

COMMUNITY AND WELLBEING COMMITTEE

Thursday 20 June 2019 at 7.30 pm

Council Chamber - Epsom Town Hall

The members listed below are summoned to attend the Community and Wellbeing Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Barry Nash (Chair)
Councillor Hannah Dalton (Vice-Chair)
Councillor Kate Chinn
Councillor Christine Cleveland
Councillor Bernice Froud

Councillor Luke Giles
Councillor Christine Howells
Councillor Julie Morris
Councillor Phil Neale
Councillor Peter Webb

Yours sincerely

A handwritten signature in dark ink, appearing to read "J.C. Belden".

Chief Executive

For further information, please contact Democratic Services, 01372 732122 or democraticservices@epsom-ewell.gov.uk

AGENDA

1. QUESTION TIME

To take any questions from members of the Public.

Please note: Members of the Public are requested to inform the Democratic Services Officer before the meeting begins if they wish to ask a verbal question to the Committee.

2. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

3. MINUTES OF THE PREVIOUS MEETING (Pages 3 - 6)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 19 March 2019 (attached) and to authorise the Chair to sign them.

4. RAINBOW LEISURE CENTRE- CHANGE OF USE OF BOWLS HALL (Pages 7 - 52)

The Committee is asked to consider a proposal to change the existing use of the underutilised bowls hall into a soft play area for families with young children.

5. EWELL COURT HOUSE (Pages 53 - 66)

This report sets out the action taken by the Council in recent months to increase bookings at Ewell Court House as part of the Council's agreed approach to enterprise and income generation. This approach aims to make discretionary Council activities more financially sustainable, ensuring that valued services continue to be available in both the short and longer term. Although the actions taken by the Council to date have led to some improvements in bookings, this has not been at a level needed to make the venue financially sustainable.

This report explores the opportunity and potential benefits from entering into a partnership with a specialist from the wedding and events sector to maximise the public and community use of this important and treasured building and recommends a way forward.

6. FORWARD PLAN (Pages 67 - 72)

This report asks the Committee to agree its forward plan for 2019/20.

**Minutes of the Meeting of the COMMUNITY AND WELLBEING COMMITTEE held
on 19 March 2019**

PRESENT -

Councillor Barry Nash (Chairman); Councillor Tony Axelrod (Vice-Chairman);
Councillors Kate Chinn, Alex Coley (as nominated substitute for Councillor Clive
Woodbridge), Hannah Dalton, Colin Keane (as nominated substitute for Councillor Liz
Frost), Jean Steer MBE and Alan Sursham

In Attendance:

Absent: Councillor Lucie Dallen, Councillor Liz Frost, Councillor Jane Race and
Councillor Clive Woodbridge

Officers present: Damian Roberts (Chief Operating Officer), Rod Brown (Head of
Housing and Community), Ian Dyer (Head of Operational Services), Mark Shephard
(Head of Property and Regeneration), Stewart Cocker (Countryside Manager) (Items
28-31 only), Rachel Kundasamy (Health and Wellbeing Officer) (Items 28-34 only),
Serena Powis (Community and Voluntary Sector Liaison Officer) (Items 28-30 only),
Teresa Wingfield (Senior Accountant) and Tim Richardson (Democratic Services
Officer)

28 QUESTION TIME

No questions were received from members of the public.

29 DECLARATIONS OF INTEREST

The following declarations of interests were made by Councillors in relation to
items of business on the agenda for the meeting:

Support for Voluntary Organisations

Councillor Jean Steer MBE, Other Interest: In the interests of openness and
transparency Councillor Jean Steer declared that she is a Council appointed
representative to the General Committee of Age Concern Epsom and Ewell.

Support for Voluntary Organisations

Councillor Tony Axelrod, Other Interest: In the interests of openness and transparency
Councillor Tony Axelrod declared that he is a Council appointed representative to the
Committee of Management of Citizens Advice Epsom and Ewell.

30 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the Community and Wellbeing Committee held on 22 January 2019 were agreed as a true record and signed by the Chairman.

31 EPSOM & EWELL BIODIVERSITY ACTION PLAN - 2018 ANNUAL UPDATE

The Committee received a report presenting an annual update on progress made in implementing the Epsom & Ewell Local Biodiversity Action Plan 2010-2020.

Following consideration, it was resolved:

- (1) That the Committee noted the progress during 2018 in implementing the Epsom and Ewell Local Biodiversity Plan.**

32 SUPPORT FOR VOLUNTARY ORGANISATIONS

The Committee received a report showing how each of the voluntary organisations in receipt of financial support from the Council contributed to achieving the Council's Corporate Plan priorities and those of the Surrey Health and Wellbeing Board.

Following consideration, it was resolved:

- (1) That the Committee noted the report and evidence of how each of the voluntary organisations supported by the Council impact on the Council's corporate priorities and those of Surrey's Health and Wellbeing Board.**

33 PROGRESS REPORT ON HOME FROM HOSPITAL

The Committee received a report providing an update on the progress of the Home from Hospital Support Service.

Following consideration, it was resolved:

- (1) That the Committee noted the progress of the Home from Hospital Service since 1 October 2018.**

34 CORPORATE PLAN: KEY PRIORITY TARGETS FOR 2019 TO 2020

The Committee received a report presenting its Key Priority Targets for 2019 to 2020.

Following consideration, it was resolved:

- (1) That the Committee agreed its Key Priority Targets for 2019 to 2020 as set out at Annex 1 to the report.**

35 VENUES RESTRUCTURE

The Committee received a report seeking approval of one off costs to implement the recently approved restructure of Venues.

The following matter was considered:

- a) **Purpose of expenditure.** The Committee noted that the report proposed an expenditure of up to £85,000 and set out the broad outcomes which would be achieved by the restructure. This included addressing the overspend on overtime of c£122k in 2018/19, delivering the service within its approved budget in 2019/20.

The Committee considered the proposal. Members of the Committee identified that the report did not provide detailed information on the intended use of the proposed sum and queried why. Officers informed the Committee that detailed financial information of this nature would require public access to the report to be restricted.

In summing up the item, the Chairman highlighted to the Committee that the proposed expenditure was lower than the current ongoing overspend on overtime, and would enable it to be avoided in future.

Following consideration, it was resolved (there being 4 Members in favour, 3 members against and 1 abstention):

- (1) That the Committee supported the payment of the one off costs of the Venues restructure of up to £85k and requested Strategy & Resources Committee to authorise one off costs of up to £85k, to return the service to operating within budget.**

In agreeing the above resolution, the Committee noted that an update report on the venues restructure would be presented to a future meeting of the Committee.

36 VOTE OF THANKS

The Chairman thanked Officers and Members for their work over the past year. The Committee thanked the Chairman for his work on their behalf.

It was noted that this would be the Vice-Chairman's last meeting as a Member of the Committee, and the Chairman and Committee expressed their thanks to him for his work over the past 3 and a half years.

It was also noted that this would be Councillor Jean Steer's last meeting as a Member of the Committee, and the Chairman and Committee expressed their thanks to her for her work over the past 24 years, as both a Member of the Community and Wellbeing and Chairman of the previous Social Committee.

The meeting began at 7.30 pm and ended at 8.36 pm

COUNCILLOR BARRY NASH (CHAIRMAN)

RAINBOW LEISURE CENTRE- CHANGE OF USE OF BOWLS HALL

Head of Service/Contact: Rod Brown, Head of Housing & Community

Urgent Decision?(yes/no) No

If yes, reason urgent decision required:

Annexes/Appendices (attached):

- Annex 1:** GLL's Change Control Notice
- Annex 2:** Bowls Hall vs Play Park Consultation at Rainbow Leisure Centre
- Annex 3:** Letter from Hunter's Bowling Club
- Annex 4:** Letter from local bowler

Other available papers (not attached):

Report summary

A contractual Change Control Notice has been submitted to the Council by its contractor Greenwich Leisure Limited (GLL) in relation to a proposal to change the existing use of the underutilised bowls hall into a soft play area for families with young children.

Recommendation (s)

- (1) To note the results of the consultation exercise undertaken by GLL with users of the Rainbow Leisure Centre.**
- (2) To approve the Change Control Notice submitted by GLL at Annex 1, and agree to change the use of the Bowls Hall at Rainbow Leisure Centre into an Indoor Children's Soft Play area.**
- (3) Subject to 2), agree to relocate the provision of bowls into the Sports Hall of the Rainbow Leisure Centre, as a programmed sport.**
- (4) Subject to 2), recommend that consideration is given to bringing a report to Environment and Safe Communities Committee regarding opening Hook Road Car Park on a Sunday.**

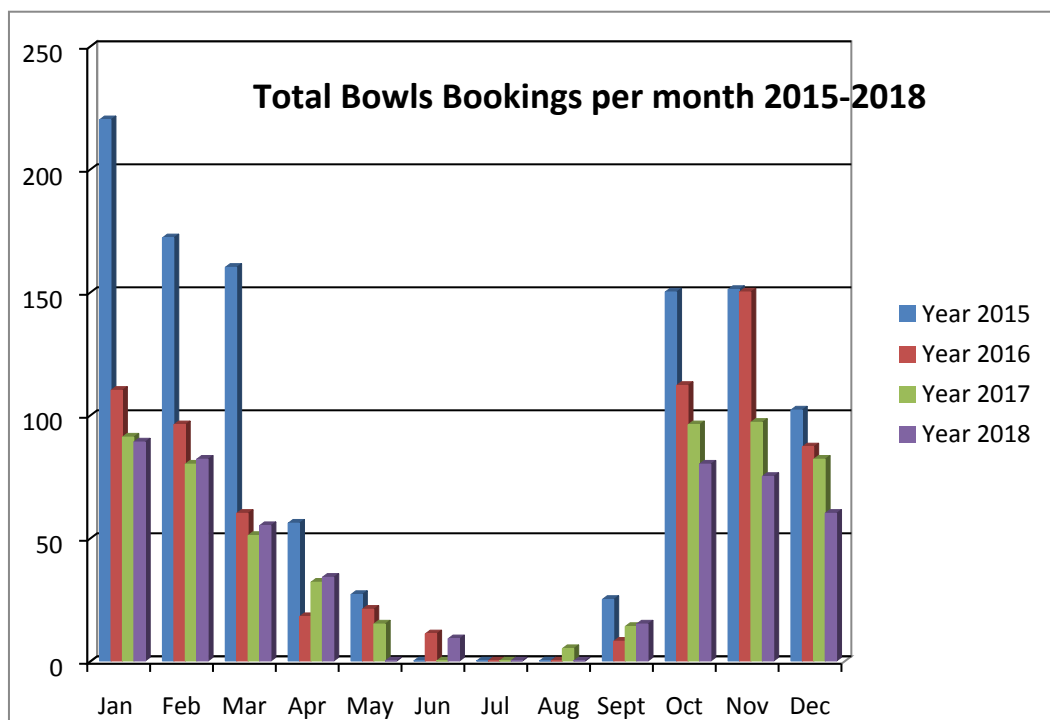
1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The Rainbow Leisure Centre contributes directly to the Council's Key Priority '*Supporting our Community*' and is an important contributor to the Council's developing approach to Health and Wellbeing.

2 Background

- 2.1 The Rainbow Leisure Centre is a multi-use, multi-purpose community centre that was rebuilt in 2003. The currently named Bowls Hall at the Rainbow Leisure Centre is a dedicated facility for indoor bowls, which as a result restricts other activities from taking place in the same location.
- 2.2 Over the last 5 years the Rainbow Leisure Centre has seen a steady but significant decrease in the number of clubs/groups playing indoor bowls. To date the number has dropped from 25 to 13 active clubs/groups. The total number of people playing indoor bowls at the Rainbow Leisure Centre as part of a club or group is currently 148 of which just 71 are residents of Epsom & Ewell.
- 2.3 The decline in people playing indoor bowls is expected to continue at a similar rate. Across Surrey, there are 11 large indoor affiliated bowls clubs, but overall these have seen steady decline in participation of 1-2% per year.
- 2.4 The Bowls Development Alliance has confirmed that since the new Rainbow Leisure Centre was opened in 2003 there have been no clubs from the Centre affiliated to the BDA or Bowls England. This means that no competitive bowls matches have been played there suggesting that those that currently play, do so for more recreational benefits. Since none of the clubs are affiliated, they do not receive support from the BDA or Bowls England
- 2.5 Indoor bowls is seasonal which means that between May and September the number of bookings in the purpose built hall drop significantly and in some months are non-existent. This effectively means that for 5-6 months of the year the current bowls facility remains un-used and stands empty as demonstrated in Graph 1 below:

Graph 1: Bowls Bookings taken over 4 years at Rainbow Leisure Centre



3 Proposal

- 3.1 The CCN submitted by GLL details a proposal to change the use of the existing indoor bowls hall into a Children's Indoor Play Park and to relocate the bowls provision as a programmable sport within the existing sports hall.
- 3.2 The introduction of a new children's indoor play park would enable greater access to the Leisure Centre by families with young children, boosting related activity rates, and addressing a current short-fall in provision for young children.
- 3.3 To ensure accessibility for all, GLL plan to offer a pay and play option for anyone on income support or with a disability. Therefore, they would pay £20.10 per year for a P&P membership and get a discount of 20% off the entry price each time they visited. This would mean that they could pay back their membership in savings if they visited once per month and would benefit thereafter.
- 3.4 The current utilisation of the centre by age group is as follows:

| | |
|------------|------|
| 0.-4 years | 1.8% |
|------------|------|

| | |
|-------------|-------|
| 5-10 years | 3.8% |
| 11-15 years | 5.9% |
| 16-44 years | 42.3% |
| 45-59 years | 18.0% |
| 60+ years | 28.2% |

- 3.5 GLL have introduced a similar concept in Sutton at their Sports Village, 5 miles away from Rainbow Leisure Centre. This facility includes a specific area for under 3's with a sensory zone and play aimed at this younger age group. There are also more challenging play structures for over 3's with slides and climbing frames which allow children to explore their physical capabilities within a safe and secure environment.
- 3.6 The play park at Sutton Sports Village is currently attracting 3,200 visits every month, this boosts the 0-8 year old usage and if replicated will help to increase the Rainbow Leisure Centre monthly usage by 8-10%.
- 3.7 There are currently limited options within the borough for indoor children's play areas. These are;
- 3.7.1 Giggles soft play at the Harrier Centre in Ewell.
- 3.7.2 Jupiter Jo's in West Ewell.
- 3.7.3 Once Upon A Time Soft Play in Epsom.
- 3.8 The proposal also seeks to relocate the provision of bowls to the main sports hall as a programmed sport similar to all the other sports offered at the Leisure Centre. A provisional sports hall programme has been drawn up to ensure that all existing clubs can be accommodated within this area.
- 3.9 If the proposal for a new indoor soft play park is approved, GLL will purchase 1 or 2 full length bowls mats at a quoted price of £3,613 each mat. In addition, Fenders will be installed at a cost of £400, 2 metres from the end of each mat to stop the bowls from leaving the end of the mat. Comfortable padded seating (up to 20 chairs) will also be provided for the bowlers in the sports hall. This investment will allow for bowls to be a bookable sport as with all other sports offered at the Rainbow leisure centre.
- 3.10 The indoor play park which will be fully funded by GLL, would be built on top of the existing bowls rink so it could be brought back into use at any future point if required.

- 3.11 Details of the proposed Children's Indoor Play Park are attached as appendix 1 in **Annex 1**.

4 Timeframe

- 4.1 If the Community & Wellbeing Committee approve the proposal then GLL will seek to commence the necessary works immediately.
- 4.2 The Bowls clubs/groups will be formally contacted to confirm the situation and to offer an alternative provision in the sports hall.
- 4.3 Work on installing the new Indoor Children's Soft Play Park would commence at the beginning of August and would be expected to be completed by the beginning of October.
- 4.4 GLL will ensure Health & Safety inspections are carried out ahead of the new facility being officially opened.

5 Consultation

- 5.1 As part of their proposal, GLL has undertaken a consultation process with their Leisure Centre users. This consultation process was open for 4 weeks from 09/04/19 – 12/05/19 and was open to all users of the Rainbow Leisure Centre.
- 5.2 The consultation was split into 3 separate methods which included a face-to-face meeting with the bowlers, an on-line survey and a hard-copy questionnaire.
- 5.3 Details of the consultation process and the results obtained are detailed at **Annexe 2**.
- 5.4 All current bowls clubs/groups playing at the centre were represented at the face-to-face meeting. Understandably the bowlers were not happy about potentially losing their purpose built bowls hall and having to play on a long mat in the sports hall. However, 23% of bowlers who also completed a questionnaire did support the proposal to change the use of the bowls hall to an indoor soft play park.
- 5.5 The on-line survey saw 1555 emails sent out to those members who had opted in to GDPR regulations. Only 6% responded but the majority of those were interested in a Play Park at the Rainbow Leisure Centre.
- 5.6 The hard-copy questionnaire received the biggest response with 355 questionnaires being completed which included those bowlers who completed a questionnaire after their face-to face meeting. When asked '*would you welcome the idea of a new play park at the Rainbow?*' there were 294 yes responses and 61 no responses.

- 5.7 Following the consultation period, the Council has received two letters detailed at annex 3 and annex 4, from Hunters Bowling Club and a local bowler stating their disappointment in the proposal by GLL. The Hunters Bowling Club have requested an extended consultation period of one year to give them time to promote their sport indoors and out.

6 Implications of the Proposal

- 6.1 GLL are seeking to offer a more enhanced provision for the under 8's age group. The introduction of an Indoor Children's Soft Play Park at the Rainbow Leisure Centre will help to increase participation rates for this age group.
- 6.2 The Indoor Children's Soft Play Park will attract more visits to the centre which in turn is likely to result in a rise in memberships. As children play, older family members will visit the café or use other facilities within the centre which is likely to increase revenue for the centre.
- 6.3 Parking is already very limited on site but GLL have already introduced more effective signage to direct customers to and from Hook Road Car Park. This car park is managed by EEBC and so any rise in the number of customers using Hook Road Car Park will result directly in an increase in income for the car park.
- 6.4 GLL have asked if the Council would consider opening Hook Road Car Park on a Sunday to accommodate the rise in visits to the Rainbow Leisure Centre at the weekends as a result of the new soft play park. The Head of Operational Services has confirmed that this will be given further consideration and will require a full viability report and then if appropriate a report will be brought to Environment and Safe Communities Committee for the necessary changes.
- 6.5 If the soft play park proposal was approved and the bowls was re-provided in the sports hall it is likely that some bowls clubs/groups would fold or leave to go elsewhere.
- 6.6 If an extended consultation period was considered to allow the bowlers time to promote their sport, it would delay GLL's proposal and therefore have an impact on their ability to generate additional income sooner.

7 Financial and Manpower Implications

- 7.1 Under the existing contract GLL pay an annual management fee to the Council. GLL are not proposing to change the contracted payment.
- 7.2 GLL will be fully funding the proposal so there is no financial risk to the Council. The total cost of the play park and therefore GLL's value of investment is expected to be £281,905 gross.

7.3 Changing the use of the bowls hall to a new Children's Play Park will allow GLL to generate increased revenue and memberships. This improved financial position will ensure a more competitive position when the existing contract is re-tendered in 2025.

7.4 **Chief Finance Officer's comments:** None for the purposes of this report, although any decision to change car parking opening times should be subject to a review of additional costs and potential additional income.

8 Legal Implications (including implications for matters relating to equality)

8.1 A Change Control Notice (CCN), is the contractual mechanism for any change in operation under a contract to be instigated.

8.2 The Council is the freehold owner of the Rainbow Leisure Centre and in accordance with the requirements of the Rainbow Redevelopment Service Agreement with GLL they have submitted to the Council, a Change Control Notice (CCN). The CCN is attached at **Annex 1**.

8.3 The requirements are set out in Schedule 21 of the Agreement and clause 1.2, states '*the Council shall not unreasonably withhold their agreement to any change*'. It is therefore expected that the Council will give their agreement to a CCN unless there is a good and sufficient reason for withholding this.

8.4 The contract states that upon receipt of a CCN the Council should evaluate this and then as appropriate either:

8.4.1 Request further information, or

8.4.2 Approve the CCN, or

8.4.3 Notify the Operator of the rejection of the CCN

8.5 **Monitoring Officer's comments:** None arising from the contents of this report.

9 Sustainability Policy and Community Safety Implications

9.1 There are no implications for the purpose of this report.

10 Partnerships

10.1 There are no implications for the purpose of this report.

11 Risk Assessment

11.1 If the Council does not evaluate the CNN then it may be found to be in breach of contract.

- 11.2 If the Council does not approve the CNN there could be a negative impact on the financial value of the contract which could have an adverse implication for the re-tendering of the contract in 2025.

12 Conclusion and Recommendations

- 12.1 GLL have submitted a Change Control Notice detailing a proposal to change the use of the bowls hall into an Indoor Children's Soft Play Park.
- 12.2 The bowls hall effectively stands empty for 6 months of the year due to the seasonal nature of the sport. There has also been a significant decline in the number of clubs/groups using the bowls hall which is expected to continue.
- 12.3 GLL have introduced a very successful indoor soft play park at Sutton Sports Village which has seen a significant increase in the number of visits to the centre.
- 12.4 GLL are seeking to provide an improved offer for younger children in the borough to attract younger visitors and to meet the demand for indoor soft play facilities within a limited market.
- 12.5 The majority of the existing bowlers at the Rainbow Leisure Centre are opposed to any such proposal and would like the opportunity to see if they can increase their playing numbers and therefore improve on the financial viability of the bowls hall. However, as none of the bowls clubs/groups who play at the centre are affiliated to Bowls England or the BDA it is unlikely that playing numbers will increase to such an extent that it changes the financial viability of keeping the bowls hall in use.
- 12.6 Indoor bowling is not being stopped at the Rainbow Leisure Centre but relocated into the sports hall as a programmable sport similar to all other sports available at the centre.
- 12.7 The quality of the bowling facility will not be as high as the purpose indoor bowls hall but as no competitive bowls takes place at the centre, the opportunity for recreational bowls will not be lost.
- 12.8 Within the existing contract Schedule 21: 1.2, states '*the Council shall not unreasonably withhold their agreement to any change.*'
- 12.9 The contract states that the Council shall evaluate the CCN as attached at Annex 1 and as appropriate either:

Request further information, or

Approve the CCN, or

Notify the Operator of the rejection of the CCN

- 12.10 The recommendation is that the Community & Wellbeing Committee approve the CCN and allow GLL to change the use of the Indoor Bowls Hall to an Indoor Children's Soft Play Park. In doing so indoor bowls will be relocated to the sports hall.

Ward(s) Affected: (All Wards);

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Epsom & Ewell Borough Council Change Notice 16.01.2019

Rainbow Children's Play Park

1. The originator and date of the request for the change

James Brackenborough & Darren Pope

Date for change: June 2019

2. The reason for the change

The Bowls Hall at Rainbow Leisure Centre is a dedicated facility for indoor bowls which restricts other activities from taking place. Since 2014 use of the bowls facility has diminished significantly with 11 clubs ceasing to re-book leaving only 13 clubs remaining (please see Appendix 1- Rainbow Leisure Centre Indoor Play Park Proposal, Appendix 1).

Due to the nature of the bowls hall being a seasonal activity and the facility being dedicated there is a long period during the fair weather months (April – September) when the Rainbow Leisure Centre experiences no booking and the bowls hall remains empty (please see Appendix 1 – Rainbow Leisure Centre Indoor Play Park Proposal, which demonstrates the utilisation of the bowls hall throughout the year in Appendix 2).

GLL propose to change the use of the bowls hall to a new Children's Indoor Play Park which will provide a safe and secure environment for energetic play, moving children away from static screen based entertainment and helping tackle the rise in childhood obesity. This new development will lead to a significant increase in participation levels, whilst also allowing the current Bowls programme to be fully relocated into the Sports Hall.

In the 'Leisure Development Strategy – Year 3 Q1 2019' Section 1.2.2 it states...

'Work with Rainbow Leisure Centre to introduce and sustain active leisure opportunities for pre-school children'.

GLL believes that the Children's Play Park will assist E&EBC in achieving this objective.

Please see Appendix 5 of the Rainbow Leisure Centre Indoor Play Park Proposal which references the utilisation of current age group usage. It details that ages 0-4 make up under 1.8% of the leisure centre overall participation.

3. Full details of the change including any specifications

To be confirmed when House of Play confirm Spec.

4. The variation to the Annual Contract Payment, if any, resulting from such change

There is no proposed change to the contracted payment. GLL will be funding all the capital required for this development meaning there is no financial risk to the Council. Since 2005 the management of the Rainbow Leisure Centre has cost GLL £869,143 (please see Appendix 2 – Rainbow Financial Summary). Changing the use of the bowls hall to a new Children's Play Park will allow GLL to partially mitigate this deficit and in turn leave the Rainbow Leisure Centre in a better financial position for E&EBC for when it is time to re-tender in 2025.

5. A timetable for the implementation of the change

| Task | Date |
|---|---------|
| Consultation period commences | 9.4.19 |
| Consultation period ends | 12.5.19 |
| Full report with consultation results go to the Community and Wellbeing Committee | 20.6.19 |
| Official decision to be communicated to all Bowls Clubs | 24.6.19 |
| Contractors appointed | 25.6.19 |
| Work to commence on the play park | 1.8.19 |
| Play park opens | 1.10.19 |

6. The impact, if any, of the change on other aspects of the agreement

- Parking
GLL have installed new signage at the entrance to the Hook Road car park welcoming Rainbow Leisure Centre customers and also signage that directs customers through the alley and to the entrance of the leisure centre.

Signage locations were approved by E&EBC Leisure Development Manager, Dr Sam Beak.

The ambition is to see uplift in the number of Rainbow Leisure Centre members using the Hook Road car park making it easier for all users to access the facilities. During period of 1.10.2017 to 30.09.2018 there were 12,263 individual visits to Hook Road car park by Rainbow Leisure Centre customers (figure from an email sent by Richard Chevalier to Dr Sam Beak 24.10.2018). The ambition is to increase this usage by 50% in the year following the proposed signage being introduced.

- Increased reception footfall
The Rainbow Leisure Centre boasts fast track entry for pre-paid members which reduces the number of customer that are required to see a receptionist.
One of GLL's key work streams during 2019 is to introduce chip and pin enabled kiosks to enable non members to use the kiosk entry systems. This will be supported by concierge staff.

The Children's Play Park will have an option of pre paid membership which will enable access through the kiosks prior to chip and pin being introduced.

7. Provision for signature by the Council and by the Operator

CHANGE CONTROL NOTE

Ref:

No:

Title of change:

Date:

Details of Change:

Reasons of Change:

Impact of Change:

Timetable:

Work Plan (activities to be undertaken), the relevant timescale (elapsed time), the resource requirement (expressed in work days) broken down by type of resource, details of any necessary capital or revenue expenditure, detail of any contingency in timescales, details of any contingency in resources planning.

Details of increased revenue arising as a result of the change or any new service to be offered at the Leisure Centre.

Reduction /Increase to the Annual Contract Payment to the Operator as a result of the change of new service.

Price:

Originator:

Signed

Council Response: Accept/Reject

Signed

PCL2/788452/16

Appendix 1 of Council Change Notice

RAINBOW LEISURE CENTRE INDOOR PLAY PARK PROPOSAL



1.0 Key Decisions

Key decisions:

1. Agree to change the use of the Bowls Hall at Rainbow Leisure Centre to a Junior Play area.
2. Agree to relocate the Bowls Clubs / Bookings to the Sports Hall as a programmed sport.

1.0 Introduction

1.1 Rainbow Leisure Centre was rebuilt in 2003 with demand for a bowls hall justified within the new facilities. Over the last 5 years we have seen a decrease in this sport which has seen 11 clubs cancel their bookings. The following clubs/groups no longer use Rainbow Leisure Centre.

- Alley Cats BC
- Carshalton Beeches A
- Hunters Bowling B
- Jeannette Goodwin
- Epsom Court A
- Epsom Court Izzard B
- Rosehill BC
- Men Cap
- Road Transport Media
- V Marsh
- Peter Revel Group

Please refer to **Appendix 1** graph showing the decrease in bowls clubs.

1.2 Bowls is a seasonal sport which is played indoors from October to March and outside from April to September. Therefore, there is a 6 month period of very low / no usage in the Rainbow bowls hall. It is not possible to use the hall for anything else during these summer months due to the split level design. As a result, the hall remains unused (graph is included in **Appendix 2** illustrating the changes in booking numbers across the year).

1.3 There are still 13 active groups that use the bowls rink but the position is vulnerable if clubs leave the centre at the current rate. **From the 13 clubs that use Rainbow, there are 148 bowlers in total and only 71 players that live inside of Epsom.** This figure as been derived from a telephone survey carried out by the centre (**see appendix 3**).

1.4 In order to make room for the under 8's indoor play area, all 13 clubs will be required to relocate to the sports hall. A provisional sports hall programme has been drawn up to ensure that all 13 clubs can be accommodated within this area. This has been achieved by

programming other activities which has not resulted in cancellations of any sports. A break down in how this has been achieved can be found in **Appendix 3**.

- 1.5 If the proposal for a new under 8's indoor play park is approved, GLL will purchase 2 full length bowls mats that can be laid in the sports hall making Bowls a bookable sport as with all other sports offered at the Rainbow leisure centre. Consideration will be made with regards to the underlay for the bowls mats along with new comfortable seating that can be set up around the edges of the sports hall.

Three quotations have been obtained for the supply and installation of removable bowls mats to be located in the Sports Hall. These will be positioned and stored at the far end of the hall for ease of use and flexibility of use. GLL have also received a letter from an experienced bowls professional who has confirmed that portable matting along with 2m fenders can be used for recreational bowls. Please see letter in appendix

All clubs will be consulted, kept up to date and where possible and be given the same times or days that they currently book. See **Appendix 4** showing an image and layout of how bowls can be accommodated in the Sports Hall alongside other sports, such as Badminton.

2.0 The Junior Indoor Play Park

- 2.0 GLL have introduced a new indoor play park at Sutton Sports Village 5 miles away from Rainbow Leisure Centre. This facility includes a specific area for under 3's with a sensory zone and play aimed at this younger age group. There are also more challenging play structures for over 3's with slides and climbing frames which allows children to explore their physical capabilities within a safe and secure environment. The current Bowls area is the right location to introduce a similar indoor play park that will enhance the visit of many Rainbow customers, and attract new ones. Please see appendix 8 for photos/illustrations of the Sutton Indoor play park. Please see appendix 9 for testimonials of the Sutton Play Park.

- 2.1 **Demographics of Rainbow Leisure Centre** – The centre caters for all areas of the community offering affordable facilities for all ages. Some facilities are more popular than others (such as the gym and the pool) and at present we have a strong catchment of 16-44yrs, 45-59yrs and 60+ years, but improvement for the level of customers under 10 years old will be achieved by introducing this junior play area. The current breakdown is as follows:

| | |
|-------------|-------|
| 0-4 years | 1.8% |
| 5-10 years | 3.8% |
| 11-15 years | 5.9% |
| 16-44 years | 42.3% |
| 45-59 years | 18.0% |
| 60+ years | 28.2% |

See **Appendix 5** for graph showing the age demographic of Rainbow Leisure Centre

2.2.2 The play park at Sutton Sports Village is currently attracting 3,500 visits every month, this boosts the 0-8 year old usage and if replicated will increase Rainbow LC monthly usage by **8-10%**. GLL share Epsom and Ewell's Leisure Development Strategy of working with Rainbow Leisure Centre to introduce and sustain active opportunities for pre school children (See appendix 10 – point 1.2.2)

2.2.3 The new play park will also improve the Rainbow Birthday party offering. At present the centre caters for 20-30 parties per month. **With the introduction of the new facility, this could increase to 80 parties per month.**

2.2.4 There are limited options within the borough for indoor children's play areas. At present, there are only 3 soft play options for over 5,000 under 8's that live in the borough. The following children's soft play areas in the borough are as follows:

- Giggles soft play at the Harrier Centre in Ewell.
- Jupiter Joes in Ewell.
- Once upon a time in Epsom.

Each of these facilities lack investment and are under used by the residents of Epsom due to their appeal. Instead most residents choose other facilities outside of the borough (such as Leatherhead Leisure Centre or Sutton Sports Village) due to their recent investments.

2.2.5 Although Rainbow's normal catchment area is within a 10 minute drive of the centre (**see Appendix 7**). Due to the lack of quality indoor play parks within Surrey and London, it is likely that this catchment area will stretch to 20-30 minutes, therefore attracting residents from Mole Valley, Kingston, Richmond, Spelthorne, Sutton, Weybridge and Woking.

- 2.2 **Price Point** – After carrying out a competitor review and considering the investment going into the Rainbow facility, £5.50 for over 2's and £2 for under 2's is the suggested price point (please note that there will be no admission charge for Adults). Membership packages would also be offered for unlimited use on a monthly or a yearly basis.

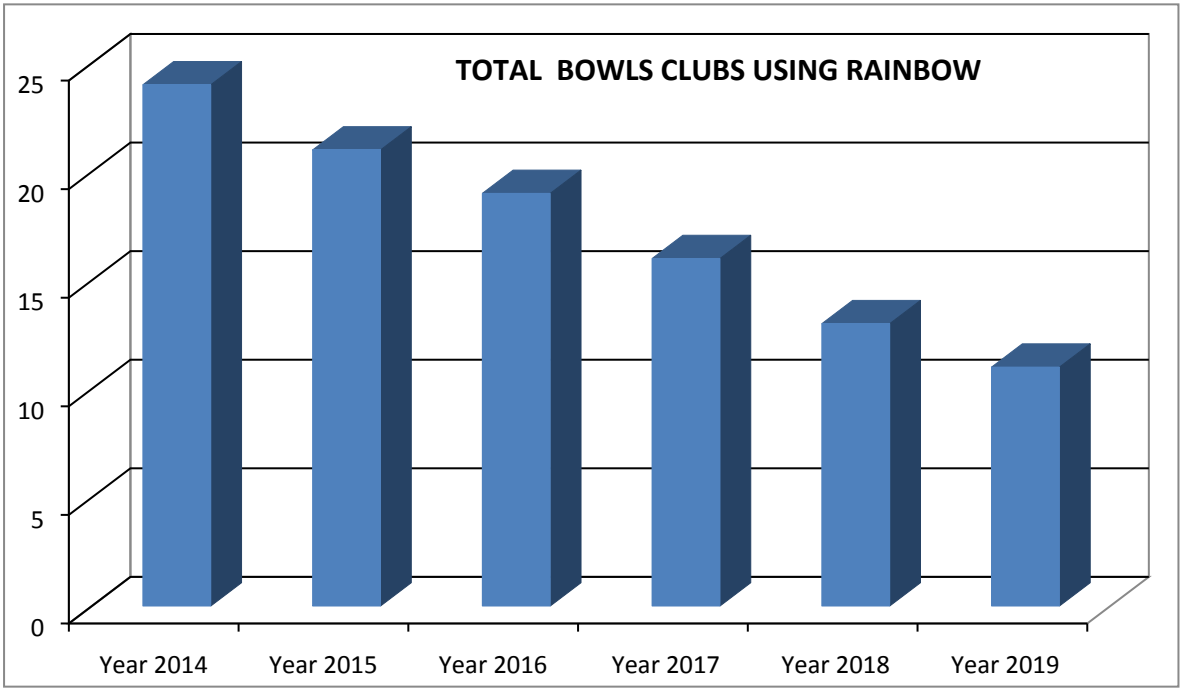
3.0 Conclusion

- 3.1 In this report the need to review our current provision of bowls on the ground floor has been covered. As highlighted, there is a decrease in club use with a lack of new interest from younger bowlers inside and outside of the borough. Therefore we feel this proposal to relocate to the sports hall is sensible and by programming it alongside other sports in our multi use sports hall, Bowls remains a core sporting offer at Rainbow Leisure Centre.

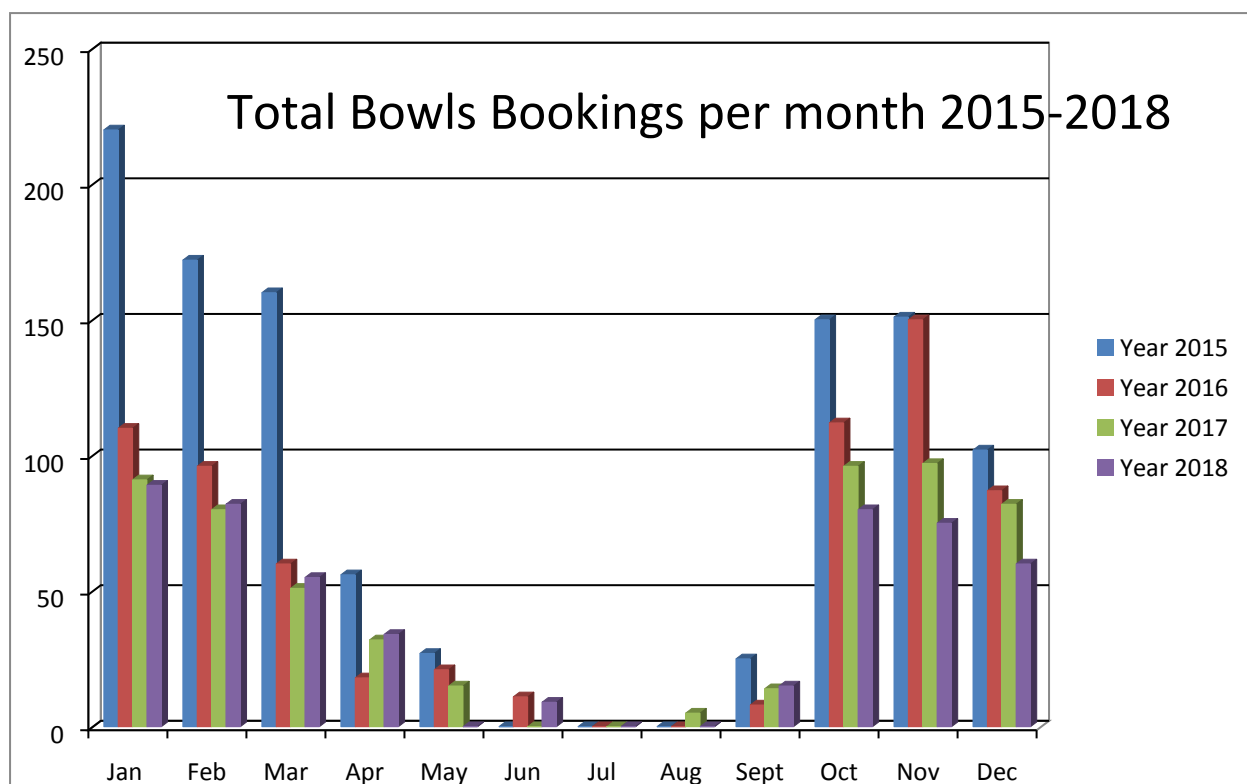
GLL have a product that is proven with Sutton Sports Village Play Park. **This facility has attracted over 3500 visits month (bear in mind Bowls generated 4032 visits in the whole of 2018).** With the introduction of the Rainbow Leisure Centre Play Park, there could be an increase in visits by **2,000-3,000** per month and at the same time improving the 0-8 age mix which is the lowest in the membership offering. This project will be funded by GLL and will be built on top of the current Bowls rink meaning it will remain there if ever required in the future.

End.

Appendix 1 – Total clubs over a 5/6 year period



Appendix 2 – Bookings taken over 4 years



Appendix 3 – Bowls relocation to the Sports Hall

| January to March | | | | | | | | |
|------------------|---------------------------|--------------------|--------------|----------------------|--------------|--------------------------------------|---------------------------------------|---------------|
| Day | Club | Previous time slot | Area | New time | Relocated to | Number of members inside the borough | Number of members outside the borough | Total Members |
| Monday | Epsom Park Bowls | 10-12pm | Bowls Hall | 10-12pm | Sports Hall | 16 | 0 | |
| | Southborough Bowls | 4-6pm | Bowls Hall | 2-4pm | Sports Hall | 1 | 4 | |
| Tuesday | Epsom Court Bowlers | 10-12pm | Bowls Hall | 10-12pm | Sports Hall | 9 | 1 | |
| | Carshalton Beeches BC | 12-2pm | Bowls Hall | 10-12pm | Sports Hall | 6 | 9 | |
| Wednesday | Friendly Bowls (Fletcher) | 2-4pm | Bowls Hall | 10-12pm | Sports Hall | 6 | 2 | |
| | Motspur Park BC | 12-2pm | Bowls Hall | 11-1pm | Sports Hall | 0 | 8 | |
| Thursday | Banstead BC | 2-4pm | Bowls Hall | 12-2pm on Thursdays | Sports Hall | 2 | 6 | |
| | Banstead Bowling club | 10-12pm | Bowls Hall | 10-12pm | Sports Hall | 0 | 16 | |
| Friday | Mr Newman (Kingswood) | 12-2pm | Bowls Hall | 12-2pm | Sports Hall | 0 | 8 | |
| | Mr Wade | 2-4pm | Bowls Hall | 2-4pm | Sports Hall | 6 | 2 | |
| Saturday | Hunters Bowling | 9:30-11am | Bowls Hall | 2-3:30pm | Sports Hall | 9 | 1 | |
| | Neville Bowls | 12-2pm | Bowls Hall | 2-4pm on Mondays | Sports Hall | 5 | 5 | |
| Sunday | Cheam Bowls | 2-4pm | Bowls Hall | 12-2pm | Sports Hall | 3 | 3 | |
| | Ewell Village Bowls | 2-4pm | Bowls Hall | 11-1pm on Wednesdays | Sports Hall | 8 | 0 | |
| Saturdays | Not effected | Not effected | Not effected | Not effected | Not effected | 0 | 0 | |
| Sunday | Banstead Bowls | 10:30-12:30pm | Bowls Hall | 4-6pm | Sports Hall | 0 | 12 | |
| | | | | | | 71 | 77 | |

| April to Mid September | | | | | | | | |
|------------------------|-------------|--------------------|-------------|-------------|--------------|--------------------------------------|---------------------------------------|---------------|
| Day | Club | Previous time slot | Area | New time | Relocated to | Number of members inside the borough | Number of members outside the borough | Total Members |
| No Bookings | No Bookings | No Bookings | No Bookings | No Bookings | No Bookings | No Bookings | No Bookings | No Bookings |

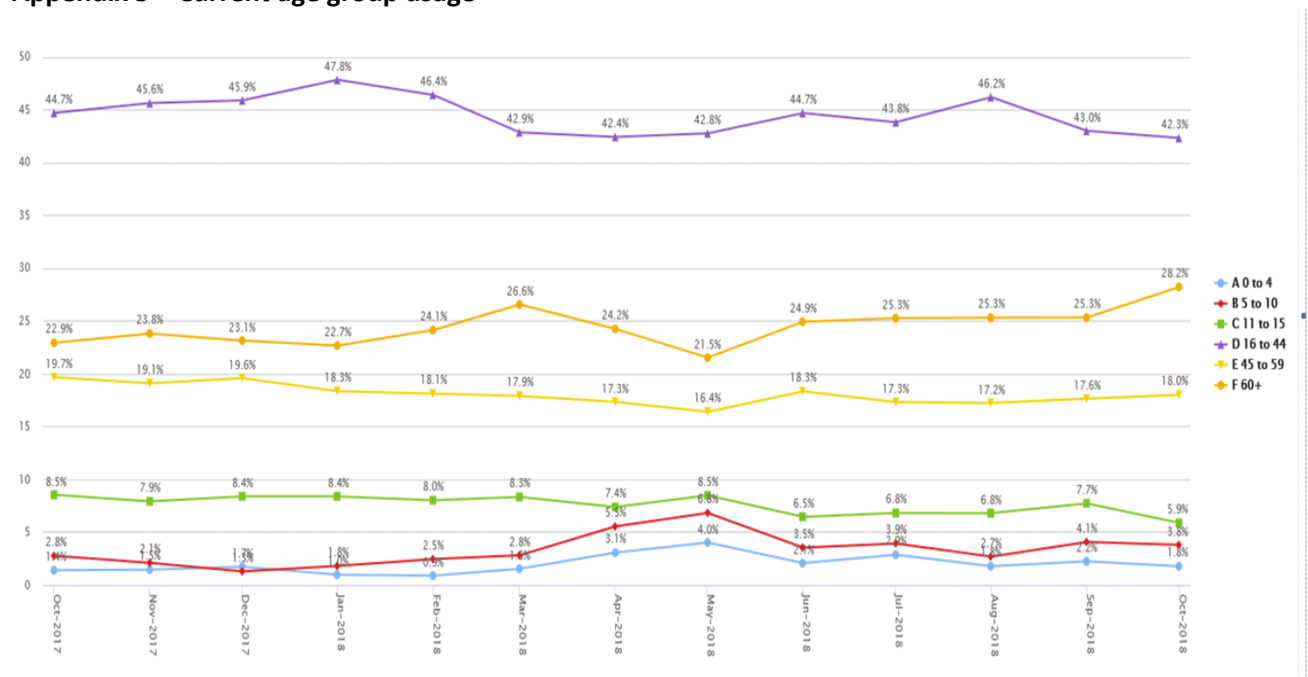
| Mid September to December | | | | | | | | Total Members |
|---------------------------|---------------------------|--------------------|--------------|--------------------|--------------|--------------------------------------|---------------------------------------|---------------|
| Day | Club | Previous time slot | Area | New time | Relocated to | Number of members inside the borough | Number of members outside the borough | |
| Monday | Epsom Park | 2-4pm | Bowls Hall | 2-4pm | Sports Hall | 16 | 0 | |
| | Southborough BC | 4-6pm | Bowls Hall | 9-11am | Sports Hall | 1 | 4 | |
| Tuesday | Epsom Court Bowls | 10-12pm | Bowls Hall | 10-12pm | Sports Hall | 9 | 1 | |
| | Carshalton Beeches | 12-2pm | Bowls Hall | 12-2pm | Sports Hall | 6 | 9 | |
| | Friendly Bowls (Fletcher) | 2-4pm | Bowls Hall | 2-4pm | Sports Hall | 6 | 2 | |
| | David Leamer | 4-6pm | Bowls Hall | 2-4pm | Sports Hall | 8 | 0 | |
| Wednesday | Motspur Park BC | 12-2pm | Bowls Hall | 11-1pm | Sports Hall | 0 | 8 | |
| | Banstead Bowls | 2-4pm | Bowls Hall | 10-12pm | Sports Hall | 2 | 6 | |
| Thursday | Banstead Bowling Club | 10-12pm | Bowls Hall | 10-12pm | Sports Hall | 0 | 16 | |
| | Mr Newman (Kingswood) | 12-2pm | Bowls Hall | 10-12pm | Sports Hall | 0 | 8 | |
| | Mr Wade | 2-4pm | Bowls Hall | 2-4pm | Sports Hall | 6 | 2 | |
| Friday | Hunter Bowls | 9:30-11am | Bowls Hall | 2-3:30pm | Sports Hall | 9 | 1 | |
| | Neville Bowls | 12-2pm | Bowls Hall | 10-12pm on Mondays | Sports Hall | 5 | 5 | |
| | Cheam Bowling | 2-4pm | Bowls Hall | 12-2pm on Mondays | Sports Hall | 3 | 3 | |
| Saturdays | Not effected | Not effected | Not effected | Not effected | Not effected | 0 | 0 | |
| Sunday | Banstead Bowls | 10:30-12:30pm | Bowls Hall | 4-6pm | Sports Hall | 0 | 12 | |
| | | | | | | 71 | 77 | |

Appendix 4 - – Photo/Layout of how Bowls can be accommodated in a Sports Hall



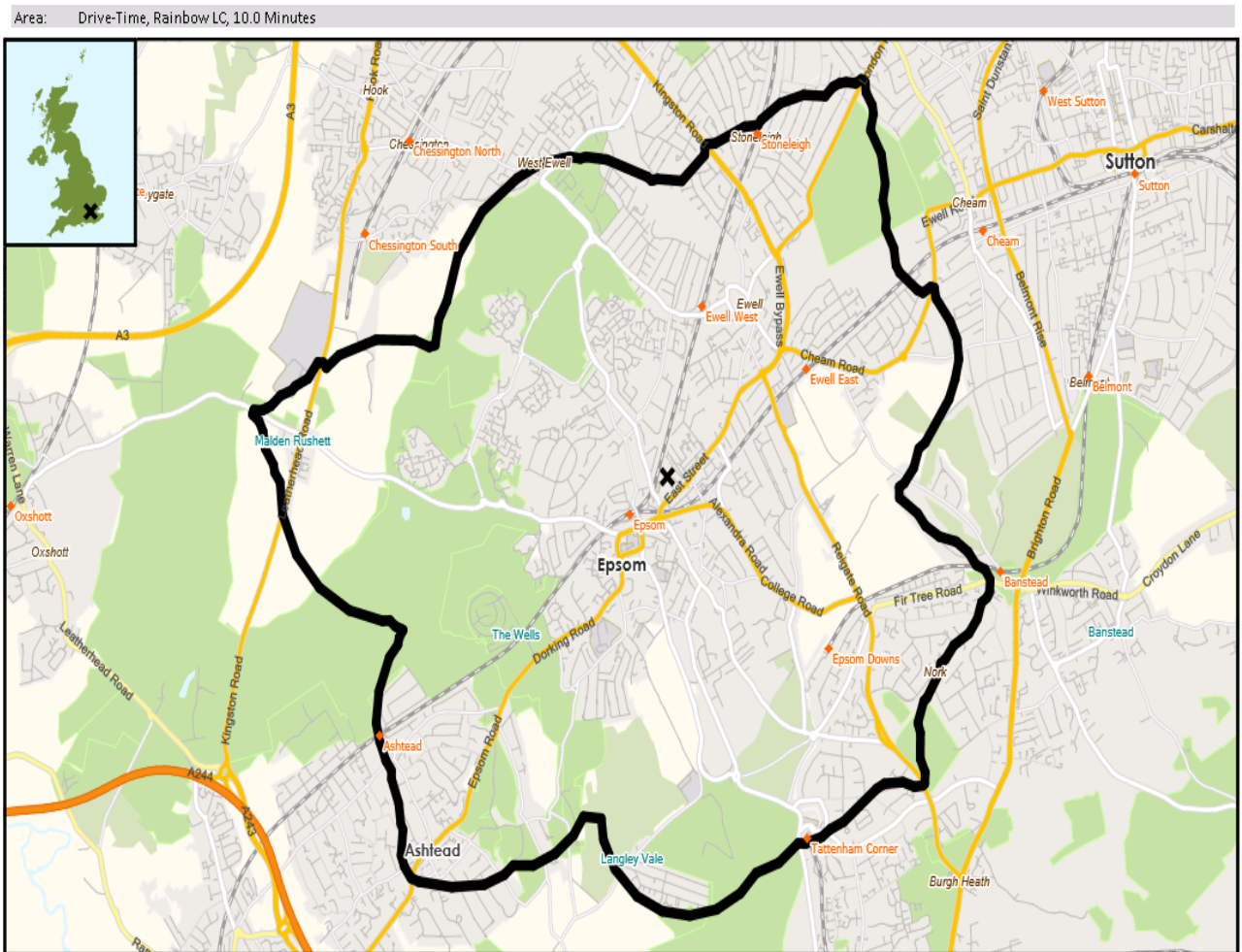


Appendix 5 – Current age group usage



Appendix 6 – Competitor facilities and prices

| | | | | | |
|--------------------------------------|-------------------------|----------------------------|-----------------------|----------------------------------|-----------------------------------|
| Competitor Analysis | | | | | |
| 25.7.18 | | | | | |
| | Once upon a time | Kidspace | Leatherhead LC | Jupiter Joes | Giggles (Harrier centre) |
| Costs | | | | | |
| Under 1's cost | £1 | £2 | £2 | £0 | £1.25 |
| Costs per session Peak child under 3 | £3.95 | £6.75 | £5 | £5 for 2 hrs | £3.95 |
| Costs per session off | £3.95 | £6.50 | £5 | £5 for 2hrs | |
| Cost for adults additional siblings | | £5.50 peak /£2.95 off peak | | | |
| | £2.95 | £6.75 | £5 | £5 | £2.95 |
| Cost of birthday costs | start from £250 | Start from £132 | unknown | packages provided :package A -£9 | self catered -£180, catered- £280 |
| Membership needed? | N/A | £20 for 10 months | free with membership | | |
| Facilities | | | | | |
| Café | X | x | x | x | x |
| Seated area for Parents | X | x | x | x | x |
| Under 1's area | X | x | x | x | x |
| Under 5's area | X | x | x | x | |
| Over 5's area | | x | x | x | |
| Tiered soft play | X | x | x | x | |
| Ball pit | X | x | x | | |
| Trampolines | | | | x | |
| Climbing wall | | x | | | |
| reaction wall | | x | | | |
| Sensory area | | | | | |
| Over 55's programme | | | | | |
| lead activities (story | | x | | | |
| Birthday parties offered | X | x | x | x | x |
| Parking | X | x | x | x | x |
| Nappy change and | X | x | x | x | x |
| First aiders on duty | | | x | | |
| | | | | | |





Appendix 8 – Photos of Sutton Indoor play park






TODDLER AREA







 **Karen Allnutt** recommends [Better, Sutton Trampoline & Play Park](#)  

13 October at 08:44 · 

Fantastic soft play and trampoline area for toddlers. My 15 month old absolutely loved it!

 Start a private conversation with Karen Allnutt in Messenger. [Message](#)

 Like  Comment  Share  Message 

 **Claire Chall** recommends [Better, Sutton Trampoline & Play Park](#)  

10 September · 

My 18 month old son loved the play park. lots of things to do. friendly colourful place.

 Start a private conversation with Claire Chall in Messenger. [Message](#)

 [Better, Sutton Trampoline & Play Park](#)

 Like  Comment  Share  Message 

 **Vicky Goodwin** recommends [Better, Sutton Trampoline & Play Park](#)  

7 September · 

Took my 2 yr old here and thought it was fab! He was able to climb on everything without me always having to go with him. I was able to see him most of the time from the bottom. Highly recommend! Although you do have to leave after your 2 hour slot which he wasn't a fan of!

 Start a private conversation with Vicky Goodwin in Messenger. [Message](#)

 [Better, Sutton Trampoline & Play Park](#)



Charlotte Docherty recommends [Better, Sutton Trampoline & Play Park.](#)

6 September · 🌐

A group of us with 6 to 8 month children visited the Trampoline Play Park today and were all very impressed.

I have a 7 month old and enjoyed the entire play park. The sensory room was lovely, perfectly sized and hidden away so would recommend even for younger babies.

The staff do an excellent job of keeping the entire area clean and tidy and I look forward to returning next week - can't go wrong for £2!

Appendix 10 – Epsom and Ewell Leisure Development Strategy

(1.2.2 Partnership with RLC for Pre school children)

| Objectives | Actions | Funding/Resource Implications | Timescale | Target | Baseline |
|--|--|---|--------------|--|------------------------------------|
| developing community focused activity programmes at the Rainbow Leisure Centre | 1.2.2 Work with the Rainbow Leisure Centre to introduce and sustain active opportunities for preschool children | Use of LD budget and explore external funding opportunities | By end of Q4 | Develop and sustain one new activity at the Rainbow Leisure Centre for preschool children | No baseline |
| | 1.2.3 Work with the Rainbow Leisure Centre to promote usage of the centre through the Surrey Youth Games | Use of LD budget and explore external funding opportunities | By end of Q1 | Host Judo training sessions at the Rainbow Leisure Centre | RLC 4 judo taster sessions in 2017 |
| | 1.2.4 Work with the Rainbow Leisure Centre and Amateur Swimming Association to promote the development of an open swim session focused on those aged 50+ | Use of LD budget and explore external funding opportunities | By end of Q4 | Introduce a new course of swimming sessions focusing on those aged 50+ that may include Learn to Swim and/or Swim Doctor | No baseline |
| | 1.3.1 Work with Ebbisham | | | | |

Appendix 2 of Council Change Notice – Rainbow Financial Summary (All costs)

| GREENMCHILLURE LIMITED | | | | | | | | | | | | | | |
|---|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| HSOM & EMML PARTNERSHIP - RAINBOW CENTRE | | | | | | | | | | | | | | |
| | Year 2005 | Year 2006 | Year 2007 | Year 2008 | Year 2009 | Year 2010 | Year 2011 | Year 2012 | Year 2013 | Year 2014 | Year 2015 | Year 2016 | Year 2017 | Year 2018 |
| MAIN | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Forecast |
| INCOME | 444,017 | 447,319 | 428,305 | 472,546 | 475,972 | 500,830 | 521,049 | 568,723 | 553,834 | 543,873 | 484,260 | 465,329 | 483,507 | 502,053 |
| EXPENDITURE | (698,723) | 738,488 | 709,706 | 772,245 | 840,549 | 737,856 | 851,672 | 864,309 | 1,139,236 | 1,266,228 | 1,285,589 | 1,278,344 | 1,355,365 | 1,311,250 |
| STRIPLS(DEFICIT) | (254,705) | (291,169) | (281,400) | (299,699) | (364,577) | (237,025) | (330,623) | (295,586) | (585,403) | (722,356) | (801,328) | (813,015) | (871,858) | (809,197) |
| CARIBING | | | | | | | | | | | | | | |
| INCOME | 22,761 | 13,962 | 12,916 | 14,125 | 10,207 | 12,941 | 11,165 | 15,493 | 14,847 | 15,074 | 14,640 | 8,774 | 8,694 | 8,225 |
| EXPENDITURE | (10,249) | 457 | 1,782 | 140 | 2,741 | 2,755 | 463 | 47 | 196 | 407 | 650 | 4,653 | 3,410 | 2,448 |
| STRIPLS(DEFICIT) | 12,511 | 13,505 | 11,134 | 13,985 | 7,467 | 10,186 | 10,703 | 15,446 | 14,651 | 14,667 | 13,990 | 4,121 | 5,284 | 5,777 |
| COACHING | | | | | | | | | | | | | | |
| INCOME | 292,619 | 317,292 | 341,754 | 371,163 | 382,466 | 360,556 | 452,078 | 445,350 | 479,523 | 568,437 | 624,700 | 662,697 | 739,100 | 812,839 |
| EXPENDITURE | (97,117) | 85,499 | 101,603 | 114,202 | 127,849 | 132,763 | 137,686 | 170,996 | 154,610 | 185,109 | 199,053 | 211,402 | 201,038 | 235,720 |
| STRIPLS(DEFICIT) | 195,502 | 231,793 | 240,152 | 256,961 | 254,617 | 227,793 | 314,392 | 274,354 | 324,913 | 383,328 | 425,647 | 451,295 | 538,062 | 577,119 |
| WELLNESS | | | | | | | | | | | | | | |
| INCOME | 773,007 | 768,676 | 712,898 | 696,313 | 842,333 | 960,900 | 1,003,789 | 1,147,195 | 1,272,468 | 1,502,588 | 1,356,120 | 1,220,392 | 1,108,803 | 1,080,112 |
| EXPENDITURE | (339,191) | 329,417 | 265,036 | 284,896 | 343,187 | 389,363 | 368,923 | 437,050 | 385,207 | 432,556 | 398,519 | 444,933 | 409,852 | 394,280 |
| STRIPLS(DEFICIT) | 433,816 | 439,259 | 447,863 | 411,417 | 499,146 | 571,537 | 634,866 | 710,145 | 887,261 | 1,070,032 | 957,601 | 775,459 | 698,951 | 685,832 |
| HEALTHYLIVING | | | | | | | | | | | | | | |
| INCOME | | 1,385 | 3,802 | 4,472 | 7,334 | 5,079 | 4,431 | 3,965 | 3,261 | 1,830 | 1,861 | 2,053 | 1,678 | 1,763 |
| EXPENDITURE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 86 | 86 |
| STRIPLS(DEFICIT) | | 1,385 | 3,802 | 4,472 | 7,334 | 5,079 | 4,431 | 3,965 | 3,261 | 1,830 | 1,861 | 2,053 | 1,592 | 1,763 |
| SPA | | | | | | | | | | | | | | |
| INCOME | | | | | | | | 0 | 128,875 | 144,838 | 148,426 | 149,416 | 156,925 | 157,865 |
| EXPENDITURE | | | | | | | | 0 | 128,499 | 136,183 | 111,740 | 123,169 | 139,616 | 139,104 |
| STRIPLS(DEFICIT) | | | | | | | | 0 | 375 | 8,656 | 36,685 | 26,247 | 17,309 | 18,761 |
| TRAINING/JOYALS | | | | | | | | | | | | | | |
| INCOME | | | | | | | | | | | | | | |
| EXPENDITURE | | | | | | | | | | | | | | |
| STRIPLS(DEFICIT) | | | | | | | | | | | | | | |
| TRAINING/JOYALS | | | | | | | | | | | | | | |
| INCOME | 1,532,404 | 1,548,634 | 1,499,675 | 1,558,619 | 1,718,312 | 1,840,306 | 1,992,511 | 2,300,553 | 2,452,807 | 2,776,639 | 2,630,006 | 2,598,661 | 2,498,707 | 2,562,857 |
| EXPENDITURE | (1,145,280) | 1,153,861 | 1,078,126 | 1,171,484 | 1,314,325 | 1,262,737 | 1,358,743 | 1,621,858 | 1,807,749 | 2,020,483 | 1,995,551 | 2,062,501 | 2,109,367 | 2,082,802 |
| STRIPLS(DEFICIT) | 387,124 | 394,774 | 421,549 | 387,135 | 403,987 | 577,569 | 633,768 | 708,324 | 645,058 | 756,156 | 634,456 | 446,160 | 389,340 | 480,055 |
| Contract Team (pre 2008 - costs incurred charged to trading accounts) | | | 8,919 | 84,672 | 87,903 | 105,392 | 117,080 | 126,144 | 43,532 | 58,637 | 57,403 | 93,069 | 56,355 | 34,172 |
| Head Office Allocation | 305,183 | 300,513 | 271,674 | 262,459 | 270,619 | 298,399 | 319,113 | 340,453 | 305,345 | 268,864 | 232,456 | 225,111 | 206,252 | 183,320 |
| Management Fee | 167,726 | 210,569 | 217,686 | 226,016 | 236,371 | 236,397 | 253,895 | 258,937 | 258,937 | 258,937 | 273,369 | 284,259 | 289,137 | 299,125 |
| ES&P Partnership Surplus / (Deficit) | (85,784) | (116,308) | (76,730) | (186,012) | (190,906) | (62,820) | (56,319) | (17,210) | 37,244 | 169,719 | 71,229 | (156,279) | (162,404) | (36,562) |
| Prior Year Losses C/F | 0 | (85,784) | (202,092) | (278,822) | (464,833) | (655,739) | (718,559) | (774,879) | (792,089) | (754,845) | (585,126) | (513,898) | (670,177) | (832,581) |
| Surplus / (Loss) | (85,784) | (202,092) | (278,822) | (464,833) | (655,739) | (718,559) | (774,879) | (792,089) | (754,845) | (585,126) | (513,898) | (670,177) | (832,581) | (869,143) |

Appendix 11 – Letter from Bowls Professional endorsing the Portable Bowls Mats for Recreational use.



Email: shop@shotbowl.com
Web: www.shotbowl.com
Tel: 01778 348788

Darren Pope
General Manager
Rainbow Leisure Center
GLL (Greenwich Leisure Ltd)
East Street
Epsom
Surrey
KT17 1BN

22nd May 2019

Dear Darren

Portable Carpet Rink Usage

Further to our recent telephone conversation concerning the usage of a portable rink,

I can confirm that this carpet with fenders is suitable for casual play amongst your members and even friendlies against other clubs/centers but it would be courteous to inform them of details of your rink.

If you were looking to enter a district league or official competitions such county or national then you would have to be affiliated to the district league or the county indoor bowling association but this carpet/surface would not be allowed as there is a minimum length for the rink and ditches are required at the end of the rink.

As you are aware that I have managed 4 leisure centers in my career and would agree that including indoor bowls in your business plan gives you the ability diversify the activity in this designated area thereby the potential to increase your per square meter income.

If I can be of any further assistance please don't hesitate in contacting me.

Regards

Trevor Collins
Managing Director

Shotbowl Ltd. All rights reserved.
Unit 2 Blenheim Way, Northfields Ind Est,
Market Deeping, Peterborough, PE6 8LD.

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Bowls Hall vs Play Park Consultation at Rainbow Leisure Centre

1.0 Introduction

1.1 Further to concerns over the decrease in annual visits to the bowls hall at Rainbow Leisure centre, GLL decided to carry out a series of surveys over the course of 1 month to ensure that the proposals for a new children's play park are in the best interests of all users of the centre. These surveys were split into 3 methods, these were:

- Face to face meeting with the Bowls Clubs
- Online survey to all users that has opted into the GDPR
- Questionnaire table set out in Reception at Rainbow with post box

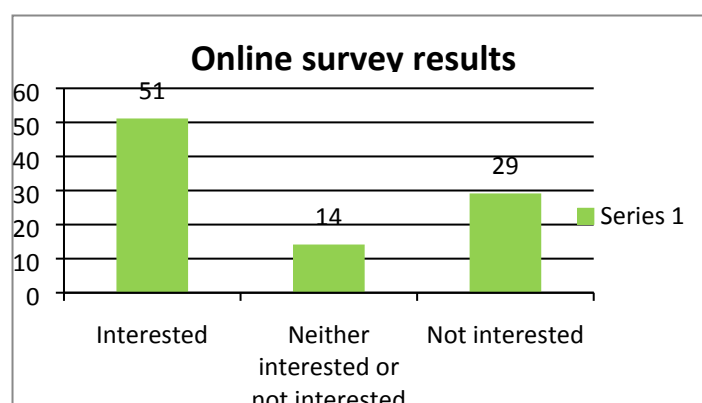
The consultation period was spread over of the course of 1 month (from 9.4.19 to 9.5.19)

2.0 Face to Face meeting with all Bowls Clubs

2.1 GLL arranged a meeting with bowls players on Tuesday 9th April where all 13 bowls clubs were represented (see register and list of clubs in Appendix 1&2). At this meeting, GLL presented the reasons why the current bowls area is under review, by illustrating the decrease in clubs and the fall in participation over a 4 year period. An alternative space was introduced with any concerns being addressed. The decision to move Bowls to the sports hall was not popular amongst most of the bowlers, but there were 23% of the audience who completed questionnaires that supported our proposals (see photo of the Bowls Hall consultation in Appendix 3)

3.0 Online Survey

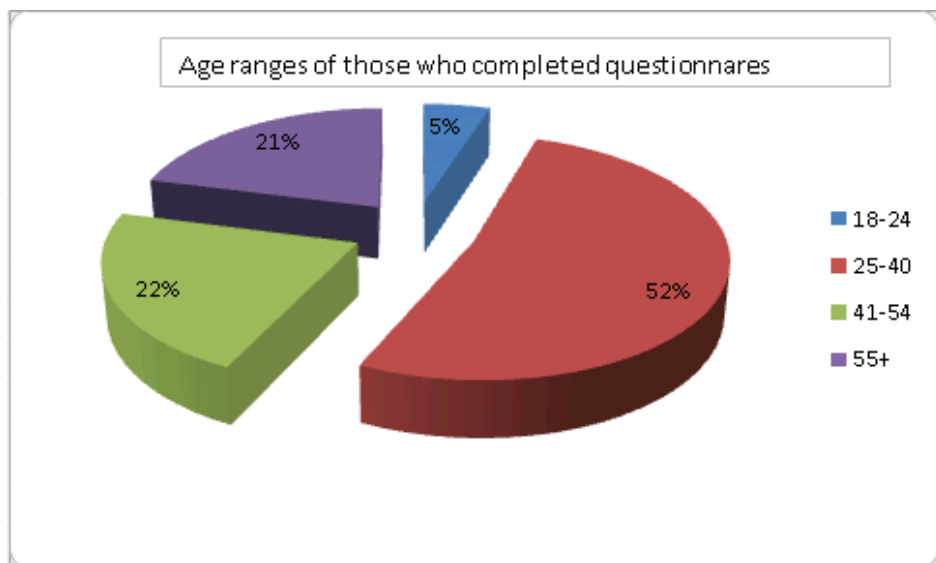
3.1 GLL's marketing department sent out a total of 1,555 emails to members that has opted in to GDPR regulations (see example email in Appendix 4 and delivery report in Appendix 5). From this mass email 6% of people returned their views which is below the expected 20% we benchmark. It is worth noting that the question on the survey is very much different to the one posed on the questionnaire in the leisure centre. The online survey asks "are you interested", "neither interested or not interested" and "not interested" in a Play park at Rainbow leisure Centre. Here are the results:



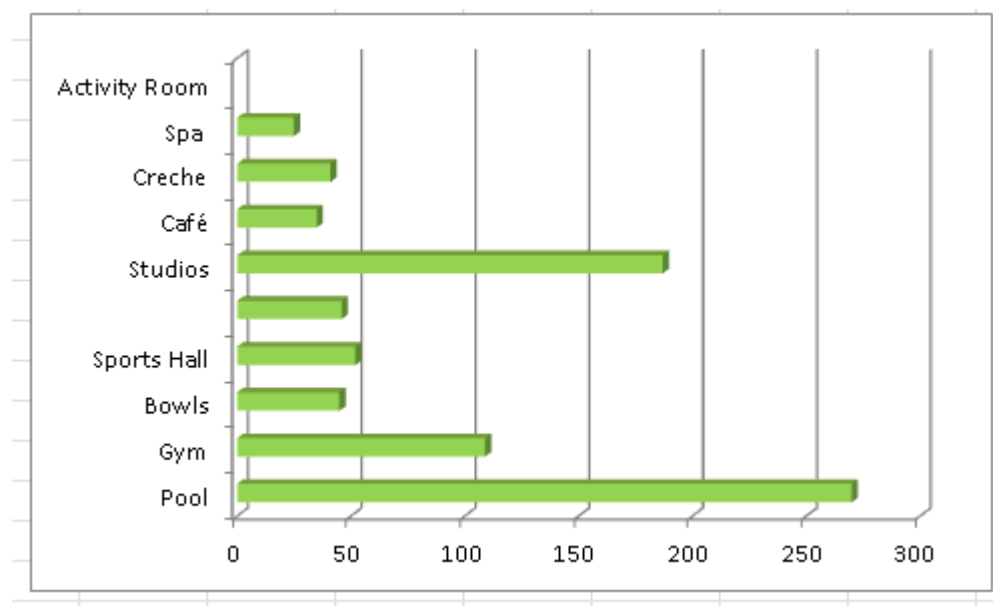
4.0 Questionnaire at the Centre

4.1 This method received the biggest response with 355 questionnaires completed. The questionnaire table was set up between 9th April to 10th May (see questionnaire table in Appendix 6). Which allowed plenty of time for all customers to feedback to GLL on either their support or opposition to the Play Park proposals. All Questionnaires that were completed by the Bowls Clubs after the meeting on 9th April were included in the results below. (also see a summary of all results in Appendix 7)

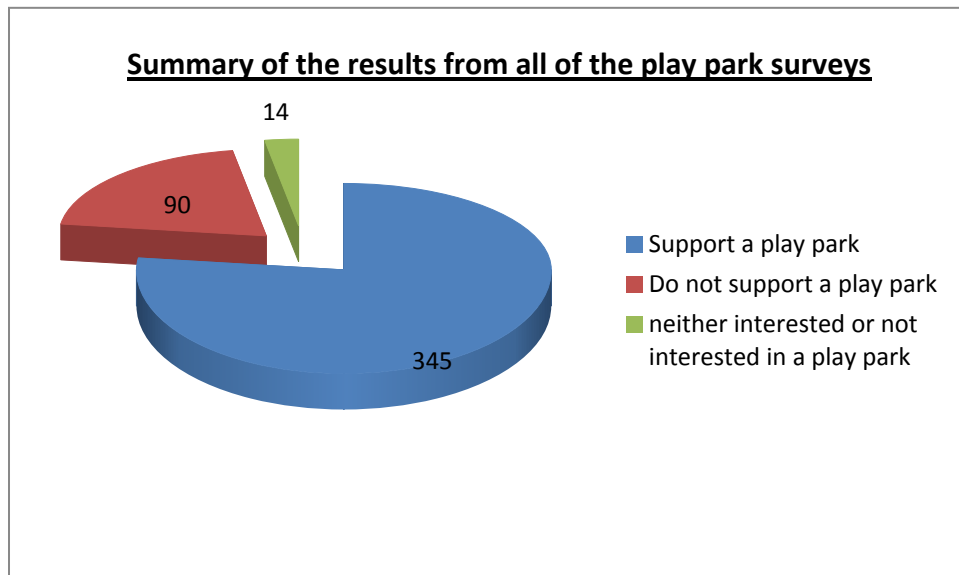
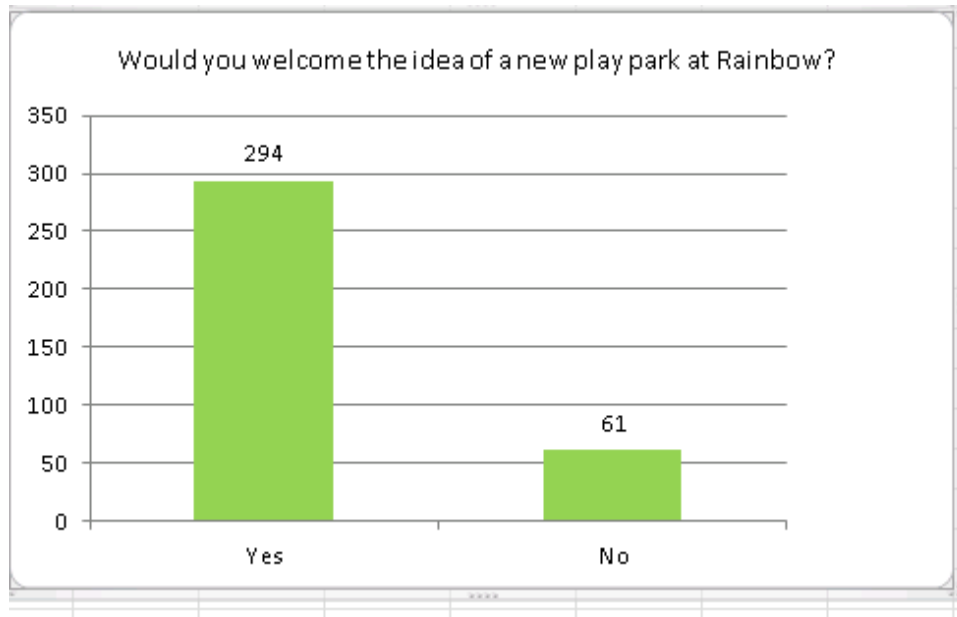
4.2 Age ranges of those who completed a questionnaire



4.3 Facilities used by those who completed a questionnaire



4.4 Those in favour of a Play Park at Rainbow Leisure Centre



5.0 Summary

- 5.1 This is one of the largest consultation exercises we have carried out at Rainbow Leisure Centre. In all, 449 people have been consulted, split between 3 methods of feedback. GLL would like to conclude that with the statistics used with the introduction of a Play Park at Sutton Sports Village and the overwhelming response in favour of a new Play facility at Rainbow Leisure Centre, that this new provision is in the best interest of Rainbow Leisure Centre and the Epsom and Ewell Community.

6.0 Appendices

Appendix 1 – Bowls Club Consultation

| Bowls Club consultation signing in sheet | | |
|--|----------------------------|------|
| 9.4.19 | | |
| Name | Club | Sign |
| Nick Cooper | Hunters | |
| Sandy Cooper | Hunters | |
| Sylvia Smart | " | |
| Rose Price | " | |
| Richard Price | " | |
| Norm Newman | Amers | |
| David Leamer | Amers | |
| DAVID PORTER | Chesham Bowls | |
| Chris Matthews | Puffins | |
| Pat Wye | Puffins | |
| George Wye | " | |
| John H. | Banstead Neville | |
| Ben Bull | " | |
| HOWARD TILLY | Hunters / EPSOM | |
| MARTINE FERRIS | " " | |
| JEAN MAREWANT | BANSTEAD NEVILLE | |
| JIM MARTIN | EPSOM + HUNTERS | |
| FRANK CLEARY | EPSOM PARK | |
| ROGER RASILEKIL | " | |
| Frances Suttawood | EPSOM Hunters | |
| Sancha Flanvey | " Hunters | |
| Dave Forbes | Epson Court | |
| Penelope Sherren | Epson Park | |
| ANDREW JONES | Epson Bowling Nodder | |
| Margaret Harding | FWELL VILLAGE | |
| Bowling | FWELL VILLAGE Bowling Club | |
| Bill Wipfeler | Puffins | |
| Alan Drake | Epson Park | |
| FRED RIGBY | EPSOM | |
| Smiley Percy | Epson Park | |
| GEORGE VINSON | KINGSWOOD | |
| Val Trebbear | Epson Friendly BC | |
| Kajaja Mahanar | Epson Bowls Club | |
| EUNICE BURGE | CAPSHAWTON | |
| PAT BRENNAN | BEECHES | |
| Brian Gee | Motspur Park | |
| Edlen Swain | Epson Court | |
| GORDON NEWMAN | KINGSWOOD BOWLS | |
| JOYCE NEWMAN | " | |
| Maggie Smith | BEECHES | |
| Dorcas Smith | " | |

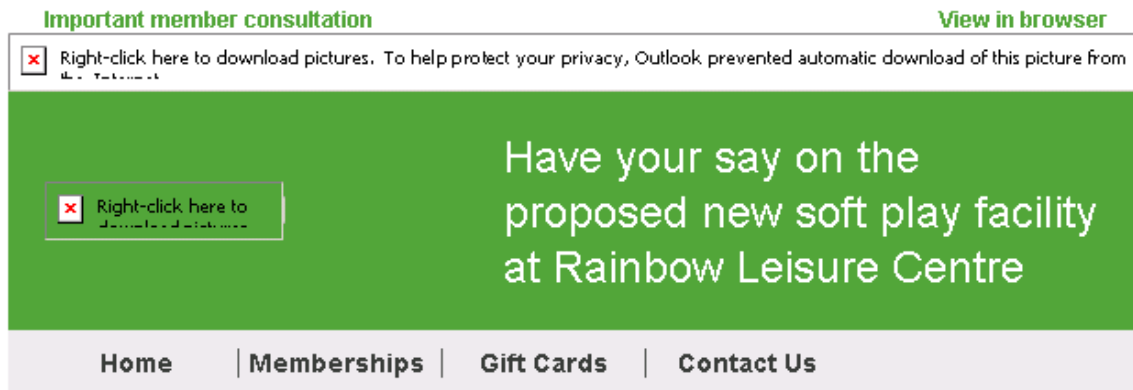
Appendix 2 – Clubs that attended the consultation

| Name of club | Confirmed | Number attending |
|------------------------|-----------|------------------|
| David Leamer | Confirmed | 2 |
| Carshalton Beeches | Confirmed | 2 |
| Friendly Bowling club | Confirmed | 4 |
| Cheam bowlers | Confirmed | 2 |
| Epsom Park | Confirmed | 6 |
| Lower Kingswood | Confirmed | 2 |
| Epsom Court | Confirmed | 2 |
| Motspur Park | Confirmed | 1 |
| Neville Bowls | Confirmed | 1 |
| Banstead Bowls | Confirmed | 3 |
| Ewell Village | Confirmed | 1 |
| Southborough | Confirmed | 2 |
| Hunters bowls A | Confirmed | 10 |
| Puffin Disability club | Confirmed | 4 |
| Total | | 42 |

Appendix 3 - Bowls Club consultation on Tuesday 9th April



Appendix 4 - Example of online survey



Dear Parent / Guardian,

☐

Rainbow Leisure Centre & Spa is currently undertaking a consultation process with regards to adding an indoor soft play facility within the centre, for children up to 8 years old.

The proposed soft play will consist of slides, trampolines, climbing features and a sensory area, all provided in a state of the art permanent built structure located within the current bowls hall. Full details and drawings of the proposed plans are displayed in the centre reception.

To ensure we make an informed decision about the new plan and proposed location within the building, we would like to invite our customers to have their say by completing the short questionnaire below, before **5pm Friday 26th April 2019**.

☐

COMPLETE THE QUESTIONNAIRE

☐

Thank you for taking the time to give your feedback.

Best Wishes,

Darren Pope

General Manager

Better, Rainbow Leisure Centre & Spa

☐

Appendix 5 – Delivery report from the online survey

Delete

More actions

rainbow

Export

| | Last date sent | Id | Campaign | Last modified by | Total sends | Delivered |
|--------------------------|-------------------|----------|--|------------------|-------------|-----------|
| <input type="checkbox"/> | 15 Apr 2019 14:41 | 10474682 | Rainbow Leisure Centre New Soft Play Proposal Survey April 2019 - parents & guardian | FS | 552 | 541 |
| <input type="checkbox"/> | 15 Apr 2019 14:19 | 10439929 | Rainbow Leisure Centre New Soft Play Proposal Survey April 2019 | FS | 1,031 | 1,014 |

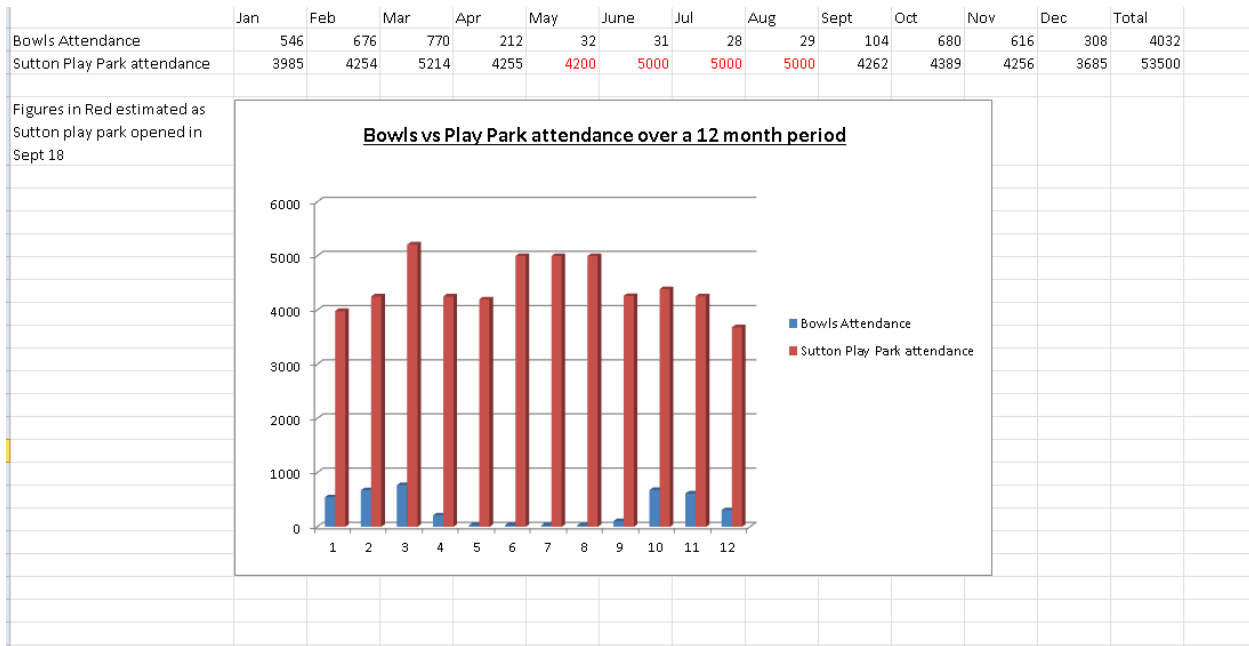
Appendix 6 – Questionnaire Table in the Leisure Centre



Appendix 7 – Summary of the Consultation done at Rainbow LC

| Bowls / Play Park - Customer Questionnaire | | | | |
|--|--------------|----------------------------|------------------------|---------|
| Age Category | | | | |
| 18-24 | 25-40 | 41-54 | 55+ | |
| 17 | 184 | 78 | 76 | |
| Frequency of visits | | | | |
| 3+ per week | 1-2 per week | 1+ per month | Less than once a month | |
| 66 | 223 | 33 | 33 | |
| Facilities used in centre | | | | |
| Pool | Gym | Bowls | Sports Hall | Studios |
| 270 | 109 | 45 | 52 | 46 |
| Café | Creche | Spa | Activity Room | |
| 187 | 35 | 41 | 25 | |
| Would you welcome this facility? | | | | |
| Yes | | No | | |
| 294 | | 61 | | |
| | | | | |
| No reason given | | Good idea/ great facility | | |
| 72 | | 150 | | |
| Lack of local soft play | | Bowls is valuable facility | | |
| 83 | | 50 | | |
| Concern | | | | |
| Age range | Car park | Price | Opening times | Other |
| 9 | 10 | 3 | 1 | 2 |
| 55+ age range agreeable | | | | |
| 23 | | | | |

Appendix 8 – Bowls usage figures compared to Sutton Play Park usage figures



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Epsom, Surrey, KT18 6AB

1st May 2019

Sam Beak,
Leisure Development Manager,
Town Hall,
The Parade, Epsom,
KT18 5BY.

Dear Sam Beck,

Closure of Rainbow Indoor Bowling Rinks.

Please find enclosed a copy of my letter to Darren Pope, General Manager, Rainbow Leisure Centre.

We are disappointed that the Rainbow Management have proposed the closure of the Indoor Bowling Rinks at such a short notice. As you can read in my letter, we were given no time to respond to this plan and feel we have been side-lined in the Rainbow's future. We hoped for a full consultation period of at least one year to give us time to promote our sport (indoors and out). As you are aware Bowling is a Summer Sport with Outdoor greens. The Council support Outdoor Bowling in the Parks but seems unable to support Indoor bowling in the borough. In the past elder members of our community have enjoyed this activity all year round. This looks like it will be ending for the Winter months.

Please pass on my concerns to the relevant committees concerned with this decision.

Yours sincerely,

HUNTERS BOWLING CLUB

c/o Epsom Bowling Club,
Worple Road,
Epsom,
KT18 5EW

The Manager,
The Rainbow Centre
East Street,
Epsom.

Dear Sir,

Closure of Rainbow Indoor Bowling Rinks.

Following the Consultative meeting at the Rainbow Leisure Centre on 9/04/2019 we feel we must put into writing our feelings about the way the Rainbow Centre has handled this matter. We do not understand why this decision has been made so quickly giving us no time to respond to the decision in full. We had no indication that the Centre were considering closure and a two week consultation period is simply inadequate for such a serious decision involving the ending of Indoor Bowling in the borough of Epsom and Ewell.

We know that the Indoor Bowling goes into a quiet period during the summer months because we play outside from May to September. Outside bowling closes for seven months of the year and we look forward to transferring our playing inside at the Rainbow Centre. As you know, Bowling is generally for older members and represents good exercise and a sociable outing for our 24 members. When the Rainbow Centre was re-built we fought to get our two rinks and it now seems such a shame that bowling will completely cease. The rinks represent a very valuable purpose built asset for Epsom and whilst we understand that it probably does not make a profit, older members do enjoy the facility. Bowling at the Rainbow has never been

successfully promoted or encouraged. Very few local residents are aware that they can use the rinks. We do wonder if a short promotional period could be introduced to test the market and see if attendance could be improved.

The purchase of bowling mats for use in the main gym will not be a good use of funds. As a club we take our bowling seriously, we are not prepared to play on a rolled out carpet and competing with other gym users and asking for the carpets to be put out. Thus if the current rinks are taken away it will mean the end of Indoor Bowling in the Borough.

We understand that Puffin club will also lose this facility which will no doubt be a blow for their members.

We have not seen figures relating to the proposed soft play facility but we assume that you are convinced of the volume of use it will enjoy. Is there another area that could be used for this facility or could one be built?

In closing, we would like to formally request a stay of the current plans while a proper study is carried out to see if the Bowling facility can attract more activity and in this respect we would be pleased to discuss how we can help promote bowling at the Rainbow.

We have copied our letter to Epsom Borough Council and Bowls England and hope that our views will be considered and the valuable bowling facility remains in use for local residents.

Yours faithfully

Howard G. Ellis

Hunters Bowling Club.

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SECRET
KT18 5HS

Help

Dear —

Rainbow Centre

I am writing to complain about the Rainbow Centre's plans to close its purpose-built, indoor bowling rink and to replace it with a young children's play area.

For well over 20 years now, members of numerous bowling clubs in the area have been using this room to play bowls all year round.

It is the only sports facility of its kind serving a great many people in the area over the age of 60. There are so few physical activities or facilities offered to senior members in the community that it seems a shame that this change is even being considered.

The proposed replacement space for the bowling members is to share a room and to have a bowling mat on which to bowl, rather than the full indoor green it has now, which is an insult to experienced and new bowlers alike.

I've been told the Centre is proposing this change because the bowling sessions are poorly attended and running at a loss. However, as the young children's play area will need to include very expensive equipment which the Centre is having to provide, I cannot see the logic of replacing the bowling facilities with the substantial additional cost to provide this play area.

Please let us keep our indoor bowling green going. Not only for the physical health benefits, but also for the social interactions it gives to its participants.

Thank you.

Yours sincerely

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EWELL COURT HOUSE

Head of Service/Contact: Damian Roberts, Chief Operating Officer
Mark Shephard, Head of Property and
Regeneration

Urgent Decision?(yes/no)

**If yes, reason urgent decision
required:**

Annexes/Appendices (attached): **Annex 1** – Plan of Ewell Court House
Annex 2 – Pictures of Ewell Court House

**Other available papers (not
attached):**

Report summary

This report sets out the action taken by the Council in recent months to increase bookings at Ewell Court House as part of the Council's agreed approach to enterprise and income generation. This approach aims to make discretionary Council activities more financially sustainable, ensuring that valued services continue to be available in both the short and longer term. Although the actions taken by the Council to date have led to some improvements in bookings, this has not been at a level needed to make the venue financially sustainable.

This report explores the opportunity and potential benefits from entering into a partnership with a specialist from the wedding and events sector to maximise the public and community use of this important and treasured building and recommends a way forward.

Recommendation (s)

- (1) Agree to recommend to the Strategy and Resources Committee that the Council seek to enter into a partnership agreement with a specialist wedding venue company to increase bookings at Ewell Court House and put the building on a more sustainable footing.**

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 This report contributes to the priorities in the Council's Corporate Plan, namely, "Supporting our Community" and "Managing our Resources". The report also contributes directly to the Council's Enterprise and Income Generation Plan approved in 2018.

2 Background and history of the building

- 2.1 Ewell Court House is a Grade II listed building owned by the Council and dating back to the late 1730s. In 1892 it was remodelled by the then owner to make it more suitable for grand Victorian entertaining. The building is licenced for wedding and civil ceremonies.
- 2.2 It is an imposing and characterful building with a grand reception area, decorative ceilings, wood panelling, polished wooden floors, stained glass windows and the tegula paved terrace overlooking the lake. **Annex 1** includes some relevant pictures. The building is set in the beautiful historic grounds of Ewell Court Park, which held the prestigious Green Flag status from 2012 with fountains, cascades, rock pools and its own secret grotto.
- 2.3 It is widely acknowledged that Ewell Court House has great potential as a venue for weddings and other important occasions as well as being a valued place for local community groups to meet. The building can accommodate 90 guests for a wedding breakfast and 120 guests for an evening party. It can also seat 100 for a wedding ceremony.
- 2.4 The building was refurbished and partly rebuilt by the Borough Council following a serious fire in December 2013 which destroyed 50% of the roof and various parts of the upper structure and resulted in severe water damage to ceilings, ornate plaster work and floors. Following the reconstruction works, the building reopened for bookings in November 2015.
- 2.5 The Council works closely with a local community group, Ewell Court House Organisation (ECHO), and they have also helped to promote the importance of the building and encourage its use.

3 The Council's Enterprise and Income Generation Plan

- 3.1 In April 2018 the Strategy and Resources Committee agreed the Council's Enterprise and Income Generation Plan. This built on the positive thinking and practice that already exists within the Council along-side reinforcing the strong public service ethos that characterises the borough and which continues to put the borough's residents first.
- 3.2 Four specific work streams were identified in the plan:

- identify market opportunities in both the short and medium term
- provide services that customers are prepared to pay for, which generates revenue that can be reinvested into Council services
- enable services to respond more quickly and efficiently to market opportunities.

3.3 In relation to venues such as Ewell Court House, the plan included a focus on increasing wedding bookings and other events at Ewell Court House and identified, effective marketing, sales and web site development as well as “exploring more partnership opportunities with local industry specialists”.

4 Efforts to improve bookings at Ewell Court House

- 4.1 Since the reopening of Ewell Court House in November 2015 bookings have not reached expected levels. As a result in recent months the Borough Council has taken positive steps to encourage more events to be booked at Ewell Court House through improved marketing. This has included a new dedicated website <http://www.ewellcourthouse.org/> and the production of a new marketing brochure. Some of the pictures from this brochure are included in the Annex.
- 4.2 As a result of the Council's additional marketing activities, bookings and income levels have increased at Ewell Court House. However, there continues to be significant times when the building is unoccupied or partially unoccupied. This includes a number of Friday and Saturday evenings when larger celebration events would usually be expected to take place.
- 4.3 During the 2018/19 financial year, the Council took 49 booking for higher value celebration type events including engagement parties, wedding anniversaries, Christmas parties, birthdays and weddings, generating some £45,000 in income. This falls short of the potential of 92 events of this type that could have been accommodated at Ewell Court House on a Friday or Saturday evening alone. This would have generated closer to £85,000 in annual income in addition to the £22,000 from regular or ad hoc smaller hires that take place at other times of the week.

5 Options appraisal

- 5.1 Three key options for the Council are set out below. All options considered are based on the Council retaining ownership of Ewell Court House as the long-term custodian of this important community building.

| Option | Description | Potential implications |
|---|--|--|
| Option 1 – Continue as is | Continue to utilise the in-house knowledge and expertise to try and increase bookings at Ewell Court House | Benefit Stability created by no change. Disadvantages - The building will remain underutilised, Local Tax payers will continue to subsidise the costs of bookings in the building offering no long-term financial sustainability. |
| Option 2 – Additional staff and marketing budget | Employ additional staff with experience and marketing expertise from the wedding sector and secure a larger budget for marketing and promotion. | Benefit - More marketing effort will lead to increased interest, some of which will convert into bookings Disadvantages.- Additional costs to the Council with the risk that insufficient additional bookings can be achieved to fully cover these costs. |
| Option 3 – enter into a partnership with a specialist wedding and events company | The full range of services associated with booking and supporting events at Ewell Court House would be undertaken on the Council's behalf by a partner with the expertise and track record in weddings and events. | Benefit - Some risk transfer Increased bookings and income to the Council Reduced running costs to the Council Higher levels of customer service and satisfaction More community use Disadvantages – It may not be possible to find an organisation that meets the Council's expectations. |

- 5.2 The above options appraisal would suggest that the greatest potential benefit could be derived from Option 3 – to enter into a partnership with a specialist wedding and events company for the day to day operation of bookings and services at Ewell Court House.

6 What could be achieved by working with a specialist partner

- 6.1 For illustrative purposes, the type of outcomes the Council would seek to achieve by working with a specialist partner, say through a lease agreement of up to 15 years, could be as follows:
- A strong wedding and events offer for Ewell Court House, with effective marketing and end to end customer service
 - Higher levels of bookings being taken with associated improvement in overall building utilisation resulting from higher levels of customer satisfaction
 - Discounted community use of the building on certain days/times compared to what the community currently pay
 - Reduction in the staffing, running expenses and maintenance costs incurred by the Council
 - Capital investment by the partner organisation in the maintenance and further enhancement of the building (this would be subject to the Council's agreement and Planning permission where appropriate)
 - A guaranteed income to the Council that could enable the building to be put on a more sustainable financial footing
- 6.2 Through these arrangements, the Council would be transferring the operational financial risk to the partner organisation for the period of the agreement, with the partner then taking responsibility for the future pricing structure. In contrast, the subsidised rates for use of the building by local community groups would be agreed by the Council at the start of the partnership and could only be amended with the agreement of the Council. This is similar to the partnership arrangements that exists for the day to day operation of the Council's Rainbow Leisure Centre although on a much more modest scale, or more closely reflects the successful partnership type arrangement that operates at Nonsuch Mansion.
- 6.3 The Council would only enter into an agreement with a partner organisation if it offered an improved outcome in the net position on running costs and income and an improved subsidy/outcome for the local community groups that use the building.

7 What type of specialist partner would the Council seek to work with

- 7.1 There are a number of criteria that could be used to select the best organisation for the Council to partner with and this would be tested through a formal procurement process in line with Council policy. This could include some or all of the following:
- A successful track record in the wedding and celebration events sector
 - A successful track record as a custodian of historic community buildings
 - A successful track record of building and maintaining positive relations with local community groups and public sector organisations

- Ability to offer a comprehensive wedding service package including catering.
- Established strengths in marketing, end-to-end customer service, and the delivery of high quality digital communications (web sites, social media, etc).

8 Financial and Staffing Implications

- 8.1 The total direct costs associated with operating Ewell Court House as a venue is almost £131,000 and this is partially offset by £68,000 in income from bookings.

| | |
|--|----------------|
| Staffing costs | 76,580 |
| Direct running expenses (excl central overheads) | 54,211 |
| Total Costs | 130,791 |
| Income from bookings | 68,392 |
| Shortfall | -62,399 |

- 8.2 In addition to the income from room lettings the site also generates in excess of £77,000 from commercial leases. The leases relate to the attached library, the café, Bambinis Nursery and the second floor space occupied by the company "Four Seasons".
- 8.3 Other costs of £95,271 currently charged to Ewell Court House, for works to the fabric of the building, apportionment of central overheads and capital charges are excluded as these costs are likely to be retained by the Council.
- 8.4 If it is agreed that events at Ewell Court House should be undertaken on the Council's behalf by a partner organisation then any implications as a result of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) will be explored as part of the tender process and, if applicable, could result in the Council working with the partner organisation to progress a consultation process with the member(s) of EEBC staff to whom TUPE regulations apply.
- 8.5 **Chief Finance Officer's comments:** The operating of Ewell Court House as a venue costs this Council in the region of £62,000 per annum. Any reduction in this subsidy can be used to mitigate the impact of future funding reductions for this Council.

9 Legal Implications (including implications for matters relating to equality)

9.1 The legal implications are considered in the body of this report. If this proposal is agreed then the Council's Legal Team will need to continue to be involved in the preparation of the documentation for the tender process, consideration of TUPE implications and preparation of any resulting lease

9.2 **Monitoring Officer's comments:** None arising

10 Sustainability Policy and Community Safety Implications

10.1 Securing greater use of the building will help Ewell Court House to be more financially sustainable, and will help deter anti social behaviour that can sometimes arise in and around unoccupied or underutilised buildings.

11 Partnerships

11.1 The Council has a long and positive track record of working in partnership with specialist organisations to secure best value for the Council and for local residents. This recognises that as a relatively small Borough Council, with a modest workforce, it is not possible to build up or sustain high level of technical or specialist expertise in all areas.

11.2 The Council has entered into successful partnerships for the day to day operation of the Council's Rainbow Leisure Centre and the day to day management of Nonsuch House.

12 Risk Assessment

12.1 As with any change it is important to understand the potential risks and to address these were possible through actions that will mitigate those risks.

12.2 While there is a risk that the Council may be unable to find a suitable partner with the required expertise and track record to partner with, if one is found, the table explores the main risks associated with entering into a partnership and how these can be mitigated.

| | Risk Area | Mitigation | Risk |
|---|---|--|-------------|
| 1 | Insufficient additional booking and associated income is generated | This risk would be transferred to the Council's partner, with the Council seeking a guaranteed level of income | Low |
| 2 | The partner may not have the necessary expertise to make this arrangement a success | The Council will only enter into a partnership with an organisation that has a clear track record of success in this area. | Low |
| 3 | The day to day condition of the building may not | Responsibility for the day to day maintenance of the building | Low |

| | | | |
|---|---|--|--------------|
| | be maintained to the required standard | would transfer to the partner organisation and compliance will be closely monitored by the Council. There would also be a built in incentive for the partner to maintain the building to a very high standard in order to secure bookings. | |
| 4 | The community use of the building may suffer as a result of the increased booking for events | The level of subsidised community use would be formally agreed in advance and the subsidised prices fixed providing certainty to local community groups. This may mean that community use will need to be focused on the quieter times of the week (ie those times that would be less popular for weddings or big occasions) | Low |
| 5 | The partner may not be successful and run into financial trouble and need to withdraw from the partnership | The building would remain in Council ownership and the day to day operations would return to the Council if for any reason the partner was unable to continue. | Low |
| 6 | The partner organisation may be more successful than expected and as a result generate more income for themselves | There has to be a commercial incentive a partner organisation to come on board and to achieve positive outcomes. However, the Council would seek to put in place a mechanism to share in the benefit of any operating surpluses above a certain level alongside open book accounting to ensure there is complete transparency. | Low |
| 7 | Local Community Groups who use Ewell Court House may be concerned. | Early and open communication with relevant local community groups will take place before any partnership is entered into This will explore the significant community benefit of the approach as well as to the overall sustainability of the building and seek their input into defining the selection criteria for a new partner. | Low / Medium |

| | | | |
|---|---|--|--------------|
| | | | |
| 8 | Bookings at other Council venues in the borough may suffer if bookings at Ewell Court House increases | The character, location, size, and condition of Ewell Court House means that it provides a specific niche offer which can be seen as different and complementary to the offer at other Council owned venues such as the Town Hall, Nonsuch Mansion, Community and Wellbeing Centre, Rainbow Leisure Centre and Bourne Hall . | Low / Medium |

13 Conclusion and Recommendations

- 13.1 Entering into a partnership with a specialist wedding and event management organisation would enable the Council to increase bookings, put Ewell Court House on a more sustainable footing, and secure on-going subsidised access to the building at agreed times for local community groups.
- 13.2 It is therefore recommended that the Council seek to enter into a partnership with a suitable specialist organisation for the day to day running of Ewell Court House.

Ward(s) Affected: Ewell Court Ward;

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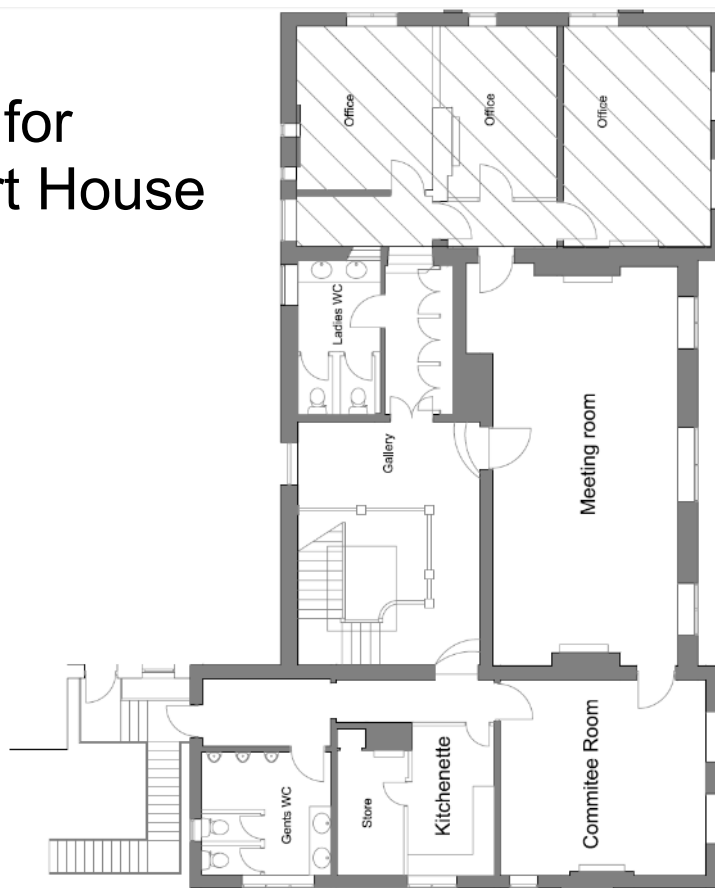
Pictures from Ewell Court House



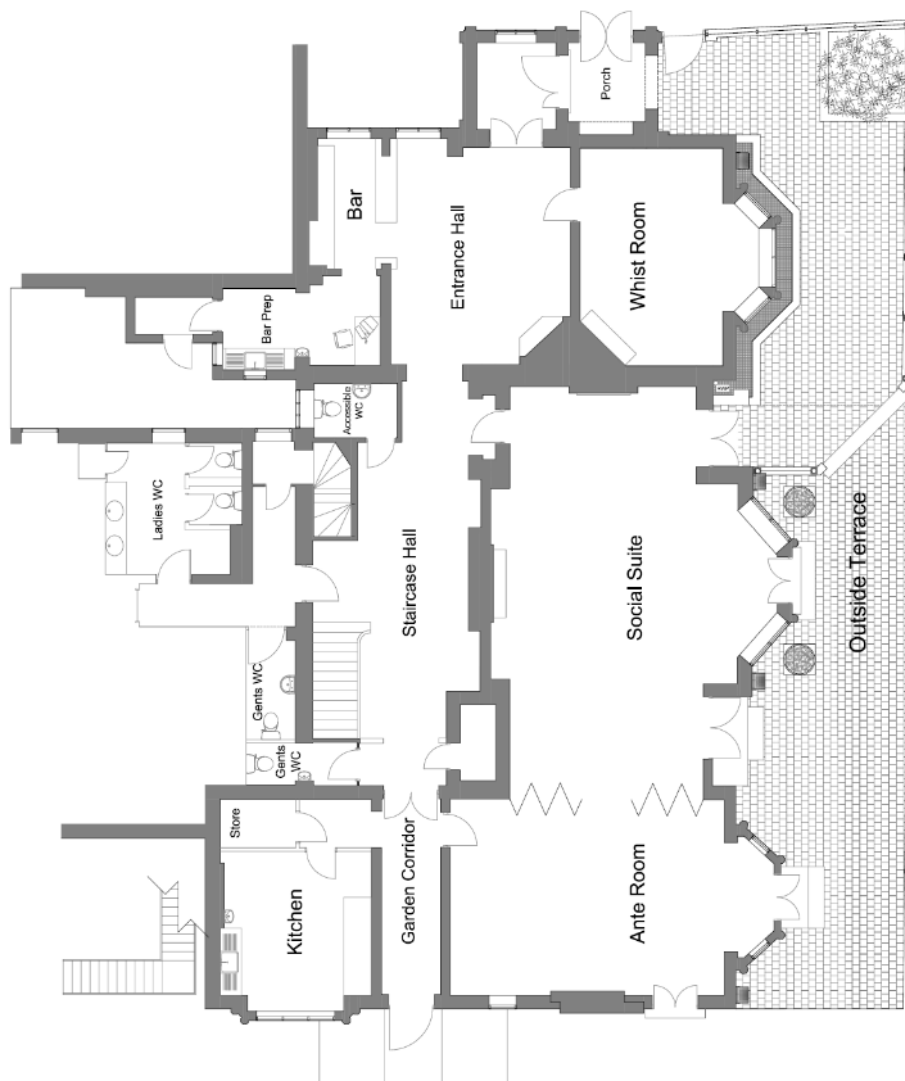
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Floor Plan for Ewell Court House

Agenda Item 5
Annex 2



First Floor



Ground Floor

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FORWARD PLAN

| | |
|---|---|
| Head of Service/Contact: | Damian Roberts, Chief Operating Officer |
| Urgent Decision?(yes/no) | No |
| If yes, reason urgent decision required: | |
| Annexes/Appendices (attached): | Annex 1 – Forward Plan 2019/20 |
| Other available papers (not attached): | None |

Report summary

This report asks the Committee to agree its forward plan for 2019/20.

Recommendation (s)

- (1) That the Committee approves the forward plan 2019/20 attached at Annex 1.

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The delivery of the Council's Key Priorities and Service Delivery Plans are underpinned by decisions made by the relevant policy committees

2 Background

- 2.1 The forward plan of future items for consideration will be updated and reported to each meeting of this Committee. It is intended to support the delivery of the Key Priority Targets and provide members with an overview on upcoming reports.
- 2.2 The forward plan has been shaped by the priorities set out in the Council's Corporate Plan agreed by Members, Key Priorities and Targets for 2019/20 agreed by this Committee on 19 March 2019, including the next stage on important issues and actions initiated by this Committee in the previous Municipal Year, or issues that are happening nationally which could have a significant bearing on the work of this Committee.

3 Forward Plan for Committee Items 2019/20

- 3.1 It is proposed that the Committee approves its forward plan for 2019/20 attached at **Annex 1**.

4 Financial and Staffing Implications

- 4.1 There are no direct financial or staffing implications for the purposes of this report, as known implications for this financial year have already been reflected in the process for setting the Council's cash limited budget for 2019/20.
- 4.2 Financial and staffing implications arising from any future item considered by this Committee will be set out in the relevant report at that time.
- 4.3 The Committee will need to take into account workload implications when considering its forward plan, particularly if it wishes to add any new items..
- 4.4 **Chief Finance Officer's comments:** None for the purposes of this report.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 The Committee's draft work programme 2019/20 has been designed to meet the Committee's responsibilities as set out in legislation and its own Terms of Reference.
- 5.2 **Monitoring Officer's comments:** None arising from the contents of the report.

6 Sustainability Policy and Community Safety Implications

- 6.1 The terms of reference for this Committee and a number of the items on the draft forward plan for 2019/20 included in **Annex 1** will contribute positively to Environmental Sustainability and Community Safety.

7 Partnerships

- 7.1 The Committee may consider future items or recommendations on matters which rely on a partnership approach or rely on the cooperation of existing established partnerships.

8 Risk Assessment

- 8.1 Any relevant risks associated with items in the Forward Plan will be identified at the time in the reports considered by this Committee. .

9 Conclusion and Recommendations

- 9.1 Forward Planning is an essential way in which the Council ensures that it can deliver Member priorities where important decisions are required during the course of the year on matters of policy prior to implementation.
- 9.2 The Committee is asked to consider the draft forward plan items for this Committee set out in **Annex 1**, and agree the items that they wish to consider during the year ahead. This will then be reported regularly to the Committee and updated as necessary.

Ward(s) Affected: (All Wards);

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COMMUNITY AND WELLBEING COMMITTEE

20 JUNE 2019

Introductory Presentation on the scope of the Committee
Rainbow Leisure Centre – Change of use of Bowls Hall
Ewell Court House
Draft forward plan

10 OCTOBER 2019

Review of Bedding Operations
Review of Home from Hospital
Policy – Events on Council Land
Homelessness & rough sleeping
Health and Wellbeing Strategy
CCTV Review
Horton Country Park – Change of use (“Green Room” former agricultural building)

21 JANUARY 2020

Capital Programme
Revenue Budget
Fees and Charges 2020/21
Voluntary Sector Grants and Funding 2020/21

19 MARCH 2020

Key Priority Targets for 2020 to 2021

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