

**LEISURE SERVICES COMMITTEE
21 SEPTEMBER 1999**

Present: Councillors North (Chairman), Adams, Blatchford, Fawcett
Finnie, Flood, Grayson, Miss Haydon, Mrs Hayes, Jones
Mrs Keene, McCormack, Simonds, Thompson and Wade

Apologies for Absences were received from:
Councillors Egan and Good

235. South Hill Park Arts Centre Governance Arrangements

Mr David Elford, the Chairman of South Hill Park Board, outlined to the Committee the background to the proposed changes in the governance arrangements for the South Hill Park Board, which the Committee had considered at its 15 June 1999 meeting. He explained the reasons for reducing the local authority representation from eight to six representatives, which would mean a reduction in representation from five to four members for the Borough Council and a reduction from three to two members for Bracknell Town Council. He also explained that the proposal for 'staggered' terms of office would provide greater continuity on the Board. He advised that the proposals would be considered by an Extraordinary General Meeting of the Board in December and welcomed any further comments from members of the Committee on the proposals.

236. Chairman's Announcements

The Chairman was pleased to announce the opening of the Longhill Park Wheeled Sport Facility during the summer. The Chairman also congratulated Coral Reef and Bracknell Sport and Leisure Centre on their third successive Charter Mark.

237. Substitute Members

The Committee noted the attendance of the following substitute members under Standing Order 38:

Councillor Egan for Councillor Good
Councillor Adams for Councillor Wade

238. Urgent Item of Business Under Standing Order 7

The Chairman gave notice that he had agreed to the addition of an item of urgent business to the agenda for the meeting. The report related to the granting of a loan to Farley Wood Community Association for the provision of additional tennis courts. An urgent decision was required in order to enable the community association to proceed with the tenders that it had already received for the work as a further retendering exercise would incur extra costs.

239. **Farley Wood Community Association (Urgent Item)**

The Committee was advised that Farley Wood Community Association wished to build two additional tennis courts at a cost of £36,000. The Community Association had received partnership funding of £28,000 and a grant of £5,000 from the Voluntary Grants Panel. The Committee considered and approved a request for a loan to make up the difference.

RESOLVED that Farley Wood Community Association be granted a £3,000 loan over three years at 6% interest per annum.

240. **South Hill Park Arts Centre - Progress Report to 31 July 1999 (Item 15)**

The Committee considered a report, which gave details of the key events, productions and performances that had taken place at South Hill Park during the first quarter. The report included details of attendances at specific performances during the period. Mr David Elford, the Chairman of the South Hill Park and Mr Tim Brinkman, the Director of South Hill Park, were present to answer questions from the Committee.

RESOLVED that the report be noted.

241. **Quarterly Operations Report (Item 1)**

The Director of Leisure Services submitted the Quarterly Operations Report which set out the key developments in Leisure Services since the last meeting of the Committee in June. The report detailed the work of the individual sections of the department and also included revenue and capital budget monitoring for the period. The award of the third successive Charter Mark to the Leisure Management Direct Service Organisation and the highly favourable comparison of Coral Reef to similar facilities by a BBC television programme were highlighted. It was agreed that the Chairman would write to the Manager of the Direct Service Organisation to congratulate the staff on the Charter Mark success.

RESOLVED that the Quarterly Operations Report detailing the work undertaken by Leisure Services be noted.

242. **Commitment Budget and Medium Term Objectives 2000/01-2000/03**

The Director of Leisure Services explained the background to the Council's budgetary position and how consideration of the Committee's commitment budget and medium term objectives formed part of the budget process. The Committee noted that these objectives represented a critical element in ensuring that the Council's financial plans were responsive to policy issues and priorities. The Strategy & Policy Committee had identified corporate themes for the medium term objectives and the objectives of the Leisure Services Committee would contribute to these themes. In view of the Council's potential funding gap of around £3 million, it was essential that service committees ensured that resources were directed towards priority areas. The Leisure Services Committee budget stood at £4.267 million and work was continuing on examining future commitments. The Committee agreed the medium term objectives, subject to two minor amendments.

RESOLVED that

- (i) the report be noted; and
- (ii) the medium term objectives, as set out in Annexe A to the report, be agreed, subject to:
 - a) the addition of “promoting and facilitating an appreciation of the arts” to Section 3 (Promoting Learning and Educational Achievement); and
 - b) the amendment of the sixth bullet point in Section 4 (Protecting and Enhancing the Environment) to read “increasing the standard and number of community groups preserving the environment”.

243. Capital Programme (Item 3)

The Committee considered whether funding of £56,000, which had been allocated within the capital programme for general improvements within Leisure Services, should be allocated to five smaller schemes, which would benefit a range of services, or one larger scheme (a sound attenuation scheme at Edgbarrow Sports Centre). The Committee concluded that approval of the five smaller schemes would provide greater benefit to the wider community.

RESOLVED that

- (i) the following capital programme schemes be agreed:
 - (a) Air Conditioning – Edgbarrow Gymnasium (£11,000)
 - (b) Coral Reef – Additional Child Features (£10,000);
 - (c) Re-orientation of the Look Out Entrance Hall, Reception and Tourist Information Centre (£15,000);
 - (d) Edgbarrow and Sandhurst Computerised Sports Centre Booking System (£7,000); and
 - (e) Automatic Doors at Whitegrove Library (£12,000).
- (ii) the sound attenuation scheme at Edgbarrow Sports Centre be reconsidered at a future date.

244. Capital Programme – Street Bus (Item 4)

The Director of Leisure Services reported the proposals to refurbish the Youth Service’s street bus, which had been inherited from Berkshire County Council. The Committee was advised that the bus was in good mechanical order but its interior and exterior condition were in need of refurbishment to meet the needs of young people in the year 2000 and beyond. The Committee noted that the refurbishment costs had been based on outline estimates and the actual costs of the scheme might not be so high. On this basis the Committee gave its approval for the scheme to proceed.

RESOLVED that up to £21,000 be released from the capital programme to refurbish the street bus.

245. Self Funded Capital Projects (Item 5)

The Director of Leisure Services reported that two “self funded” capital schemes had been included in the Committee’s capital programme. The first scheme related to the installation of a Combined Heat and Power unit at Coral Reef; the second scheme related to the construction of a new sports hall together additional and improved car parking at Bracknell Sport and Leisure Centre. It was understood that “self funding” schemes would generate revenue savings equal to the loss of interest on the capital outlay, which was currently 6%.

The proposed Combined Heat and Power unit at Coral Reef would involve the installation of large internal combustion engines, driving generators to produce electricity. The heat produced by the engine would be used for water and space heating, leading to greater energy efficiency and contributing to the Council’s target of reducing carbon dioxide emissions. This project was estimated to cost £160,000, for which the cost of capital in terms of lost interest at 6% would be £9,600 per annum. The Committee noted that the installation would potentially create revenue savings of up to £23,000 per annum.

The Committee was advised that the capital budget of £700,000 would not be sufficient to provide both a sports hall and improved car-parking provision at the sports centre. It was noted that further detailed work on demand analysis would be required before the Committee could be advised to proceed with the schemes. However, the Committee agreed that the issue of car parking at the sports centre needed to be addressed in any case and supported a scheme that would provide improved car parking. This was estimated to cost £224,000 for which the cost of capital at 6% would be £13,400. Whilst this scheme alone would not generate any revenue savings, when it was taken together with the Combined Heat and Power Scheme at Coral Reef, the overall cost of capital in terms in lost interest would lead to revenue budget savings of £23,000 per year. However, the Strategy and Policy Committee would need to sanction an arrangement, where the revenue savings from one scheme could support capital outlay on two schemes.

RESOLVED that

- (i) the Strategy and Policy Committee be requested to approve the concept of self funding where the two schemes of Combined Heat and Power at Coral Reef and car parking at Bracknell Sport & Leisure Centre, taken together were estimated to have the potential to cover the cost of capital at 6%; and
- (ii) in the event of (i) being approved by the Strategy and Policy Committee, the revenue budget for Leisure Services be reduced by up to £23,000 per year after these projects become fully operational.

246. Harmans Water Library Redevelopment Update (Item 6)

The Committee was advised of progress in the plans for a shared community church and library development at Harmans Water. Following discussions with St Paul’s Shared Church and the architects acting on the church’s behalf, two options had been developed for the redevelopment of the library. In the first of these a 110 square metre library would be built on ground level giving increased access. The second option would increase the size of the library with improved access by up to 55 square metres at an indicative cost of £305,000. The Committee agreed to support the second option.

RESOLVED that the option for a larger library at Harmans Water as a result of the redevelopment of St Paul's Shared Church be supported in principle, subject to there being no financial commitment at this stage.

247. **Jubilee Gardens (Item 7)**

Proposals for the use of £25,193 of Section 106 Agreement Funds to provide improvements in Jubilee Gardens, Bracknell, were considered. These funds were tied by the terms of the agreement to Jubilee Gardens and with the possibility that the gardens might cease to exist as part of the town centre redevelopment the Committee agreed that a work of art or works of art should be produced which could then be moved at a later date. The Committee, therefore, authorised the Director of Leisure Services, in consultation with a Focus Group as appropriate, to progress the scheme.

RESOLVED that

- (i) the Strategy & Policy Committee be requested to release £25,193 from Section 106 Agreement Funds for expenditure on sculpture in Jubilee Gardens;
- (ii) the Director of Leisure Services, in consultation with the Chairman, be authorised to select a sculptor to produce a work of art or works of art to be displayed in Jubilee Gardens; and
- (iii) Contract Regulation 1.2.5 be waived and the Director of Leisure Services, in consultation with a Focus Group of five members (3:2), be authorised to accept the most appropriate proposal from the relevant sculptor.

248. **Annual Library Plan (Item 8)**

The Director of Leisure Services reported on the draft Library Plan and Medium Term Strategy for the Library and Information Services. The Committee noted that the Plan was a strategic document intended to shape the future of the library service and included a medium term strategy, which would strive to meet the national standards in terms of stock fund. It would be submitted to the Department of Culture, Media and Sport by 30 September.

RESOLVED that the Annual Library Plan be approved.

249. **Blackwater Valley Strategy 1999/2004 (Item 9)**

The Committee considered and approved the Blackwater Valley Strategy 1999/2004, which had been produced by the Blackwater Valley Recreation and Countryside Management Service. The aim of the strategy was to meet local requirements for a valley, which was attractive, safe, sustainable and wildlife-rich as well as meeting regional requirements for water sports and outdoor activities.

RESOLVED that the Blackwater Valley Strategy 1999/2004, produced by the Blackwater Valley Recreation and Countrywide Management Service, be approved.

250. **Review of the Public and Special Mobile Library Joint Arrangement (Item 10)**

The Committee approved proposals to renew a joint arrangement with two neighbouring unitary authorities for the provision of a public and special mobile library service. The Council's contribution to the service had been £65,264 in 1998/1999, which represented a 28% share of the costs of the service. This contribution was calculated on an estimate of the share of the service used by Borough residents.

RESOLVED that the Joint Arrangement with the Borough of Slough and the Royal Borough of Windsor and Maidenhead be renewed for a period of four years, subject to the agreement of these two partners.

251. **Car Park Charging at the Look Out Discovery Park (Item 11)**

Following the decision at the 15 June 1999 meeting, the Director of Leisure Services reported on the feasibility of introducing car parking charges at the Look Out and at Coral Reef. The feasibility was based on a charge of £2 for non-Borough residents, free parking for Borough residents, with paying customers of both Coral Reef and the Discovery Outpost receiving a full reimbursement for car parking. The Committee concluded that a car park charging scheme would not be progressed.

RESOLVED that a car park charging scheme at the Look Out Discovery Outpost and Coral Reef be not progressed.

252. **Youth Service – Framework for Strategic Review – Progress Report (Item 12)**

On 15 June 1999 the Committee had received and approved a framework for the strategic review of the Youth Service and considered a report which detailed the actions that had taken place since that meeting to ensure that the process and content of the review were in accordance with the proposed framework.

RESOLVED that the progress report be noted.

253. **Revision of Library Byelaws (Item 13)**

The Committee was advised that the relevant library legislation enabled local authorities to produce a set of relevant library byelaws. The existing byelaws for the library had been drawn up Berkshire County Council. The Committee considered revised byelaws which would lead to a change in the definition of a "child" from being "under age 12" to "under age 10", which would essentially permit unaccompanied children of age 10 and upwards to use the library facilities. In accordance with the Scheme of Council and Committee Management proposed byelaws were subject confirmation by the Council. Once approved by the Council, they would then be submitted for approval by the Department for Culture, Media and Sport.

RECOMMENDED that the library byelaws, as set out in the Annex to these minutes, be approved.

254. **Downshire Golf Complex – Christmas Closure (Item 14)**

The Committee considered and approved the opening arrangements for the Downshire Golf Course for the Christmas 1999 and New Year 2000 period.

RESOLVED that the opening times, as set out in the report, be approved.

255. **Items Submitted for Information**

The Committee noted the following items submitted for information only;

Delivering Best Value Through Sport (Item 16)
Consultation and Benchmarking for the Library Service (Item 17)
Summer Holiday Fun Programme (Item 18)
Active Sports (Item 19)
“Part of the Team”, Research Report on Social Exclusion (Item 20)
Our Healthier Nation (Item 21)

The meeting commenced at 7.30pm
and concluded at 9.40pm

CHAIRMAN

PUBLIC LIBRARY BYELAWS

Made under Section 19 of the Public Libraries and Museums Act 1964 by Bracknell Forest Borough Council

1. In these Byelaws, unless the context otherwise requires:
 - a. "the Act" means the Public Libraries and Museums Act 1964;
 - b. "charge" means any charge imposed in accordance with the Regulations;
 - c. "child" means a person under the age of 10 years, for the purposes of Section 17;
 - d. "emergency situation" includes situations where a library or part of a library is required to be evacuated for security reasons or because of threat from fire or other hazard and practices and false alarms in relation thereto;
 - e. "last known address" means the last address held on the library authority's records or database;
 - f. "the library authority" means Bracknell Forest Borough Council;
 - g. "library" means:
 - i. any premises which are occupied by the library authority and are premises where library facilities are made available by the authority, in the course of their provision of a public library service, to members of the public;
 - ii. any vehicle which is used by the library authority for the purpose of providing a public library service to members of the public and is a vehicle in which facilities are made available;
 and includes any part of such premises or vehicle;
 - h. "the library officer" means any officer employed by the library authority in connection with its functions under the Act;
 - i. "library property" includes property owned by or provided for the use of the library authority whether or not it is made available by the library authority for use by the public and property obtained by the library authority for the loan to or use of the public;
 - j. "the Regulations" means The Library Charges (England and Wales) Regulations 1991 S.I. 1991/2712;
 - k. words importing the masculine gender include the feminine, words in the singular include the plural, and words in the plural include the singular;
 - l. expressions used, unless the contrary intention appears, have the meaning which they bear in the Act and Regulations.
2. An Act performed in connection with the proper execution of his duty by a library officer shall not be a contravention of these Byelaws.
3. No person shall give a false name or address for the purpose of entering the library or for the purpose of using any library facility.
4. No person who in the reasonable opinion of a library officer is offensively unclean in person or clothing or both shall remain in the library after having been asked by a library officer to leave the library.
5. Except with the consent of a library officer, no person shall:
 - a. cause or allow any dog (other than a working dog accompanying a disabled person) or other animal belonging to him or under his control to enter or remain in the library;
 - b. bring into any part of the library a wheeled vehicle or conveyance (other than a wheelchair, pram, pushchair or personal shopping trolley);
 - c. enter or remain in any part of the library which a reasonable person would or should know is prohibited to the public or;
 - d. remain in the library after the time fixed for its closing.

6. No person shall remain in the library after an emergency situation has been made known to him.
7. No person shall, unless specifically permitted by a library officer, take or attempt to take any library property from the library or past a check-out or security point.
8. No person shall, without lawful excuse, destroy or damage any library property intending to destroy or damage such property or being reckless as to whether such property should be destroyed or damaged.
9. No person shall behave in a disorderly or violent manner in the library, use violent, abusive or obscene language therein, or intentionally or recklessly cause or do anything likely to cause injury to any other person or property.
10. No person shall sleep in the library after having been requested not to do so by a library officer.
11. No person shall remain in a library without making proper use of the library's facilities after having been requested, by a library officer, to make such proper use of the facilities.
12. A person shall not spit in the library.
13. No person shall engage in persistent audible conversation in any part of the library set apart as a reference department, study area, or for quiet reading, after having been requested not to do so by a library officer or where such conversation is prohibited by notice.
14. No person shall intentionally or recklessly obstruct any library officer in the execution of his duty or intentionally or recklessly disturb, obstruct, interrupt, abuse or annoy any other person properly using the library.
15. No person shall, without the consent of a library officer, intentionally display, distribute, or leave any bill, placard, notice or other document in the library.
16. No person shall, without the consent of a library officer, offer anything for sale in the library or canvass or seek signatures for petitions.
17. No person having charge of a child shall without the consent of a library officer leave him unsupervised in the library.
18. No person shall smoke, light a match or use a cigarette lighter in the library other than in an area (if any) designated as an area where smoking is permitted.
19. No person in any part of the library shall inhale any toxic substance for the purpose of causing intoxication or take any controlled drug as defined by Schedule 2 of the Misuse of Drugs Act 1971 other than the drugs dispensed for and pursuant to prescription issued for him by a doctor under and in accordance with the aforesaid Act.
20. No person shall, except with the consent of a library officer, partake of any refreshment, including the consumption of alcohol, other than in an area (if any) designated as an area where eating and drinking is permitted.
21. No person shall, except with the consent of a library officer, cause or allow any mobile telephone, portable computer, or other electrical equipment, or apparatus for the reception of sound broadcasting or the reproduction of sound, to be operated in any part of the library to which the public has access.
22. No person who:
 - a. borrows library property which is returned late or if returned would be returned late, and;
 - b. fails to pay any charge;shall, unless with the specific consent of a library officer, borrow any other library property.

23. a. any person who has borrowed library property which if returned would be returned late and who has been served with a notice by the library authority demanding return of the library property, shall return the library property to the library from which it was borrowed or other designated library within 14 days from the date the notice was served;
- b. for the purposes of this Byelaw, a notice may be served upon any person by delivering it to him, or by leaving it at his last known address, or sending it by post addressed to him at that address.
24. Except as regards Byelaws 8 and 19 in respect of which a prosecution may be brought under the Criminal Damage Act 1971 or the Misuse of Drugs Act 1971 respectively, any person who contravenes any of the foregoing Byelaws shall be liable to prosecution for contravention of the Byelaws by the library authority and shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale in respect of each offence.
25. A library officer may exclude any person who contravenes any of the foregoing Byelaws from any library maintained by the library authority under the Act.
26. On the coming into operation of these Byelaws, the Byelaws relating to Libraries which were made by the County Council of the Royal County of Berkshire on 28th February 1997 confirmed by the Secretary of State for Culture, Media and Sport (DCMS) on the 4th day of July 1997 shall be revoked, and furthermore by an Order dated 1st April 1998 by virtue of a Local Government Reorganisation functions of the County Council of the Royal County of Berkshire passed to Bracknell Forest Borough Council.

THE COMMON SEAL of the
BRACKNELL FOREST BOROUGH COUNCIL
was affixed hereto this day of 1999 in
the presence of

The foregoing Byelaws are confirmed on behalf of the Secretary of State for Culture, Media and Sport by the Head of Libraries and Information Division, department of Culture, Media and Sport and shall come into force on

Notes:

Users of the library and library facilities are reminded that the provisions of the general law apply at all times. In particular as regards the activities referred to in Byelaws 8 and 19 the library authority draws attention to the existence of the Criminal Damage Act 1971 and the Misuse of Drugs Act 1971.