



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
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13 June 2018

To: MEMBERS OF THE OVERVIEW AND SCRUTINY COMMITTEE
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Overview and Scrutiny Committee to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Thursday, 21st June, 2018 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

PART 1 - PUBLIC

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The report presents a review of the Council's approach to youth engagement, sports and events development and makes a number of suggestions for future delivery, together with potential associated savings.

Decisions to be taken by the Committee

6. Provision of Public Conveniences - Scoping Report 57 - 66

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7. Urgent Items 67 - 68

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9. Urgent Items 71 - 72

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 A K Sullivan (Chairman)

Cllr Mrs A S Oakley (Vice-Chairman) and Cllr F G Tombolis (Vice-Chairman)

Cllr Mrs J A Anderson

Cllr M C Base

Cllr P F Bolt

Cllr J L Botten

Cllr R W Dalton

Cllr S R J Jessel

Cllr D Keers

Cllr Mrs F A Kemp

Cllr Mrs S L Luck

Cllr M R Rhodes

Cllr Miss S O Shrubsole

Cllr Ms S V Spence

Cllr M Taylor

Cllr Miss G E Thomas

Cllr T C Walker

Mr P J Drury

Mr D Still

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Apologies for absence

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

Thursday, 24th May, 2018

Present: Cllr A K Sullivan (Chairman), Cllr Mrs A S Oakley (Vice-Chairman), Cllr F G Tombolis (Vice-Chairman), Cllr Mrs J A Anderson, Cllr M C Base, Cllr P F Bolt, Cllr J L Botten, Cllr R W Dalton, Cllr Mrs F A Kemp, Cllr M R Rhodes, Cllr M Taylor, Cllr Miss G E Thomas, Cllr T C Walker and Mr D Still (co-opted Member).

Councillors O C Baldock, Mrs P A Bates, M A Coffin, N J Heslop, D Lettington and P J Montague were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors D Keers, Mrs S L Luck, Miss S O Shrubsole and Mr P J Drury

PART 1 - PUBLIC

OS 18/13 DECLARATIONS OF INTEREST

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

OS 18/14 MINUTES

RESOLVED: That the Minutes of the meeting of the Overview and Scrutiny Committee held on 19 April 2018 be approved as a correct record and signed by the Chairman.

OS 18/15 APPOINTMENT OF CO-OPTED MEMBERS

RESOLVED: That pursuant to Article 6.05 of the Council's Constitution Mr P Drury and Mr D Still be co-opted to the Overview and Scrutiny Committee for the current municipal year.

DECISIONS TO BE TAKEN BY THE COMMITTEE

OS 18/16 REVIEW OF YOUTH ENGAGEMENT, SPORTS AND EVENTS DEVELOPMENT - SCOPING REPORT

The report of the Chief Executive established the parameters for the forthcoming review of Youth, Sports and Events Development for consideration.

It was reported that the three elements of the proposed review would cover services currently delivered by the Leisure Development Team

and would focus on engagement with young people and supporting leisure opportunities for them; developing, promoting, enabling and delivering sport and physical activities for residents within the Borough and how local and community events were delivered and supported.

Any risks associated with changes to the current service delivery arrangements would be identified in the report to the Overview and Scrutiny Committee in June.

Members welcomed the scope of the review and identified a number of areas to be explored further, with particular emphasis on value for money, duplication of services between organisations and the impact on social health and wellbeing. In addition, it was suggested that Kent Police be invited to comment on potential implications related to the Crime and Disorder Policy.

Finally, it was recognised that the review of these services would be borough wide and that all services provided should be for the benefit of all residents within the Borough.

RESOLVED: That the scope of the review of Youth, Sports and Events Development, as set out in the report, be endorsed.

MATTERS FOR CONSIDERATION IN PRIVATE

OS 18/17 EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

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

PART 2 - PRIVATE

OS 18/18 REVIEW OF GIBSON BUILDING, KINGS HILL

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

The report of the Director of Central Services and Monitoring Officer provided an update on the review of the future use of the Borough Council's offices at Gibson Drive, Kings Hill and presented options for further consideration.

Particular reference was made to a number of restrictions within the Borough Council's freehold title to the property which needed to be discussed further with Kent County Council.

Members recognised the significant challenges represented by all of the potential options identified and supported the need for further in-depth

investigations, especially related to the ability of the Borough Council to deliver efficiency savings given the restrictions on its freehold title.

RESOLVED: That

- (1) officers are authorised to pursue further discussions with Kent County Council with a view to determining the scope for amendment of the land transfer agreement dated 30 March 1990 and how this impacted upon the viability of the various options set out in the report; and
- (2) a further report be submitted to the Overview and Scrutiny Committee in either August or October 2018 on the outcome of the discussions set out in (1) above.

The meeting ended at 8.40 pm

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Any Executive Decisions which have been “called in”

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TONBRIDGE & MALLING BOROUGH COUNCIL
OVERVIEW & SCRUTINY ADVISORY COMMITTEE

21 June 2018

Report of the Director of Street Scene, Leisure & Technical Services

Part 1- Public

For Decision

1 REVIEW OF YOUTH ENGAGEMENT, SPORTS AND EVENTS DEVELOPMENT

This report presents a review of the Council's approach to youth engagement, sports and events development. If Members are minded to continue to provide these services the report also makes a number of suggestions for future delivery, together with potential associated savings.

1.1 Background

- 1.1.1 At the last meeting of this Committee Members agreed the scope for the review of these three discretionary Service areas. It was agreed that the review would need to assess what specific activities are funded by the allocated revenue budgets and decide whether these continue to provide value for money.
- 1.1.2 In addition, it was agreed by Members of the Committee that the review needed to explore partnership opportunities and ensure that duplication of service was not taking place within the Borough. Members also agreed that the report should demonstrate links to the Council's key priorities and the potential scope to generate external funding to help support those services and reduce overall costs. Furthermore, it was requested that the report highlights both primary and secondary income to ensure the full benefits of these services are shown.
- 1.1.3 In regard to the Youth Forum, Members requested further detail on the attendance/representation of the Forum and clarification on the Council's legal obligation under the Children's Act.
- 1.1.4 Members specifically requested attendance at the meeting of a Police representative to comment on the impact these services may have on crime reduction and I am pleased to advise that a representative will be attending the meeting on the night.
- 1.1.5 Members will be fully aware of the Council's need to make financial savings as detailed in the Savings & Transformation Strategy 2017/18 – 2020/21. All of the services outlined in this review are of a discretionary nature and it is therefore only right that they are the subject of close scrutiny. It is essential that if Members wish

to retain the services in the future they clearly contribute to the Council's strategic objectives, do not duplicate services provided by others and offer value for money.

1.2 Review

- 1.2.1 In order to assist Members in evaluating each Service area, attached at **Annexes 1-3** are detailed Service Appraisal templates for each Service area. Members will note that the templates outline the purpose of each Service, the current delivery arrangements, the allocation of resources and the partners involved. The template concludes with an assessment of value for money, associated risks and a suggested way forward including any potential associated savings for Members consideration.
- 1.2.2 In summary the templates highlight the following for each service area:-
- 1.2.3 **Events Development** – The Council's focus in this area is supporting and authorising local community events primarily those held on Borough Council land. In recent years the Council has stepped back from direct provision of events with such events now limited to the Tonbridge Remembrance and Armistice Services and the Medieval Fair at Tonbridge Castle.
- 1.2.4 This service area aims to strengthen community identity and pride, support local community events, increase income (through commercial activities and car parking) and support economic regeneration. With regard to the latter issue, whilst it is difficult to quantify secondary spend, the Council's Economic Regeneration Officer has advised on the benefits of local events predominantly in local coffee shops and food outlets and to a lesser extent on additional retail spend. Other benefits include the promotion of Council facilities encouraging return visits and additional income. A good recent example was the Food and Drink Festival at Tonbridge Castle. The event attracted approximately 3,000 people over the weekend, generated car parking income on the Saturday, enhanced spending within the Town and showcased the Castle as a visitor attraction and wedding venue.
- 1.2.5 As the service area is focussed on events on Council land it is not a direct duplication of services provided by others, however, it does mirror support offered by Parish/Town Council's to their local residents in respect to their respective land ownership.
- 1.2.6 As highlighted in the Scoping Report and shown at **Annex 1** direct budget provision in regard to this service area (excluding Staffing and Central, Departmental & Technical Support Services) is £26,800 with budgeted income of £5,000 and a net cost of £21,800. In 2017 this budget supported the provision of 73 community events and crudely this represents a cost of £298.63 per event. Attendance levels at events varies considerably though with attendance of larger events estimated up to and over 10,000, it is suggested that this represents excellent value for money. This does not take into consideration the additional

benefits of secondary spend highlighted at 1.2.4 above. Many of the events organised also raise significant funds for local charities.

- 1.2.7 Whilst it is acknowledged that many events supported by the Borough Council are within the Tonbridge area this reflects that the Council's primary event venue is Tonbridge Castle. This issue is, however, addressed through the allocation of Special Expenses as, with a total budget allocation of £63,650 for Events (including Staffing and Central, Departmental & Technical Support Services), £46,404 is currently allocated through Special Expenses. Events supported outside Tonbridge include Music at Malling, Heritage Open Days and a range of events at Leybourne Lakes Country Park.
- 1.2.8 **Annex 1** does identify a number of risks associated with the non-provision of this service area that will need to be taken into consideration though also highlights some opportunities for future delivery and potential budget savings.
- 1.2.9 In summary, it is considered that the current service provides good value for money and if Members are minded to continue to provide this service opportunities do exist to drive further income, reduce budget allocation and, therefore, reduce the net cost to the Council. The anticipated net saving to the Council is **£12,440** and is further detailed at **Annex 1**.
- 1.2.10 **Sports Development** – The purpose of the service area is developing, promoting, enabling and delivering sport and physical activities for residents across the borough. The primary aim is to support residents in a number of key areas, including physical health, mental wellbeing, individual development and social and community development through access to sport and activity.
- 1.2.11 To ensure this service is not duplicating provision provided by others, the Council adopts a partnership approach. This is primarily through liaison with Kent County Council's Kent Sports Partnership, the Tonbridge and Malling Leisure Trust and the Tonbridge Sports Association alongside many other organisations, schools, groups, clubs and individuals. This ensures a coordinated and efficient approach is adopted to provision. In specific regard to the KCC, Kevin Day, the Sport and Physical Activity Service Manager and Community Sport Partnership Director has provided the following comments:

"Local engagement with clubs and organisations is invaluable, as the CSP does not have the capacity to work locally across all clubs and organisations across the whole of Kent & Medway. In addition, the current local officer has insight and information (built up over a number of years) on the local clubs and other community assets that the CSP doesn't have."

"In addition, the work of the officers in Tonbridge & Malling in 2017-18 has also supported a sum of £54,369 being allocated to local projects and programmes in the area. This was the 3rd highest amount in the County and equated to 11.5% of funding allocated via Kent Sport. This indicates good engagement from local organisations, which would be less evident if Tonbridge & Malling BC did not have

a resource to provide information to local organisations on funding available. Given the part-time nature of the current resource this is significant and demonstrates the local value placed on this resource”

- 1.2.12 This area of the service also supports volunteers that are vital to the sports sector providing training, guidance and support. A good example of this is the establishment of four parkruns across the borough (two in Malling and two in Tonbridge) that are now entirely managed by volunteers and sees in excess of 1000 participants running every weekend of the year. The following quote has been received from the local parkrun Ambassador:-

“The Borough Council, and in particular Sports Development, have been incredibly supportive throughout the life of parkrun and have enabled the community to grow and flourish. Their support has materialised in many guises, including assisting in securing start-up funding, first aid courses for volunteers, health and safety advice and kit, support in arranging special events and acting as an intermediary if members of the public have an issue with parkrun”

- 1.2.13 Sport England’s most recent survey on volunteering to support sport and physical activity (at least twice in the last year (adults aged 16+)) place Tonbridge and Malling ranked third in Kent.
- 1.2.14 The success of the partnership approach is also reflected in latest data from Sport England on levels of Activity covering November 2016-17, showing that Tonbridge and Malling has the highest rate of active population in Kent at 66.8% active for 150 minutes or more a week. Tonbridge and Malling also has the lowest rate of inactive population in Kent at 19.9% doing less than 30 mins a week. The partnership approach also allows the Council to minimise the operational budget and direct and steer outside investment into the borough.
- 1.2.15 As highlighted at **Annex 2** the service has an operational budget of £5,000 with £3,000 of this allocated to the Kent Sport Partnership and the remaining £2,000 used to develop opportunities and assist in attracting additional investment into the borough. In 2017/18 £54,369 was invested in the borough through the Kent Sports Partnership (a return of over £18 for each £1 spent by the Borough Council) and £12,800 of other external funding was also achieved. With regard to the £3,000 Kent Sport Partnership contribution, this level of funding is also provided by all other Districts/Borough Council’s within Kent.
- 1.2.16 As highlighted with events above, sporting activities also have additional benefits to the local economy and generate additional car parking income for the Council. In regard to the latter, based on average attendances at parkruns at Leybourne Lakes (160.5) and Tonbridge (353) if 50% of those attending went by car, this would equate to an annual income of £16,939.00. This figure is a conservative estimate given that Tonbridge parkrun regularly has over 500 attendees, far exceeding the four year average.

1.2.17 Whilst it is difficult to quantify the numbers of residents that benefit from this service, by way of example the Tonbridge Sports Association represents over 5000 individual members, covering 20 different sports and over 50 local clubs. In recognition of the funding contribution made by this Council, the Kent Sport Partnership also supports clubs and individuals across the borough in a number of ways including:-

- 60 clubs supported through The Kent Sport Connect programme.
- 38 coaches supported.
- 84 borough residents accessing KCC's Free Access to National Sports People (FANS) Scheme (the scheme supports athletes competing at a national level).
- 224 individuals, representing 24 workplaces registered and supported by the 'Workplace Challenge' programme.
- 13 'Satellite Clubs' in the borough. These are extensions of community sports clubs which are established in a new venue specifically targeting the 11-25 age group.
- 311 individuals from the borough took part in the Kent School Games finals.

1.2.18 In summary, it is considered that the current service provides good value for money. If Members are minded to continue to provide this service, considering the minimal level of revenue budget it is not anticipated that any further savings could be achieved.

1.2.19 **Youth Engagement** – The focus of this service area is to develop and promote opportunities for young people and ensure young people in Tonbridge and Malling have a voice in, and can influence, decisions taken that affect them.

1.2.20 Akin to Sports Development, a partnership approach is taken rather than direct service provision to encourage investment and action in Tonbridge and Malling in the most effective way. This includes working with a number of partners as highlighted at **Annex 3** and attendance and involvement in groups such as the Local Children's Partnership Group and the Children's Centres District Advisory Board.

1.2.21 The Council has taken a step back from direct service provision and, following a previous Overview and Scrutiny Review, the Council discontinued its own holiday activities programme and now supports and signposts external providers, which has removed this previous duplication in this area of work. The previous review resulted in a £59,000 saving to the Council. Work continues to support external providers and signpost opportunities for our residents and in accordance with the previous Scrutiny Review is now focussed on those residents most in need within

the Borough, through the Council's Leisure Pass Scheme. As shown at **Annex 3** it is worth noting that £18,000 is allocated to support Leisure Pass Subsidy, Play scheme Plus and Marketing in accordance with recommendations from the previous Overview and Scrutiny Review. The programme also includes the Y2 Crew that provides diversionary activities in partnership with Kent County Council Integrated Youth Services. In 2017 there were 200 attendances by young people, including 35 young people using Leisure Passes.

1.2.22 With specific regard to direct youth engagement this is primarily undertaken through the Council's Youth Forum. The Forum meet on a quarterly basis and is made up of representatives from fifteen different schools. The Forum provides the opportunity to discuss and consult young people on a range of borough issues and this has included the Tonbridge Railway Station improvements, mental health issues, dementia awareness and electoral services.

1.2.23 The Forum also engage with the Police and are represented on the Independent Police Advisory Group (IPAG). Following recent work with the Youth Forum representatives the following comments were recorded:-

"Completed Young Persons survey which was completed by over 390 young people; fantastic!. This report will be escalated to Kent Police and County IPAG. A big thank you to the T&M IPAG Youth contingent who began the project which has proved to be a great success and to Tonbridge & Malling Borough Council for setting and escalating the survey monkey to young people across the borough and compiling the report."

1.2.24 The Chair of the Tonbridge and Malling Youth Forum also co-chairs the Kent County Council Youth Advisory Group (YAG) and ensures resources are targeted effectively within the Borough, issues are disseminated and discussed and that the views of young people in Tonbridge and Malling are given an appropriate platform.

1.2.25 The Scoping Report highlighted obligations that fall on the Council under the Children's Act 2014 – Section 11 Audit Voice of the Child. Section 11 of the Children Act highlights that Safeguarding children is everyone's responsibility and places a statutory duty on key organisations to make arrangements to ensure that in discharging their functions they have regard to the need to safeguard and promote the welfare of children. Further details can be found at **Annex 3**. With regard to Voice of the Child, Government guidance states, at an organisational or strategic level, partners are responsible for ensuring that children and young people are listened to appropriately and concerns expressed about their or any other child's welfare are taken seriously and responded to in an appropriate manner. As much as possible, the Council will actively seek feedback and listen to the views of children and young people, promoting their welfare and listening to the voice of the child. The Youth Forum currently assists the Council in discharging these responsibilities.

1.2.26 The Forum also supports the work of the Tonbridge and Malling Community Safety Partnership with the following specific actions identified to be undertaken in liaison with the Youth Forum (the 2018 – 19 Action Plan was approved by Members of the Community and Housing Advisory Board in May 2018):-

- Child Sexual Exploitation – ‘Link in with national campaigns to raise awareness of the issue’ and ‘Run educational programmes in schools to raise awareness’
- Modern Slavery/Human Trafficking - ‘Link in with national campaigns to raise awareness of the issue’
- Hate Crime – ‘Link to campaigns around reporting hate crimes’
- Mental Health – ‘Link to campaigns around raising mental health issues’

1.2.27 The Council does have an overall operational budget of £27,000 that supports Youth Engagement and this is further detailed at **Annex 3**.

1.2.28 In summary, it is considered that the current service provides good value for money and if Members are minded to continue to provide this service opportunities do exist to reduce budget allocation and, therefore, reduce the net cost to the Council. The anticipated net saving to the Council is **£2,500** and this would specifically reflect a reduction in the Youth Forum budget, as highlighted at **Annex 3**.

1.3 Staffing

1.3.1 Direct staffing allocation for each service area is shown within **Annexes 1-3** and in total equates to 2.8 Full Time Equivalents (FTE’s). It should be noted that this staffing allocation also supports work outside of the three service areas shown above.

1.3.2 As highlighted within the Scoping Report following the completion of this Scrutiny Review, a review of current staffing arrangements will be undertaken to ensure there is an appropriate level of officer support to deliver the range of services approved by this Committee. Staffing arrangements will then be considered by the Council’s Management Team and Members of the General Purposes Committee, as appropriate.

1.4 Conclusions

1.4.1 Taking into consideration the information above and further detailed within the **Annexes 1-3** it is suggested that these services do support the Council’s key priorities and offer value for money. The services provided compliment, rather than duplicate, services provided by others and aim to attract and steer provision and investment into the borough. The services do attract a direct level of income

though their benefits are far broader, including economic, health and social benefits.

- 1.4.2 If Members are minded to continue with these services a number of opportunities have been identified within the report and annexes to maintain service provision and reduce the net cost to the Council.

1.5 Legal Implications

- 1.5.1 None

1.6 Financial and Value for Money Considerations

- 1.6.1 Members will note from the Service Appraisal templates that it is felt that the existing Services do offer good value for money and the proposed options for future approach will offer both increased income to the Council and efficiencies leading to a reduction in overall expenditure.
- 1.6.2 If Members are minded to continue with these service provision an annual revenue saving to the Council of **£14,940** could be achieved, without a reduction in service delivery. The annual revenue saving represents a **28%** reduction in the current operational budget cost of these services to the Council.
- 1.6.3 It is clearly identified in the review that the Services do make a positive contribution to the Council's strategic objectives, and ongoing delivery is therefore justifiable. This point is particularly important bearing in mind the discretionary nature of the Services and the Council's overall financial position.

1.7 Risk Assessment

- 1.7.1 Whilst the services are discretionary, the risks associated with the non-delivery of these services are highlighted in **Annexes 1-3** for Members consideration.

1.8 Equality Impact Assessment

- 1.8.1 The Services covered by this review do provide opportunities to residents with protected characteristics under the Equality Legislation. Whilst the proposals outlined in this report have no perceived impact on the end users, a full Equality Impact Assessment would be required if it was decided to cease or reduce the current service delivery arrangements.

1.9 Policy Considerations

- 1.9.1 Community, Crime & Disorder Reduction, Customer Contact, Equalities/Diversity, Healthy Lifestyles, Human Resources, Young People

1.10 Recommendation

1.10.1 Members are requested to consider the continuation of these services and if service provision is to continue it is **RECOMMENDED** that:-

- i) the contribution made by the Council's delivery of Youth Engagement, Sports and Events Services to the achievement of its strategic objectives be acknowledged;
- ii) the suggested changes to the existing delivery arrangements as outlined in the report and Annexes 1-3 be agreed;
- iii) the associated savings of £14,940 to the Council's annual revenue budget be included and reflected in the 2018/19 revised revenue budgets.

Background papers:

Nil

contact: Darren Lanes
Stephen Gregg

Robert Styles

Director of Street Scene, Leisure & Technical Services

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Scrutiny Review – Service Appraisal

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| Service Area | EVENTS DEVELOPMENT |
| Purpose of Service | Boost the local economy, Showcase the borough, Strengthen community pride, Generate revenue, Provide volunteering opportunities, Strengthen relationships in the community, Enjoyment for all and an increased quality of life. |
| Contribution to National/Corporate Objectives | <p>The events programme seeks to use the Council's Open Spaces for a balance of community and commercial events with a strong focus on income generation. This supports the economic vibrancy of our towns and villages.</p> <p>Social cohesion from events and activities across the Borough are also a key part of crime reduction, counter terrorism and the Prevent Strategy.</p> <p>A focus on income generation aims to deliver an events programme which is financially sustainable whilst still enabling the community to benefit from the opportunities available and the infrastructure in place.</p> <p>The Tonbridge Town Team Business Plan for 2018 – 2020 highlight one of their key aims as: To promote the cultural, social and commercial wellbeing of Tonbridge through encouraging public engagement with the town centre through events, promotions and other activities. The Town Team also have three main themes one of which is Arts, Culture, Sport and Leisure. They have an action of helping to build a yearly event schedule and coordinate with TMBC indicating the importance they see in events within Tonbridge by the Council.</p> |
| Description of current delivery arrangements | The Council enabled 73 events to take place on its open spaces in 2017. Every event organiser is required to complete an application form which is carefully assessed to ensure that the event will run safely in accordance with statutory requirement. This requires the approval of adequate risk assessments and public liability insurance all of which have to be checked by the appropriate Officers to maintain the Council's duty of care to the public. |

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| | <p>Larger scale events are also considered by the Safety Advisory Group (SAG) and advice is given to organisers for such events and activities taking place within the borough that have an effect on the local infrastructure.</p> <p>Support is given to a number of Community groups including marketing, funding, logistics and safety planning to enable their events to run smoothly and benefit residents. Example events include:-</p> <p>Tonbridge Town Team – Food Festival, Dragon Boat Race, Civil War Re-enactment (new in 2018) Tonbridge Lions – Tonbridge Carnival, St Georges Day Parade, Tonbridge Triathlon and Tonbridge Half Marathon Music at Malling – Annual festival Tonbridge Rotary Club – Christmas Festival, Tonbridge Half Marathon The Malling Society – Heritage Open Day events and Blue Plaque scheme Tonbridge Civic Society – Blue Plaque scheme Tonbridge Calling – Music and community events Hartley Morris Men – Cultural performances Sussex Road School – Enrichment activities Hillview School – End of year showcase Judd School – Twinning exchange Charlton Athletic – National Citizenship Service Scheme for Young People South East Open Studios – Art displays and exhibitions Heritage Open Days – Free access to properties throughout the borough, including houses and churches. There were 23 properties included in 2017. Royal British Legion – WW1 Event, Poppy sculptures and historic walks Jane Austin Society – Historic walks, displays and talks Hospice in the Weald – DJ set Action Medical Research – Castle Cycle Ride</p> <p>The Council works in partnership with a number of Commercial operators to facilitate income generation, with the majority taking place on the Tonbridge Castle Lawn and includes:-</p> <p>Luna Cinema – Tonbridge Castle</p> |
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| | <p>Illyria Theatre Company – Shakespeare, Arthur Conan Doyle, Gilbert & Sullivan Changeling Theatre Company – Shakespeare, Noel Coward Summer Band Concerts – Big bands, Wind bands, Jazz bands etc. Theme Events – Home and Garden show (<i>new for 2018</i>) Tonbridge Food Festival – Local and exotic food and drink. Tonbridge Music Festival – Soul and pop music</p> <p>The Council directly runs the following events:-</p> <p>Remembrance and Armistice Services - Tonbridge Medieval Fair – Re-enactments and stalls in grounds of Tonbridge Castle linked to Heritage Open Weekend and Dragon boat event.</p> <p>Corporate events are also undertaken as and when required, such as:-</p> <p>Tour de France – Through a number of villages/ towns across the Borough Queens Commonwealth Baton – Tonbridge Castle Olympic Torch – Through Borough Green Twinning events – Across the Borough Queen's Beacons – Tonbridge Castle and across Borough</p> <p>Performing Rights Society and premises licence submissions and authorisation.</p> |
| Outcomes/Achievements | <p>Tonbridge and Malling has grown its number of community events and activities over recent years and has earned a reputation as a vibrant and progressive Borough with strong community cohesion and spirit.</p> <p>This is highlighted through regular positive feedback provided at events and through social media with events tweets regularly within the most popular sent from the Council reaching on average 4,500 accounts.</p> <p>There has been an increase in the number of events taking place on the Council's open spaces with</p> |

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| | <p>73 events taking place in 2017, providing a breadth of activities to suit everyone. A number of these are free events to attend provided by and supported by numerous volunteers and catering for the whole community. Income generated is often for local charities as well as secondary spend in local facilities/businesses.</p> <p>It was estimated that over 40,000 people attended events on public open spaces authorised by the Council in 2017 not including those that attended Tonbridge Carnival, the Christmas Festival , Remembrance service and parade which often amount to several thousand alone.</p> <p>Events provide a platform for local community groups and businesses to promote their services and engage with residents and also for the Council to promote our messages including crime reduction and community safety, housing support services, health and wellbeing, recycling and refuse, online services available and when at Tonbridge Castle also directly showcasing the opportunities for weddings and the visitor attraction.</p> <p>An example of partnership working is Music@Malling which promotes outstanding artists in concerts, workshops and participatory events in historic venues in and around the Malling area. Outreach activities engage hundreds of young people in creative activities throughout the year. The programming inspires audiences from the local area, region and beyond - bringing new people into an area with a rich heritage and outstanding natural environment. In 2017 Music@Malling held 22 concerts and a range of outreach projects designed for different age groups.</p> <p>In the last 5 years the revenue budgets for the Events programme have reduced from approximately £80,000 to £64,000 and income generation has now exceeded the budget allocation of £5,000 with events such as the Music Festival and the Summer Band Concerts now attracting income for the Council when previously running at a loss.</p> |
| Staffing Allocation | <p>Direct operational provision of one part-time member of staff, equal to 0.6 FTE (Full Time Equivalent)</p> <p>The three services areas contained within this Scrutiny Report are also supported by 1 full-time Member of staff, therefore, a proportion of their time is allocated to Events Development.</p> |

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| Budget Allocation | <p>The 2018/19 operational revenue budget shows the following:-</p> <p>Expenditure - £26,800 Income - £5,000.00 Net Cost - £21,800</p> <p>It is worthy of note that of the entire budget of £63,650 (including Staffing and Central, Departmental & Technical Support Services), £46,404 is allocated through Special Expenses.</p> |
| Income Generation | <p>Direct Income is currently sought from the following events with an anticipated total income for 2018/19 of £12,600:-</p> <p>Tonbridge Music Festival - £3,000.00 (new income for 2018) Luna Cinema – Tonbridge Castle - £5,000.00 Food Festival - £1,500.00 Summer Band Concerts from the concessions on site - £1,000.00 Medieval Fair from the stall holders and concessions on site - £1,000.00 Illyria Open Air Theatre – £700.00 Changeling Theatre – £400.00</p> <p>(Additional income is secured for Tonbridge Fun Fair (£3,500.00) though is coded to parking and not shown within these budgets)</p> <p>Further income is also being explored through the following:</p> <p>Luna Cinema – Haysden CP Home and Garden Show</p> <p>In addition to the direct income generated from the events there is also significant indirect income generated from parking, economic investment and promotion of our own facilities and to the businesses in the local area.</p> |

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| | Funds raised indirectly for local charities each year, is estimated to be over £12,000.00 |
| Partners | <p>Numerous community and commercial partners are involved and supported including:</p> <p> Tonbridge Town Team Tonbridge Lions Music at Malling Tonbridge Rotary Club Malling Society Tonbridge Civic Society Tonbridge History Society Farmers Markets Luna Cinema Changeling Theatre Illyria Theatre Royal British Legion Tonbridge Music Festival </p> |
| Value for Money | <p>Significant savings have been made over recent years due to the reduction of direct provision and the introduction of partnership working and income generation.</p> <p>The reduction in the post of Leisure Services officer in 2015 already realised a saving on direct costs, this saw a reduction in the number of days available but an increase in the programme of events offered, as well as an increase in the income generated.</p> <p>The money spent in authorising and assisting events and activities supports the local economy, community pride and cohesion, crime reduction and increased quality of life as well as generating direct income for parking and in secondary spend.</p> |
| Risks | Failure to provide events support and activities would result in a reduction in the vibrancy of the Borough as events would not be able to take place on Council owned Public Open Spaces. |

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| | <p>Without events at Tonbridge Castle the venue would not be showcased to assist with Wedding promotion and the visitor attraction. Parking income could also be negatively affected by the reduction in activity planned within the Borough.</p> <p>Negative perception of the Council assets not being utilised for the benefit of the community and local charities.</p> <p>Key towns seen as less vibrant and less attractive places to visit and invest in as well as move to compared to alternative locations.</p> |
| Future Delivery/Associated Savings | <p>A continued emphasis will be on income generation and following a reduction in the direct provision of events the savings on revenue budgets below are proposed:-</p> <p>Arts Support – reduce by £2,040.00 Event Support – reduce by £2,400.00 Publicity & Promotion – reduce by £400.00</p> <p>Total Expenditure Saving - £4,840.00</p> <p>It is proposed that the income budget is increased from £5,000.00 to £12,600 based on the events highlighted previously above.</p> <p>Taking into consideration both the increased income and reduction in revenue expenditure there would be a net saving to the Council of £12,440.</p> |

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Scrutiny Review – Service Appraisal

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| Service Area | SPORTS DEVELOPMENT |
| Purpose of Service | Improve physical and mental health, Opportunity for social interaction, Volunteering opportunities, Economic impact, Reduce anti-social behaviour, Reaches all sections of the community irrespective of sex, age, socio-economic background etc., Help talented individuals reach their full sporting potential, Provide diversionary activities and enrich people's lives. |
| Contribution to National/Corporate Objectives | <p><u>National objectives</u></p> <p>National Government</p> <p>Government's Sporting Future strategy: <i>"Local Government Sport is a key part of local communities. Local authorities are the biggest public sector investor in sport and physical activity, spending over £1bn per year, excluding capital spend. Their understanding of communities enables them to target opportunities and encourage mass participation. Local Responsibilities:- Councils also have an important leadership role to play, bringing schools, voluntary sport clubs, National Governing Bodies of sport (NGBs), health and the private sector together to forge partnerships, unblock barriers to participation and improve the local sport delivery system. So local authorities have, and will continue to have, an absolutely crucial role to play in delivering sport and physical activity opportunities."</i></p> <p><i>"Sport can be the glue that keeps communities together and is a persuasive tool in promoting shared interests alongside fostering a keen sense of civic pride. I have seen at first-hand the positive power sport and recreation exert, from children of all backgrounds emulating their heroes at their local community facilities to supporters working together to protect the assets they value."</i> – MARCUS JONES MP Minister for Local Government Department for Communities and Local Government</p> <p>Since the devolution of public health from the National Health Service (NHS) to local authorities in 2013, many councils have taken the opportunity to integrate physical activity into public health policy as part of a wider shift from a system that treats ill health to one that promotes wellbeing.</p> <p><i>"Promoting physical activity is a core part of our strategies to improve the health of the nation. Sport is only a part of the picture but it is an important part. In particular, encouraging inactive people to take up physical</i></p> |

activity in any form, ranging from walking to sport, can have a hugely beneficial effect.” – JANE ELLISON MP
Minister for Public Health Department of Health

Serious Violence Strategy recognises the value of sport and recreation:

The Government published its first Serious Violence Strategy recently highlighting sport and recreation as an active, preventative solution to this critical public challenge. It also emphasises the role of communities and local partnerships in helping to tackle violent crimes.

Sport England:

The benefits of sport have been grouped into five key areas from the Government strategy. Sport England looked at what evidence there is for each and the benefits in May 2017:

- Physical wellbeing: has a very well-established evidence base, and the most robust, perhaps in part because the measurement of physical wellbeing outcomes is supported by well-established and often validated measurement tools (compared to ‘softer’ outcomes like self-esteem or social skills). A large amount of evidence pointed to beneficial impacts of sport and physical activity in terms of prevention of ill health (including cancer, strokes, type 2 diabetes and heart disease), therapeutic and management effects (particularly for people affected by cancer), improvements in strength, balance, gait and motor skills (tending to focus on older or younger people, or on rehabilitative contexts), and maintaining a healthy body weight. Other physical wellbeing outcomes evidenced included improved quality of sleep, increased energy levels, healthy early years development, reduced risky behaviours such as smoking, reduced mortality, effective pain management and improved quality of life in ageing.
- Physical activity, including sport, is linked to reduced risk of over 20 illnesses, including cardiovascular disease and some cancers
- Taking part in regular sport can save between £1,750 and £6,900 in healthcare costs per person.
- Mental wellbeing: much evidence that they contributed to enjoyment or happiness, or more broadly to life satisfaction. Often the element of social interaction was cited as central to this. Volunteers and sports fans also experienced increased life satisfaction, associated with having a sense of purpose and pride. Self-esteem and confidence were found to increase through short- or long-term participation or volunteering, because of the opportunity to develop new skills and relationships. There was general

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| | <p>agreement that sport and physical activity have the potential to reduce anxiety and depression symptoms, with most evidence on this focusing on specific subgroups. Other positive outcomes included improved cognitive functioning, benefits for people with dementia, and impacts around emotion regulation.</p> <ul style="list-style-type: none"> • <u>Individual development</u>: evidence of improved educational attainment, either directly (improved grades, school engagement, behaviour and reduced absenteeism) or indirectly (by enhancing skills such as self-control and concentration, team working and time management). Positive impacts on employability were discussed in terms of employment opportunities, earnings, job performance and job satisfaction. The evidence on NEETs (young people not in education, employment or training) found positive impacts of sport participation or volunteering in terms of employability, but only a very small number of sources addressed it. There was a positive association in the evidence between sport and physical activity and self-efficacy (for example motivation, goal setting and commitment), for groups including elderly people and disaffected young people. Other outcomes were an increased willingness to volunteer and the development of soft skills (such as integrity, responsibility and leadership). • <u>Social and community development</u>: hardest outcomes to evidence, because the concepts involved – social capital, trust, networks – are notoriously hard to define and measure. That said, there was some compelling evidence particularly around the role of sport and the integration of migrants. Sport was widely seen as a conduit for people of different backgrounds to interact, building bridging capital, via participating, volunteering and spectating. Though the majority of the evidence relating to migrants and sport focused on opportunities to adapt to differences between the country of origin and the host country ('acculturation'), it also covered bridging divides between men and women, homeless people and those who are not homeless, and people with different employment backgrounds. Equally interesting was the small body of literature on sport and bonding capital, which suggested that sport helps to build bonds and relational skills between members of communities. • Published studies show the positive effects of sport on education including improved attainment, lower absenteeism and drop-out, and increased progression to higher education. For instance, young people's participation in sport improves their numeracy scores by 8 per cent on average above non-participants. • Other studies have found that sport programmes aimed at youths at risk of criminal behaviour can enhance self-esteem and reduce reoffending. • <u>Economic development</u>: some evidence on the direct impact of the sport sector on the economy (largely |
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in terms of gross value added or job creation), and more evidence on the indirect impact of participation in sport and physical activity on the economy (reduced healthcare costs due to a healthier population, reduced crime, and improved employability).

- In 2010, sport and sport-related activity contributed £20.3 billion to the English economy – 1.9% of the England total.
- The contribution to employment is even greater – sport and sport-related activity is estimated to support over 400,000 full-time equivalent jobs, 2.3% of all jobs in England.

County Wide Strategy:

Kent and Medway Sports Board, 'Towards an Active County- a Strategic Framework for Sport and Physical Activity in Kent and Medway'. One of the underpinning principles states that;

Whilst sport is worthy of development in its own right, for enjoyment and as part of local quality of life, the wider **social benefit** that sport and physical activity can deliver should be prioritised. It has a considerable contribution to make to improving **physical and mental wellbeing, social and community development, individual development** and **economic development**

The framework creates a shared approach and vision, so that all people and organisations in Kent and Medway may work together to tackle inactivity and work towards a more active county.

Tonbridge and Malling Borough Council corporate strategy:

To be a financially sustainable Council that delivers good value services, provides strong and clear leadership and, with our partners, addresses the needs of our Borough.

Through the delivery of sports development addressing the health and well-being needs of residents in the Borough and the economic development that brings.

Aims:

Promoting Fairness - acting transparently at all times and being accountable for what we do, and promoting equality of opportunities.

Leisure Pass to enable and promote equality of opportunities to those in need of financial assistance.

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| | <p>Holiday activities guide offering discounted prices for Leisure Pass holders.</p> <p>FANS Scheme – offering free access to Council run sports facilities for any sports person in a national squad or having a national ranking.</p> <p><i>Embracing Effective Partnership Working</i> – Offering volunteering opportunities for those that want to develop their sport and improve personal development. Working in partnership with key sporting organisations in the borough to deliver both capital and revenue projects that will increase/improve sporting opportunities for the community.</p> |
| Description of current delivery arrangements | <p>Partnership working with;</p> <ul style="list-style-type: none"> • Kent Sports Partnership – Coach education, Funding for sport, Workplace Health and Fitness • District Cricket Partnership – Delivery of Young Cricket Leaders course, Facility improvements and Funding applications, Cricket in schools • Tonbridge and Malling Leisure Trust – Discovery Day event, Launch/promotion of local tennis league, Women's Sports week promotion • OneYou Team (Tonbridge and Malling BC Health Team) – promotion of health initiatives, attending community events • Parkrun – awareness raising/healthy living initiatives, NHS 70th anniversary celebrations, healthy eating promotion with the Co-op • Tonbridge Sports Association – ongoing liaison with local sports clubs • K Sports, Cobdown – facility development • Kings Hill Sports Park – hire of facilities for annual schools cricket festival • Tonbridge Lions Club – support for Discovery Day event and Y2 Crew scheme |
| Outcomes/Achievements | <p>Latest data from Sport England on levels of Activity covering November 2016-17, show that Tonbridge and Malling has the highest rate of active population in Kent at 66.8% active for 150 minutes or more a week, Tonbridge and Malling also has the lowest rate of inactive population in Kent at 19.9% doing less than 30 mins a week.</p> |

| | | Active (150+ minutes a week) | | Fairly Active (30-149 minutes a week) | | Inactive (<30 minutes a week) | |
|--|------------------------------|---------------------------------|--------------|--|--------------|----------------------------------|--------------|
| | | Population total | Rate (%) | Population total | Rate (%) | Population total | Rate (%) |
| | Tonbridge and Malling | 67,800 | 66.8% | 13,500 | 13.3% | 20,200 | 19.9% |
| | Tunbridge Wells | 62,400 | 66.7% | 12,300 | 13.1% | 18,800 | 20.1% |
| | Canterbury | 91,100 | 66.6% | 17,700 | 12.9% | 28,000 | 20.5% |
| | Sevenoaks | 62,800 | 65.8% | 11,000 | 11.5% | 21,600 | 22.7% |
| | Ashford | 64,600 | 64.4% | 12,400 | 12.4% | 23,200 | 23.2% |
| | Thanet | 73,300 | 64.2% | 11,400 | 10.0% | 29,500 | 25.8% |
| | Shepway | 57,800 | 62.7% | 11,100 | 12.1% | 23,300 | 25.3% |
| | Dartford | 51,300 | 61.6% | 9,500 | 11.4% | 22,500 | 27.0% |
| | Maidstone | 81,900 | 61.1% | 21,600 | 16.1% | 30,600 | 22.8% |
| | Dover | 56,600 | 60.1% | 13,400 | 14.2% | 24,200 | 25.7% |
| | Swale | 68,300 | 58.9% | 19,100 | 16.5% | 28,600 | 24.7% |
| | Gravesham | 48,800 | 57.6% | 11,700 | 13.9% | 24,100 | 28.5% |
| Volunteering to support sport and physical activity at least twice in the last year (adults aged 16+) show Tonbridge and Malling third in Kent with good links to the Tonbridge Sports Association and the growth of local parkruns. | | | | | | | |
| Local Authority | | Respondents | | Population total | Rate (%) | | |
| Dover | | 336 | | 20,300 | 21.6% | | |
| Ashford | | | | 19,900 | 19.9% | | |

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| | | 332 | | |
| | Tonbridge and Malling | 345 | 19,700 | 19.4% |
| | Sevenoaks | 337 | 18,300 | 19.2% |
| | Shepway | 344 | 16,300 | 17.7% |
| | Tunbridge Wells | 356 | 15,400 | 16.4% |
| | Thanet | 332 | 18,200 | 16.0% |
| | Swale | 365 | 18,300 | 15.8% |
| | Canterbury | 340 | 21,200 | 15.5% |
| | Maidstone | 340 | 20,700 | 15.5% |
| | Gravesham | 350 | 12,100 | 14.3% |
| | Dartford | 342 | 11,400 | 13.7% |
| Kent Sport/ Community Sports Partnership: | | | | |
| The Council spend £3k annually via <i>Kent Sport & Physical Activity Service</i> and their most recent report shown the following investment in the borough of Tonbridge and Malling: | | | | |
| Total spend within T&M (excluding PSSP) £38,135 | | | | |
| Total spend within T&M (including PSSP) £434,405 | | | | |
| <i>PSSP = Primary School Sports Premium</i> | | | | |
| Kevin Day – Sport and Physical Activity Service Manager and Community Sport Partnership Director | | | | |

gave the following information -

“Local engagement with clubs and organisations is invaluable, as the CSP does not have the capacity to work locally across all clubs and organisations across the whole of Kent & Medway. In addition, the current local officer has insight and information (built up over a number of years) on the local clubs and other community assets that the CSP doesn’t have.”

“In addition, the work of the officers in Tonbridge & Malling in 2017-18 has also supported a sum of £54,369 being allocated to local projects and programmes in the area. This was the 3rd highest amount in the County and equated to 11.5% of funding allocated via Kent Sport. This indicates good engagement from local organisations, which would be less evident if Tonbridge & Malling BC did not have a resource to provide information to local organisations on funding available. Given the part-time nature of the current resource this is significant and demonstrates the local value placed on this resource.”

A recent local Club Survey, run by Kent Sport showed that:

- There were 30 responses from Clubs within the Borough, which was the 3rd highest number and represented 8.4% of all responses;
- 33% of Clubs within the Borough indicated they had received support from their local authority – this was the second highest figure;
- There was high awareness of Kent Sport Club & Coach Forums, with 60% of clubs within the Borough being aware of these (we organise approximately three of these a year in different locations and they are usually run in conjunction with the local authority). A forum was run in Tonbridge & Malling in March 2017, which the TMBC Sports/Leisure Development Officer promoted locally and attended, to provide local knowledge and information, where required.
- 14% of Clubs in the Borough had concerns about their 5 year outlook. This figure might rise if local authority support was not in place.

The remaining £2k in in the operational budget assists in bringing in grant funding with over £12k

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| | <p>attracted this year. The work programme includes:</p> <ul style="list-style-type: none"> • Discovery Day for young people with disabilities and additional needs at Angel Centre. This annual event has been running for over 25 years and is a welcome event for several special schools in the area. Additional funding has been secured by Fidelity International to enhance the programme of activities on offer and to allow schools to attend free of charge. • Young Leaders Cricket Course covering modules in coaching, groundsmanship, first aid, umpiring etc. and volunteering hours back into the community and local clubs. 60 young cricketers have completed the course over the last 4 years many of whom will stay in the sport as players, coaches and administrators and so ensuring the sustainability of their local cricket clubs. • Annual Kwik Cricket Tournament attracting 20 schools and 250 children. The winner of this festival goes on to represent Tonbridge and Malling at the county festival in Canterbury. • Healthy business support, health walks, links to sporting and physical activity opportunities within the private and voluntary sector. • Support with Health team, community engagement meetings and events (Sport Relief, East Malling and Trench and Snodland Partnership meetings etc.) • Support and liaison for local sports clubs with funding applications, facility development and coach education. This includes ongoing liaison with Tonbridge Sports Association. • Tonbridge and Malling Leisure Trust support and liaison including assistance with Quest Stretch focus on community engagement. • Educational sessions for clubs and parkrun including first aid/ defibrillator training, coaching, safeguarding and finding funding. • Parkrun and junior Parkrun support and development, record numbers now attending with 500 runners on average per week at Tonbridge and 250 runners on average per week at Leybourne Lakes Country Park. Tonbridge Parkrun used for the NHS 70th year national event highlighting good practice. • Maintaining online sports directory for opportunities and information for public which is linked to the Oneyou campaign. Currently 145 sports clubs and organisations listed on the sports directory. |
| Staffing Allocation | Direct operational provision of one part-time member of staff equal to 0.6 FTE (Full Time Equivalent) |

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| | The three services areas contained within this Scrutiny Report are also supported by 1 full-time Member of staff, therefore, a proportion of their time is allocated to Sports Development. |
| Budget Allocation | <p>Total Sports Development Programme revenue budget of £5000</p> <p>£3,000 allocated to the annual partnership with <i>Kent Sport & Physical Activity Service</i> £2,000 allocated to supporting to local projects.</p> |
| Income Generation | <p>Historically income from the remaining £2,000 not allocated to <i>Kent Sport & Physical Activity Service</i> matches and often exceeds the total revenue budget of £5,000. The following income has been achieved in previous years utilising this £2,000 budget:</p> <p><i>13/14 = £6.4 (Sportivate Lottery funding for Young Cricket leaders course)</i> <i>14/15 = £4.9k (Street Games, community projects)</i> <i>15/16 = £4.8k (Street Games, parkrun start-up funding for Tonbridge parkrun)</i> <i>16/17 = £9.5K (Street Games, parkrun start-up funding for Malling parkrun)</i> <i>17/18 = £12.8k (Street Games, parkrun start-up funding for Tonbridge Junior parkrun, relocation of baseball club)</i></p> <p>Additional income also achieved through sponsorship for Discovery Day event £1,000. Regular parking income received from sporting activities developed and supported including parkrun with over 500 runners on average per week at Tonbridge and 250 runners on average per week at Leybourne Lakes Country Park.</p> <p>Plus borough investment from Kent Sport/ Community Sports Partnership bringing in £54,369 or £434,405 within (including PSSP) <i>PSSP = Primary School Sports Premium</i></p> |
| Partners | Partnership work with other local providers including; |

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| | <ul style="list-style-type: none"> • Primary and secondary schools • Hadlow College and West Kent College • The Tonbridge and Malling Leisure Trust • Tonbridge and Malling District Cricket Partnership • Tonbridge Sports Association • Local sports clubs and facility providers to support development and sustainability. • Kent Sport to provide a link between the County Council and local clubs, groups and organisations to ensure both opportunities and funding are attracted to the Borough. • Governing Bodies of Sport e.g. the Lawn Tennis Association to launch a new Local Tennis League in Tonbridge • Local businesses who support community events (Fidelity International, Asda, Sainsbury) • Local charities who support local events (Tonbridge Lions Club, The Rotary Club, RBLV) |
| Value for Money | <p>The revenue budget of £5k returns £54,369 investment in the borough from the County Sport Partnership together with additional revenue raised of at least £5k plus each year. Last year £12.8k additional revenue was raised.</p> <p>The value of this investment is outlined in the national and local strategies identified earlier but is ultimately used to improve the physical and mental health of local residents through sport and physical activity.</p> <p>The estimated health costs of inactivity was £1.9m for Tonbridge and Malling in August 2016 and the economic value of improved quality and length of life plus health care costs avoided in Tonbridge and Malling at £49.6m. The same report by Sport England also showed 70% satisfied with sporting provision in the area compared to 62.7% nationally.</p> |
| Risks | <p>Increase in obesity levels and associated issues from reduction in physical activity. Less community cohesion with more sedentary lifestyles and less social interaction that could also lead to an increase in anti-social behaviour particularly from disengaged sections of the community.</p> <p>Reduction in the support and quality of sports provision and facilities particularly less commercially</p> |

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| | <p>focused provision in the Borough such as tennis courts and cricket facilities.</p> <p>An equality impact assessment would be needed for disabled and disadvantaged groups affected by any changes or reduction in provision.</p> <p>Reduction in club and coach education from coaching, safeguarding and health and safety workshops provided leading to associated risks and reputational concerns as well as poor provision leading to reduction in participation.</p> <p>Economic impact of reduced sport and active participation and opportunity directly from car parking income, secondary spend in the area and spend on sports equipment and provisions and indirectly on the health and wellbeing of the workforce and community.</p> <p>Support for talented sports people reduced, limiting the opportunity for community pride and celebration of local success nationally and internationally such as through Dame Kelly Holmes.</p> |
| Future Delivery/Associated Savings | <p>Continue to source additional funding from grants/ sponsorship to assist in delivery of programme. No additional savings can easily be made as delivery is already at minimum levels to remain effective. Continue partnership approach with Kent County Council to maximise outcomes locally. Further develop links and support internally including with the Tonbridge and Malling Community Safety Unit and the Health Team and the OneYou Kent team.</p> |

Scrutiny Review – Service Appraisal

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| Service Area | YOUTH ENGAGEMENT |
| Purpose of Service | Giving young people the opportunity for healthy lifestyles and diversionary activities, Young people involved in decisions that affect them, Help make sure young people have a say in the services and help they need, Promote a more inclusive community, Provide a cost effective way of accessing the views of young people, Consider and review services for Children and Young People in the Borough and help shape local provision. |
| Contribution to National/Corporate Objectives | <p>The Council's vision for the next three years is: <i>To be a financially sustainable Council that delivers good value services, provides strong and clear leadership and, with our partners, addresses the needs of our Borough.</i></p> <p>The existing service contributed to this through consultation and engagement with young people, identifying their needs in the Borough, working with partners to address the needs and offering good value holiday activity services through partners with concessionary charges.</p> <p>The availability of the Leisure Pass enables an equality of opportunities to those that require financial assistance.</p> <p>The Service Embraces Effective Partnership Working therefore achieving more by working and engaging effectively with a wide range of local partners from the private, public, voluntary and community sectors. This includes holiday activities with Premier Education, Carrotty Wood, KCC Youth and Children's Centres etc.</p> <p>Tonbridge and Malling's Community Safety Partnership has a number of priorities for 2018/19 these being:</p> <ul style="list-style-type: none"> • Organised Crime - to include gangs, child sexual exploitation, modern slavery and human trafficking, violent crime and burglaries. • Vulnerable People – to include hate crimes, domestic abuse, Anti-social behaviour and mental |

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| | <p>health</p> <ul style="list-style-type: none"> • Counter Terrorism • Substance Misuse <p>The Action Plan highlights the key role of the Youth Forum in education and awareness linked to campaigns and provision of diversionary activities.</p> <p>Section 11 of the Children Act places a statutory duty on key organisations to make arrangements to ensure that in discharging their functions they have regard to the need to safeguard and promote the welfare of children.</p> <p>All District/Borough Councils are required to ensure that the planning and development of services to safeguard and promote children's welfare are informed by the views of children and parents. This could be through one-off consultations on specific projects, consulting ongoing user groups or drawing on feedback on existing services. Particular efforts should be made to ensure that specific groups of children and young people who are often excluded from participation in activities are supported in giving their views.</p> <p>In addition, in exercising their duty under Section 11 of the Children Act 2004, District/Borough Councils should consider:</p> <ul style="list-style-type: none"> • the impact of each service on children's safety and welfare, for example does the location of a service mean that it can be safely and easily accessed by the children and families for whom it is intended? • how children are to be kept safe whilst using services, for example having in place appropriate supervision by trained staff, and adhering to health and safety regulations; and • ways in which they can improve existing services to ensure children's safety and promote their welfare, for example, ensuring all play areas are safe, accessible and provide opportunities for children to learn and enjoy themselves, and that these changes are informed by the views of local children and their parents. |
| Description of current | Signposting activity opportunities to young people for the Easter and Summer Holidays and enabling |

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| delivery arrangements | <p>opportunities to those in receipt of certain benefits that qualify for the Council's Leisure Pass by subsidising the costs.</p> <p>Directly supporting and enabling a forum for young people representatives from schools in the area. Partnership working and scrutinising/ challenging provision from Kent County Council in relation to Early Help provision, diversionary activities, children's centres and schools. Promotion and focus on Mental Health and wellbeing linked to the early help agenda set by Kent County Council.</p> |
| Outcomes/Achievements | <p>Holiday activities programme for Easter and Summer:</p> <p>There were 6,465 places taken by young people over the Easter and Summer Holidays across the Borough during 2017 in activities showcased by the Council and 266 young people with Leisure Passes took part in reduced cost activities provided with partners. The number of activities continues to grow since the change of delivery to partnership working and increased by nearly 1,200 from the previous year.</p> <p>Premier Education, who operate a Summer Playscheme equivalent with Leisure Pass discounts available, now also offer and fund Leisure Pass discounts during the Easter Holidays operating at 15 sites locally for residents, including the key areas identified at the scrutiny review of Snodland and East Malling.</p> <p>Y2 Crew in partnership with Kent County Council:</p> <p>There were 200 attendances by young people last Summer, taking part in diversionary activities in partnership with Kent County Council Integrated Youth Services, including 35 young people using Leisure Passes.</p> <p>Youth Forum:</p> <p>The Youth Forum have been involved in recent consultations including, Tonbridge railway station improvements, Tonbridge High Street, Youth Mental health, Dementia awareness/ Champions, Electoral services, recycling schemes in schools and work with the Community Alcohol Partnership</p> |

(CAP) in Tonbridge linked to the Community Safety Unit.

Independent Police Advisory Group (IPAG):

Regular attendee of the group with involvement in plans and policy including work on a recent survey
The following feedback was recorded:

“Completed Young Persons survey which was completed by over 390 young people; fantastic!. This report will be escalated to Kent Police and County IPAG. A big thank you to the T&M IPAG Youth contingent who began the project which has proved to be a great success and to Tonbridge & Malling Borough Council for setting and escalating the survey monkey to young people across the borough and compiling the report.”

Active Lives Children and Young People survey for the summer term with Kent County Sports Partnership reaching the following schools:

- Hugh Christie Technology College
- Plaxtol Primary School
- St Katherine's School
- St Peter's Church of England Primary School
- The Judd School
- Tonbridge Grammar School

Campaigns:

Development of a Mental Health and wellbeing awareness programme targeting young people in the local area. The scheme has been designed and developed by the Youth Forum in conjunction with TMBC and KCC to produce a ‘Quick Tips’ card for mental health awareness that will be distributed within all schools and available in local shops / café’s, the card will provide quick tips and then sign post young people to a website via a QR code.

The Youth Forum is also working in partnership with Tonbridge Town Team and the Community Safety Partnership to develop a safe havens scheme, this will highlight 3-4 safe spaces in Tonbridge

High Street that can offer help and advice to young people who feel vulnerable and threatened. This work is then planned to roll out to West Malling and the rest of the Borough.

Youth Forum Schools represented:

Tonbridge Grammar School
 The Judd
 Hayesbrook
 Holmesdale
 Weald of Kent
 Woodlands Primary School
 Malling School
 Discovery School

Additional Schools represented Outside of Borough but with pupils that live in Tonbridge & Malling:

Bennett Memorial
 TWGSB
 Invicta
 Skinners School, Royal T.Wells
 Maidstone Grammar school
 Mascalls Academy in Paddock Wood
 Derwent Lodge

Working with the following schools to circulate information and send representatives occasionally:

Aylesford School
 Hillview School for Girls
 Hugh Christie Technology College
 The Malling School

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| | <p>Wrotham School</p> <p>Other groups represented and consulted include:</p> <p>Faith groups Young carers Mind Tonbridge Town Team NCS</p> <p>Although not every school attends each meeting, average attendance of Youth Forum is 17 young people, although this fluctuates around exam times and transition periods and for events is often over 40 young people.</p> <p>Young people Award schemes:</p> <p>Supporting awards to give and reinforce positive imagery and messages about young people in the Borough.</p> <p>Try angle awards:</p> <p>Supporting Kent County Council annual nominations for young people aged 11-18 years who really TRY, often with little recognition, to do their best, recognising their outstanding efforts and achievements within our community.</p> <p>Young achiever awards:</p> <p>Available to a young person or group of young people in the Borough under the age of 26 who have achieved something truly outstanding in sport, art or citizenship.</p> |
| Staffing Allocation | Direct operational provision of one part-time member of staff equal to 0.6 FTE (Full Time Equivalent) |

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| | <p>The three services areas contained within this Scrutiny Report are also supported by 1 full-time Member of staff, therefore, a proportion of their time is allocated to Youth Engagement.</p> <p>As agree at a previous Scrutiny Review, £1,500 is also allocated for temporary staffing support over the summer holiday period for the Y2Crew partnership scheme with KCC.</p> |
| Budget Allocation | <p>The operational revenue budget is £27,000 which follows savings linked to previous scrutiny review of playscheme of approx. £59,000 with recommendations that:</p> <p>The Panel agreed that the Borough Council should, from the Summer 2016, withdraw from the direct provision of the Activate programme and instead help market and promote the wide range of schemes already being provided by other parties and</p> <ol style="list-style-type: none"> (1) set aside a sum of £3,000 to provide support for leisure pass holders at the current rate to access programmes provided by other agencies; (2) the Borough Council's financial support for the Y2Crew programme be retained subject to other partners providing continued financial contributions; (3) the Borough Council withdraw from the direct provision of the Summer Playscheme from Summer 2016 and seek the support of external providers to take over these schemes subject to the following: <ol style="list-style-type: none"> (a) Leisure Pass concessions for Playscheme attendance initially be amended to provide a 50% reduction per child per week; (b) a sum of £18,000 be set aside to provide continued support for Leisure Pass holders to access schemes at the current 12 sites; (4) the consideration of the Public Sector Equality Duty be noted and financial provision be made, as set out at paragraph 1.6.4.of the report, to mitigate any impact on children with disabilities who require 1-2-1 support. <i>Which is currently £1,000.</i> |

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| | <p>The current revenue budget for the holiday activities is currently £18,000, which is £4,000 less than the scrutiny approved budget of £22,000. This has been achieved through partnership work and efficiency savings.</p> <p>Funds are raised separately for the Y2Crew and are used to provide the diversionary activity programme directly in partnership with KCC.</p> <p>The Youth Forum have a budget of £4k for logistics and a development initiatives budget of £5k annually.</p> |
| Income Generation | <p>Income is received from partners, Parish Council's and the Community Safety Partnership Additional income is also received from direct activity provision at the Country parks and from partners providing adverts in the holiday activities brochure.</p> <p><u>Y2Crew Income (2017)</u></p> <p>Total contributions (Parish Councils/Tonbridge Lions/CSP etc) = £5,300 Total bookings income =£652.50 Total income = £5,952.50</p> <p><u>Holiday Activities Brochure</u></p> <p>2017 Easter/Summer Advertising income = £500 Den Building and Bushcraft sessions = £345 Total income 2017 = £845</p> <p>2018 Easter/Summer Advertising income = £790 Den Building and Bushcraft sessions = £202 (<i>so far from Easter sessions</i>) Total income 2018 = £992 (to date)</p> |

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| Partners | <p>Partnership work with;</p> <p>Premier Education Kent County Council Kent Youth County Council Community Safety Partnership Parish Council's Carrotty Wood Tonbridge and Malling Leisure Trust Tonbridge School Local clubs and organisations Local businesses</p> <p>Youth Advisory Group (YAG):</p> <p>Co-chaired by member of Youth Forum who is also listed as a core member of the group, to ensure there is a good understanding of the Youth Offer within their respective Districts and the developments required to enable it to remain consistently of a high standard, from their perspective, for children and young people, aged 8 – 19 years (up to 25 with additional needs), living in the District.</p> <p>Local Children's Partnership Group (LCPG):</p> <p>Discussing themes identified on the dashboard as being of concern for Tonbridge & Malling. The dashboard highlights levels of absenteeism in secondary schools and the rates of early help referrals in relation to mental health issues. Helping to target resources and funding grants and monitor and review issues as a group. Arrange Early Help Grants to support healthy relationships and obtain regular troubled families and safeguarding updates.</p> <p>Children's Centres District Advisory Board (DAB):</p> |
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| | <p>Agenda covering Children's Centre delivery and priorities as well as updates from partners relating to health, safeguarding and early years provision and outcomes across the Borough, scrutinising delivery effectiveness and directing provisions.</p> |
| Value for Money | <p>A young person in the criminal justice system costs the taxpayer over £200,000 by the age of 16. But one who is given support to stay out costs less than £50,000. (Tired of Hanging Around, Audit Commission, 2009) – Diversionary activities (Holiday activities and Y2Crew and positive role models highlighted through awards and engagement and understanding through Youth Forum)</p> <p>A report produced in partnership by the Local Government Group and the National Youth Agency on strengthening democracy found that youth participation strengthens outcomes by:</p> <ul style="list-style-type: none"> • improving service delivery • leading to development of new appropriate provision • improving community cohesion • improving personal and social confidence in young people • improving skills of young people • improving the political literacy of young people • saving Councils money. <p>http://tinyurl.com/bvyjnt7</p> <p>Alternative methods of engaging with young people across the Borough to satisfy the Children's Act 2014 - Section 11 Audit voice of the child would be difficult and it would be hard to guarantee attendance and achieve the same level of representation and borough coverage. It would also suggest less valued participation and possible suggestion of tokenism than the degree of involvement given through the current partnership with the Youth Forum and the level of engagement they have in determining agenda items, issues and campaigns that matter to them.</p> |
| Risks | <p>Reputational risk of failing to provide for children most in need and financially disadvantaged and in failing to provide a mechanism for feedback and consultation with young people of the Borough. Disengaged and disenfranchised young people with increased risk of anti-social behaviour. Ineffective engagement activities and outcomes with and for younger people in the Borough as uninformed or increased costs of engagement without an organised group and mechanism into schools to canvas wider option.</p> <p>Equality impact assessment for young people and disadvantaged groups would be required if the services were reduced.</p> |

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| <p>Future Delivery/Associated Savings</p> | <p>Continued focus on income generation through advertising within the marketing of holiday activities, possible reduction in quality of marketing material to reduce the costs and consideration of alternative marketing mechanisms could be considered although printed materials are the expected means of information and industry norm. Printed material also a key benefit in the partnership with Premier Education who provide the Playscheme equivalent across the Borough offering the Leisure Pass subsidy.</p> <p>Work on obtaining grants and sponsorship opportunities for the Youth Forum and their projects. Possible reduction in the Youth Forum budget for projects and reduction in budget used for marketing and promotion of the Forum. Review of the logistics of the Youth Forum meetings to reduce the cost of transportation and review of the frequency of meetings to be supported.</p> <p>Reducing the Youth Forum and development Initiatives budgets by 28% would generate a £2,500 saving to the Council.</p> |
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TONBRIDGE & MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

21 June 2018

Report of the Director of Street Scene, Leisure & Technical Services

Part 1- Public

Matters for Recommendation

1 PROVISION OF PUBLIC CONVENIENCES – SCOPING REPORT

Summary

This report sets out the basis of a review of the Council's Public Conveniences across the borough.

1.1 Background

- 1.1.1 Local authorities are under no statutory obligation to provide public conveniences, it is at the discretion of the authority and it may charge such fees for the use of any such conveniences as they see fit (S.87 Public Health Act 1936).
- 1.1.2 This Council currently operates 15 public conveniences across the Borough, and a location plan is shown at **Annex 1**. Members will note that the public conveniences are located in Tonbridge town centre (3), parish centres (8) and in open spaces owned by the Council including the two Country Parks (4). The current level of provision in surrounding Districts is shown below. Members will note that with regard to main town centres and out of town areas this Council's level of provision is the highest.

| <u>District</u> | <u>Number of Public conveniences</u> | | |
|---|--------------------------------------|--------------------|--------------|
| | <u>Main Town Centre</u> | <u>Out of Town</u> | <u>Parks</u> |
| Tunbridge Wells Borough Council Sevenoaks District Council | 2 | 5 | 5 |
| Maidstone Borough Council | 1 | 7 | 10 |
| Tonbridge & Malling Borough Council | 3 | 8 | 4 |

- 1.1.3 In 2014 the Council sold at auction two of its under used public conveniences in Tonbridge. The sale generated a capital receipt of £115,000, with one of the toilets subsequently being converted to a café serving the local area.
- 1.1.4 There are significant annual costs in providing the current level of public conveniences, predominately in contract cleaning costs, followed by the cost of utilities and business rates. The overall annual budget for public conveniences is £251,650 (2018/19 original budget) including central overheads. A copy of the full budget is shown at **Annex 2** for information.

1.2 Purpose of Review

- 1.2.1 Members of this Committee have requested Officers to progress a review of the Council's public conveniences. The review will carefully address the cost benefit of the current arrangements in light of other options, ensuring that future service delivery is as efficient and effective as possible. Any change in service provision or reduction in facilities may have the risk of being perceived negatively by the public, and decisions will therefore need to be based on sound evidence.
- 1.2.2 The review will incorporate a detailed audit of existing provision and consider future options in the provision of public conveniences having taken into account a number of factors including:-
- levels of existing usage
 - cost of provision
 - availability of suitable alternative conveniences
 - condition of existing facilities
 - impact of closure
 - levels of vandalism/misuse
 - alternative service delivery options
- 1.2.3 It is the aim of the review to have available public conveniences where there is an identified need and as cost effectively as possible. Consideration of future provision is a complex matter, and there are number of options available. It is clear that a "one size fits all" solution to provide the service and reduce costs is not possible. Sustainable tailored solutions for each locality that draw or take benefit from the local circumstances will need to be considered.

1.3 Audit of Existing Provision

- 1.3.1 A detailed audit of current provision will be undertaken over forthcoming months. For each public convenience currently provided by the Council the audit will:-
- identify the location and record the size of the facility

- record the facilities provided e.g. male/female, disabled, baby changing facilities, etc.
- note the existing opening hours
- provide a rating for both the internal and external condition of the toilets
- record the cost to the Council of each facility
- identify any alternative provision in the local vicinity
- note any legal constraints
- record the current frequency of cleansing for each toilet
- access the current level of usage

1.3.2 The detailed nature of the audit will enable Members to consider future options with a full range of information at hand.

1.4 Available Options

1.4.1 A number of options for the future provision and operation of public conveniences have been identified, and Members are requested to consider which options they wish to see included in the review.

- i) Entrance charges – under legislation it is possible to introduce entrance charges to the conveniences. Whilst this would in theory appear viable, in reality the cost of installing and maintaining charging equipment would in itself be costly, would likely be unpopular with users and could lead to increased vandalism. In the busier town/village conveniences, where alternative customer toilet provision exists in many retail and food & drink establishments, charging is unlikely to provide sufficient income to warrant the necessary investment. It is suggested that this option is excluded from the review.
- ii) Community Toilet Scheme – there is a growing trend across the country to implement Community Toilet Schemes. The scheme is a partnership between the Council and local businesses e.g. shops, restaurants and pubs to make their toilet facilities available during normal opening hours without the need for the member of public to make a purchase. The businesses display a large sticker on their door/windows to promote the scheme, and the Council provides an annual payment to contribute to the business costs. Across Kent the scheme is already well established in a number of local authorities including in Maidstone and Ashford. The scheme is supported by central government. It is suggested this option be including in the review.
- iii) Close facilities – where an existing public convenience is not well used, has suitable alternative conveniences in nearby vicinity, and the closure will not have a significant impact, the most appropriate option could be closure. Not only could the building be more appropriately used for a different purpose, but it may generate a capital receipt to the Council, and an ongoing revenue saving, and a potential business opportunity. It is suggested this option be included in this review.

- iv) Retain facility – where there is clearly a need to retain a public convenience and no alternative options exist, then the convenience could continue to be directly provided by the Borough Council. It is suggested this option be included in the review.
- v) Parish Town/Councils – for those 8 public conveniences located outside of Tonbridge the option exists to transfer the facilities to the local Parish/Town Council to operate. It is suggested that this option be included in the review.
- vi) Reduce cleansing arrangements – the current cleansing contract for the existing public conveniences provides all the toilets with one visit per day, incorporating cleaning and replenishment of toiletries. For the toilets in the Council's open space this frequency is increased to twice, again to match demand from visitors to the facilities. With the average annual cost per toilet iro. £4,700, and the current minimal level of services, a reduction in the cleansing arrangement is not considered viable. It is suggested this option be excluded from the review.
- vii) New Facilities – with the exception of Tonbridge Farm Sportsground, there are no current proposals to cater for new or developing demands. Where such a demand for a facility exists in the future as a result of the development or introduction of a new attraction, the facilities should be provided by the operator. Examples of where this has happened in recent years include Kings Hill and Tonbridge Retail Park. The provision of a public convenience at Tonbridge Farm is identified in List C of the Council's Capital Plan and is linked to the potential re-development of the site as a whole.

1.4.2 The final recommendations of the review will need to include an Equality Impact Assessment (EQIA). The EQIA will ensure that no proposal disproportionately impacts on any user group with protected characteristics under the Equality legislation.

1.4.3 Some of the existing conveniences make provision for Council employees and contractors working in the field, such as street sweepers, refuse works and Civil Enforcement Officers. Such provision allows employees to remain in the field without the need to return to Council offices for a comfort break. This important welfare and operational consideration will need to be considered and addressed within the review.

1.5 Building Maintenance

1.5.1 The audit of existing provision identifies variances in the current internal and external condition of the public conveniences. Subject to the outcome of the review it is felt appropriate, in liaison with the Building and Facilities Manager, to update the schedule of repair/refurbishment of those public conveniences being retained. At the present time an allocation of £144,250 has been made across the 6 year life of the Building Repairs Fund for cyclical and reactive maintenance and does not include any improvement or refurbishment costs. This level of provision

will need to be considered within the review to ensure the remaining stock of facilities is maintained to an acceptable standard.

1.6 Public Convenience Cleansing Contract

- 1.6.1 Members will note from earlier in this report that the most significant cost to the Council of the public conveniences is the cleansing contract. The contract, valued at £65,100 per annum, is provided by SHS Ltd. The contract terminates on 28th February 2019. The contract allows for two one year extensions by the Council. It is essential that the timing of this review closely links to the options available within the conditions of the existing contract. If a new contract needs to be tendered, then the list of facilities included needs to be determined at an early stage, to enable the contract documentation to be prepared and bids sought.

1.7 Legal Implications

- 1.7.1 As stated earlier in the report there is no statutory requirement for the Council provide public conveniences. The current public convenience cleaning contract terminates on 28th February 2019, although extensions are possible.

1.8 Financial and Value for Money Considerations

- 1.8.1 A key element of the review will be to identify savings to the Council if possible. The Council's Savings & Transformation Strategy identifies the need to make a saving of £1m to the Council's revenue budget over the next few years. The provision of public conveniences is a discretionary service provided by the Council, and it is therefore entirely appropriate for it to be reviewed by Members.

1.9 Risk Assessment

- 1.9.1 It is important for the Council to undertake the review in accordance with the factors identified in sub-section 1.2.1 of the report. This will ensure that the Council is providing a service in accordance with need, is not duplicating alternative provision and delivering the services as cost effectively as possible.

1.10 Equality Impact Assessment

- 1.10.1 An Equality Impact Assessment will need to be undertaken as part of the review.

1.11 Policy Considerations

- 1.11.1 Asset Management

- 1.11.2 Communications

- 1.11.3 Community

1.11.4 Procurement

1.12 Recommendations

1.12.1 It is RECOMMENDED to Cabinet that:-

- i) a detailed audit of the Council's current provision of public conveniences be progressed;
- ii) the options for inclusion in or exclusion from the review as outlined in sub-section 1.4 of the report be confirmed;
- iii) a full review of the Council's future provision and delivery of public conveniences be progressed;
- iv) a report on the outcome of the review be reported to the October 2018 meeting of this Committee.

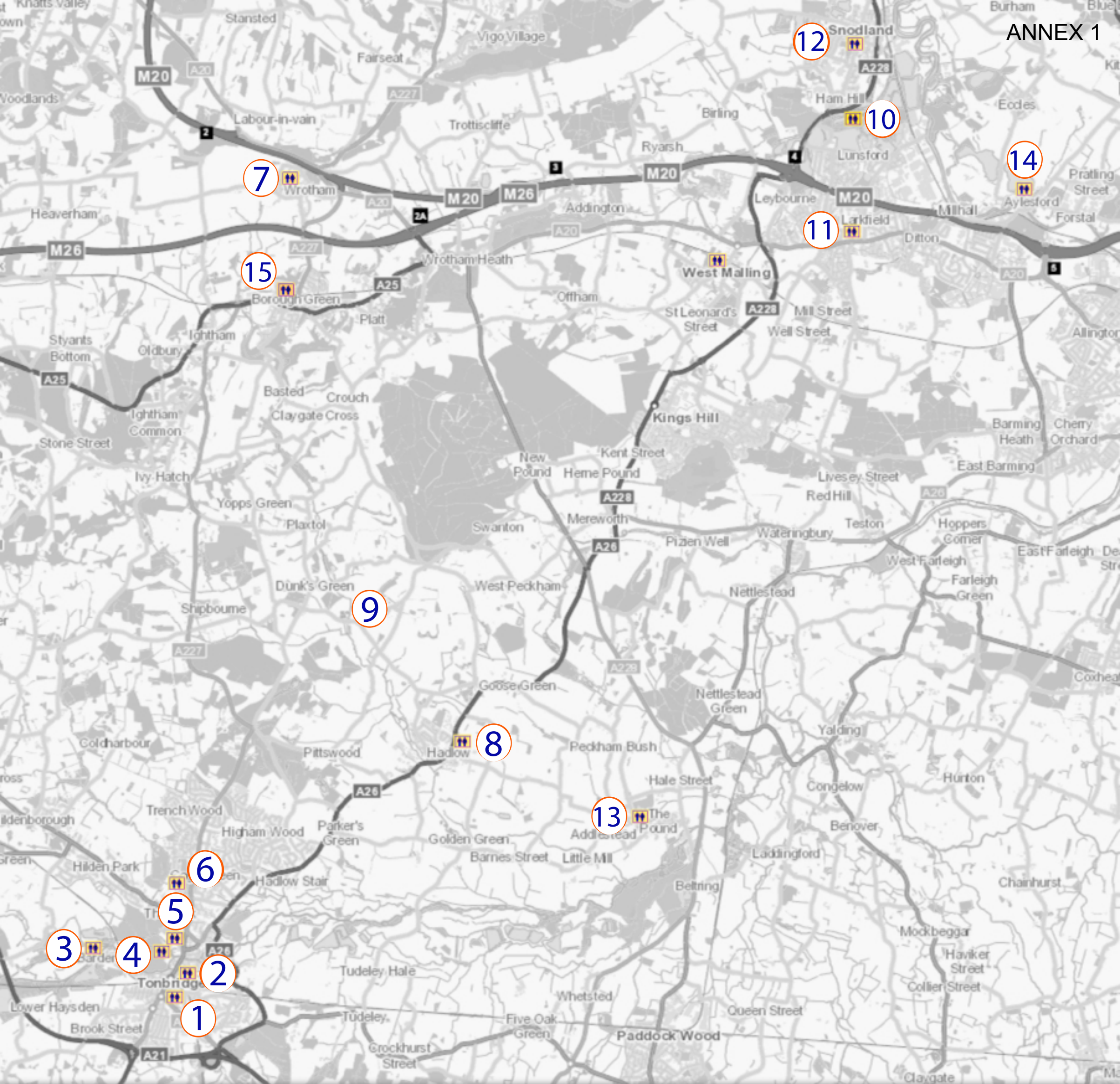
Background papers:

contact: Robert Styles

Nil

Robert Styles

Director of Street Scene, Leisure & Technical Services



01 - Priory Road, Tonbridge
 02 - Angel Centre Tonbridge
 03 - Haysden Country Park
 04 - Racecourse Sportsground
 05 - Castle Street Tonbridge
 06 - Tonbridge Cemetary
 07 - High Street Wrotham

08 - Hadlow
 09 - West Malling
 10 - Leybourne Lakes Country Park
 11 - Larkfield, Martin Square
 12 - Snodland
 13 - East Peckham
 14 - Aylesford
 15 - Borough Green

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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

H22

BUDGET HOLDER : DENNIS GARDNER

SC PUBLIC CONVENIENCES

(Ext. 6188)

| VAT CODE | NOMINAL CODE | | 2018/19 ESTIMATE £ |
|----------|----------------------|--|-----------------------|
| - | H22SC - 0000 / 15100 | Employee Expenses # Salaries & Oncosts | 17,300 |
| - | H22SC - 0000 / 20106 | Premises Related Expenses # Building Repairs Expenditure | 19,600 |
| AG | H22SC - 0000 / 21002 | \$ Electricity | 12,000 |
| YG | H22SC - 0000 / 23001 | \$ Rates | 18,300 |
| AG | H22SC - 0000 / 24001 | \$ Water Charges (Metered) | 12,500 |
| ZG | H22SC - 0000 / 24003 | \$ Sewerage & Environmental Services | 12,500 |
| XG | H22SC - 0000 / 28001 | Premises Insurance | 2,800 |
| AG | H22SC - 0000 / 54001 | Third Party Payments Public Convenience Cleansing Contract | 65,100 |
| - | H22SC - 0000 / 71170 | Central, Departmental & Technical Support Services # Information Technology Expenses | 500 |
| - | H22SC - 0000 / 71300 | # Central Salaries & Administration | 5,600 |
| - | H22SC - 0000 / 71500 | # Departmental Administrative Expenses | 8,650 |
| - | H22SC - 0000 / 87770 | Depreciation & Impairment # Non-Current Asset Depreciation | 77,000 |
| | | Total Expenditure | 251,850 |
| YG | H22SC - 0000 / 91101 | Income Fees & Charges Radar Keys | (200) |
| | | Total Income | (200) |
| | | TO SUMMARY | 251,650 |

To be used for recharge purposes only. Please do not use these codes when paying invoices.

\$ The four zeros may be replaced by the appropriate job cost code (see page SSLTS 39).

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Agenda Item 7

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

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Agenda Item 8

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

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

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Agenda Item 9

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

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