues that matter to them and help them find a creative way to do something about it and make a positive change to their communities and the world around them. Members are currently encouraging other young people to come along to the next meeting of the forum to start work on this project and explore what matters to young people.

1.7 Legal Implications

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

1.8 Financial and Value for Money Considerations

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

1.9 Risk Assessment

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

1.10 Policy Considerations

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

Background papers:

contact: Stephen Gregg

Nil

Robert Styles

Director of Street Scene and Leisure

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TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

9 December 2013

Report of the Director of Street Scene & Leisure

Part 1- Public

Matters for Information

1 ACTIVE PEOPLE SURVEY RESULTS

Summary

This report details the results of the latest Active People Survey undertaken by Sport England, which focuses on sports participation rates.

1.1 The Survey

1.1.1 The first national Active People Survey, funded by the Government, was undertaken by Ipsos MORI on behalf of Sport England, between October 2005 and October 2006. This was then followed by a second survey between October 2007 and October 2008 and has continued annually since then. The latest results cover the six month period from October 2012 to March 2013. The results for the remaining two quarters to September 2013 will be released in December.

1.1.2 The survey results are an important indicator for sport and active recreation, defined by the Government as *“the percentage of the adult population participating in sport and active recreation, at moderate intensity, for at least 30 minutes on at least 12 days out of the last four weeks (equivalent to 30 minutes on three or more days a week)”*.

1.2 Survey Results

Detailed below is a table showing the latest results of the survey (showing two quarters) and a comparison with other districts in Kent, together with a comparison with the first survey undertaken in 2005/06 (APS 1)

District	APS7 Q2	% change since APS1
Canterbury	28.3%	+ 7.7%
Sevenoaks	27.7%	+4.6%
Tonbridge & Malling	27.5%	+7%
Maidstone	24.9%	+2.6%
Gravesham	23.3%	+ 5.7%
Tunbridge Wells	22.8%	-0.9%
Ashford	22.7%	+ 0.8%

District	APS7 Q2	% change since APS1
Kent	22.6%	-2.5%
Swale	20.9%	+ 1.7%
Shepway	20.8%	+ 1.3%
Thanet	20.3%	+ 2.3%
Dover	19.9%	-0.7%
Dartford	19.0%	+ 1.2%

- 1.2.1 Members will be pleased to note that Tonbridge and Malling has the second highest adult participation rates in West Kent and the third highest in the county.
- 1.2.2 In addition, the results show an increase of 7% since the first survey in 2005, which is the second highest in the county.
- 1.2.3 If Members wish to see more details on the surveys and results a useful tool for analysing all the data is available through the Sport England website www.sportengland.org

1.3 Legal Implications

- 1.3.1 None.

1.4 Financial and Value for Money Considerations

- 1.4.1 The Active Sport Survey is funded in full by the Government, with the results made available electronically free of charge by Sport England.

1.5 Risk Assessment

- 1.5.1 None.

1.6 Policy Considerations

- 1.6.1 Community, Healthy Lifestyles

Background papers:

contact: Stephen Gregg

Nil

Robert Styles
Director of Street Scene and Leisure

TONBRIDGE & MALLING BOROUGH COUNCIL

LEISURE and ARTS ADVISORY BOARD

9 December 2013

Report of the Director of Street Scene and Leisure

Part 1- Public

Matters for Information

1 CAPITAL PLAN SCHEMES

Summary

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

1.1 Introduction

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

1.2 Financial and Value for Money Considerations

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

1.3 Legal Implications

- 1.3.1 None.

1.4 Risk Assessment

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

1.5 Policy Considerations

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

Background papers:

contact: Darren Lanes

Nil

Robert Styles

Director of Street Scene & Leisure

**CAPITAL PLAN PROGRESS
LEISURE & ARTS ADVISORY BOARD – MONDAY, 9 DECEMBER 2013**

	Corporate aims & priorities	Expenditure to 31.03.13 £'000	2013/2014 Estimate £'000	2014/2019 Estimate £'000	Estimated Scheme Total £'000	Notes
<u>Tonbridge Swimming Pool</u>						
(a) Car Park Improvements/Extension	1j, 2e, 2f, 7f		75		75	Improvement and extension of Lower Castle Field car park to provide additional spaces to meet demand at peak times. Negotiations progressing with required land transfer and scheme being developed.
<u>Sportsgrounds</u>						
(a) Tonbridge Racecourse Sportsground						
(i) Bridge Renewal/Repair	7a, 7d, 7e, 8a (key) 8B	19	76		95	Replacement of existing steel bridge serving the Sportsground from Avebury Avenue with a timber bridge. Original budget increased by £20,000 by way of a virement from the underspend on the PWGC Maintenance Building Refurbishment scheme to meet additional costs relating to structural works to the bridge abutments. Power cables on the bridge have now been severed allowing the site investigation for bridge abutments to be undertaken. The scheme details will now be finalised to allow construction to take place once the Environment Agency has completed improvements to Bewleys Weir.
(ii) Improvement works Phase 2 Less contribution from developers	1a, 1c, 7a, 8a, 18a		65 (65)		65 (65)	Upgrade of kiosk to provide an enhanced level of catering including hot and cold food/drinks. Project to proceed once developer contribution monies secured.

	Corporate aims & priorities	Expenditure to 31.03.13 £'000	2013/2014 Estimate £'000	2014/2019 Estimate £'000	Estimated Scheme Total £'000	Notes
Sportsgrounds (continued)						
(iii) Flood Lighting Less Grants and contributions.	7g, 11a, 7a, 7c, 7d, 10a	6 (6)	14 (14)		20 (20)	To floodlight the existing youth facilities at Tonbridge Racecourse Sportsground, extending usage through the winter months. Facilities include the skate park, ball court and tennis courts. Lighting installed and operational around skate park area.
Open Space						
(a) Purchase of Quarry Hill Wood	7e, 8a (key)	14	1		15	Purchase of land from KCC completed. Works to trees, fences and other health and safety issues progressing.
(b) Larkfield Recreation Ground Play Improvements	3e, 7a, 7c, 7f, 10a (key), 11a	10	15		25	Contribution to East Malling & Larkfield Parish Council for improved play facilities including provision of new skatepark for teenagers. Approved at October 2010 meeting of Cabinet. Scheme completed.
(c) Public Open Spaces Site Phase 1 Improvements Less Developer Contribution	7g (key), 8a (key), 13b (key)	66 (66)	33 (33)		99 (99)	Improvements to Scotchers Field, Tonbridge and Leybourne Lakes Country Park to address anti-social behaviour, health and safety, access and issues raised by local residents. Works to Scotchers Field including Play Area improvements, installation of new "goal end" and landscaping completed. Works at Leybourne Lakes progressing.
(d) Public Open Spaces Site Improvements Phase 2 Less Developer Contribution	3e, 7a, 7b, 7 c, 7d, 7g, 8a, 8b, 11a, 18a	8 (8)	61 (61)		69 (69)	Improvements to a number of open spaces in Tonbridge including St Philips Church, Frogsbridge, Woodlands Walk and Brungers Pond. Installation of new play equipment at Frogsbridge complete. Works on other sites progressing.

	Corporate aims & priorities	Expenditure to 31.03.13 £'000	2013/2014 Estimate £'000	2014/2019 Estimate £'000	Estimated Scheme Total £'000	Notes
Other Schemes						
(a) Tonbridge Cemetery						
(i) Memorial Safety	7d	78	18		96	Additional works required to repair tombs in 2011/12 met by a virement of £3,000 from Capital Grants to Organisations. Provision in 2013/14 based on Local Government Ombudsman's recommendations to inspect memorials every five years. Inspections and resulting repairs progressed.
(ii) Path Improvements Less Developer contribution	7c,7d,7e, 8a,8b		15 (12)		15 (12)	Improve condition of paths and prevent future health and safety issues. Scheme completed.
(iii) Memorial Garden Vaults	1g,1j		35		35	Provision of additional vaults to meet demand. Phase 1 works completed.
(iv) Memorial Garden Improvement	3b (key), 8a (key), 10a (key)	29	100		129	Contribution to refurbishment scheme to meet the needs for the annual Remembrance Sunday Service and general use as an area for quiet contemplation. Scheme progressing in liaison with the Tonbridge Memorial Garden Trust and is due for completion in spring/summer 2014. Total cost of the scheme estimated at £250,000 with other external funding secured by the Trust.
(a) Community Group Funding	7b, 7c, 7d, 8a (key)	n/a	8	40	48	Core funding for community groups to undertake capital projects at a number of outdoor leisure facilities/areas where user groups are actively involved in the management of the Council's facilities. Including Tonbridge Allotments and Gardens Association, Platt Wood and Basted Mill groups.

	Corporate aims & priorities	Expenditure to 31.03.13 £'000	2013/2014 Estimate £'000	2014/2019 Estimate £'000	Estimated Scheme Total £'000	Notes
Capital Renewals						
Capital Renewals	7b, 7d, 18a					
(a) Angel Centre		N/A	48	507	555	} Provision for renewal of life-expired or obsolete assets. Renewals schedule subject to annual review.
(b) Larkfield Leisure Centre		N/A	120	664	784	
(c) Tonbridge Swimming Pool		N/A	78	253	331	
(d) Sportsgrounds and Open Spaces		N/A	177	568	745	
(e) Poult Wood Golf Centre						} Provision for renewal of life-expired or obsolete assets. Renewals schedule subject to annual review.
Clubhouse		N/A	35	117	152	
Grounds Maintenance		N/A	2	251	253	
Course		N/A	24	63	87	
Provision for inflation savings target		N/A	(88)	(294)	(382)	To ensure the MTF5 and hence predictions of revenue budget savings are as accurate as possible, renewals provisions now have an uplift for inflation. However, it has also been recognised that renewals estimates tend to be pessimistic (ie assets last longer in practice than the life assumed in the estimates). To avoid overstating the revenue savings target, it has been assumed that renewals provisions will be underspent by 10% per annum.

	Corporate aims & priorities	Expenditure to 31.03.13 £'000	2013/2014 Estimate £'000	2014/2019 Estimate £'000	Estimated Scheme Total £'000	Notes
Capital Grants						
(a) Capital Grants to Organisations	7b, 7d, 7e, 8a (key), 10a (key), 11a (key), 14a					
Committed						
2003/04 - 2008/09 schemes		395	25		420	To enable the provision of local community leisure facilities and opportunities, including schemes identified by parish councils, in the Leisure & Arts Strategy. May help to unlock funding from other bodies, particularly the National Lottery. 2009/10 and subsequent years provisions deleted during 2008/09 Capital Plan Review. Virement of £11,000 to Tonbridge Farm Sportsground Pavilion Refurbishment and £3,000 to Memorial Safety agreed by Management Team under delegated authority. Likely spend against remaining budget to be reviewed.
- Plaques		3			3	Presented on the completion of a project for display to acknowledge the contribution made by the Borough Council.
Total		548	752	2,169	3,469	

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