

## 2025 Annual Action Plan - [Thanckes Park](#)

### Strategic Aim

To transform communities through tennis by making it relevant, accessible, welcoming, enjoyable and inspiring.

### Objectives

#### PARTICIPATION:

To grow and diversify the number of community users and maximise court hours/usage

#### PROMOTION:

To elevate the visibility of the park courts through effective marketing strategies and to raise community awareness

#### PROGRAMMES & INCLUSIVE TENNIS:

To offer a wide range of programmes to cater for all ages, stages and interests within the local community

#### PEOPLE & WORKFORCE:

To expand and diversify the workforce by recruiting and developing a team that includes, where & when appropriate, tennis leaders, activators, coaches and volunteers. Ensuring SG standards are also met.

| TACTICS AND INTERVENTIONS                                                                                                                                                                                            | WHO                  | WHEN    | RAG |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------|-----|
| <b>Participation &amp; Promotion</b>                                                                                                                                                                                 |                      |         |     |
| Set up & deliver successful <a href="#">Free Park Tennis</a> (FPT) sessions                                                                                                                                          | MS (supported by KE) | Spring  |     |
| Organise a <a href="#">Big Tennis Weekend</a> (Open Event) to be delivered in Spring to coincide with FPT launch.                                                                                                    | MS                   | Spring  |     |
| Website to be reviewed and updated on a regular basis.                                                                                                                                                               | MS (supported by KE) | Ongoing |     |
| Social media posts scheduled throughout the year. Utilise council promotional avenues as and when appropriate to increase awareness of the courts. Link to increased national visibility of tennis during June/July. | MS                   | Ongoing |     |
| Use promotional assets on <a href="http://www.mytennistoolkit.com">www.mytennistoolkit.com</a> particularly focussing on imagery associated with park players, Open Court & Free Park Tennis.                        | MS                   | Ongoing |     |
| Retain existing pricing structure of membership and P&P.                                                                                                                                                             | TTC                  | January |     |
| <b>People &amp; Workforce</b>                                                                                                                                                                                        |                      |         |     |

|                                                                                                                                                                                           |                       |             |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|--|
| Meet with FPT Activators to establish what this programme will look like, responsibilities and when it will commence.                                                                     | MS                    | Spring      |  |
| Recruit a local coach to ensure an offer that meets a diverse audience 'something for everyone'.                                                                                          | TTC (supported by KE) | End of year |  |
| Continue to recruit FPT Activators to ensure sustainability of sessions. Encourage existing activators to promote opportunity.                                                            | MS                    | End of year |  |
| <b>Programmes &amp; Inclusive Tennis</b>                                                                                                                                                  |                       |             |  |
| Schedule monthly LTA/TTC catch ups until launch event, bimonthly thereafter to coincide with Council Development & Localism meetings. Include maintenance updates as standing agenda item | KE                    | January     |  |
| Create a collaborative approach locally to inclusive tennis giving as many people as possible the opportunity to play.                                                                    | ALL                   | End of year |  |
| Increase awareness of wheelchairs across the community, in particular local schools.                                                                                                      | MS                    | End of year |  |
| Identify a local community group who may be interested in engaging with <a href="#">LTA SERVES</a> – links to youth groups and Young Devon.                                               | MS & KE               | End of year |  |
| <b>Safeguarding</b>                                                                                                                                                                       |                       |             |  |
| Ensure the LTA park safeguarding poster is displayed courtside <a href="#">safeguarding-standard-park-site-poster-a4-2022_02.pdf</a>                                                      | TTC                   | February    |  |
| Review Safeguarding at monthly & bimonthly catch ups                                                                                                                                      | ALL                   | Ongoing     |  |
| Attend online & f2f LTA forums when they are offered.                                                                                                                                     | TTC                   | Ongoing     |  |

## Meeting notes & actions

### January

- MS to contact Tom W directly to gauge interest in offering some coaching activity. If positive encourage his engagement with open weekend.
- MS to send KE schedule of Council meeting dates.
- KE to introduce MS to Elise (Health & Wellbeing Coordinator) from South Devon Tennis Centre.
- KE to attend Thanckes Park celebration event on 18<sup>th</sup> Feb.
- CCC given TTC autonomy to manage overhanging trees.
- Maintenance is going well and will be carried out as part of council work programme.
- Court surface issues now rectified following visit from Blakedown.

### February

- Mark no longer able to commit to FPT. Priority to recruit additional activator(s). Ideas include.... Torpoint CC students completing sports courses, YMCA Rec Assistants, emailing CS database, social media, website, TCC database, FOTP, local youth groups, volunteering organisations who signpost to opportunities...
- KE to send PR following awards and email template for CS database to support activator recruitment.
- MS Meet with Paul & FOTP to collaborate re BTW.
- Review BTW at March meeting based on coach, activator and meeting updates.
- KE to introduce MS to new Devon [Open Court](#) Lead when appropriate. Open Court Lead post in Cornwall is currently vacant.
- KE to clarify updated SERVES offer following current review.
- TTC applied for Cornwall Levelling Up programme grant of £37k to include storage for wheelchairs. Outcome expected mid-April.
- Local SEN college using courts on a regular basis.
- Link to our Park Support Toolkit for reference and info [Parks Support Toolkit | LTA](#)

### March

- Positive meeting held with Elise & Lesley from SDTC on 27<sup>th</sup> Mar. Inclusive event scheduled for 31<sup>st</sup> May supported by SDTC coaches. Possibility of launching FPT on the same day. Torpoint invited back to SDTC.
- New activator recruited. Rowan has completed the online training (DBS & Safeguarding to follow).
- FPT kit bag includes...a banner for the court, activator hoodies, 8 adult & 20 jnr rackets, 150 balls split equally between red, orange & green, 25 court markers, barrier tape, clipboard, 1<sup>st</sup> aid kit, mesh bag for ball storage, wheeled bag for ease of transport.
- MS to clarify with the rugby charity what they hope to deliver this year and ensure it aligns with wider activation and development.
- Oakwood College have been using the wheelchairs. Consideration required around where and how storage could be incorporated if funding bid successful.

- Potential coach opportunity with Jane Y from The Tennis Network. KE to gauge her interest and facilitate introduction.
- Communication to schools planned to promote annual pass, P&P etc. KE to provide information on [LTA Youth Schools](#) programme to include in school communication.
- Meeting scheduled with Young Devon – potential opportunity to link in with LTA SERVES programme?
- Booked onto online Park Forum (3<sup>rd</sup> April).

#### April

- FPT will be launched at BTW/disability tennis event. This will include wider park activities with tea hut open etc. Proposed date is Sat 21 June but yet tbc.
- As soon as date confirmed BTW event and activities can be uploaded on ClubSpark using guide [Creating a LTA Barclays Big Tennis Weekend Events – LTA / Clubspark](#)
- Rowan waiting on DBS.
- KE to look into Karen's activator status to ensure relevant details are pulling through to CS account.
- Meeting at SDTC scheduled for Wednesday 29<sup>th</sup> April with opportunity to meet Jane Y re coaching. 2x Torpoint councillors will also attend.
- School communication, including LTA Youth Schools offer sent out and Thanckes Park info posted in school newsletters.
- KE to send over list of schools in Cornwall eligible for the £150 voucher.
- New head of PE at TCC scheduled to start in September. Opportunity to meet to discuss tennis in Torpoint and an LTA funded F2F CPD for all PE staff to improve teaching & learning of tennis. KE to attend meeting if useful.
- MS to clarify with the rugby charity what they hope to deliver this year and ensure it aligns with wider activation and development.
- SG poster now displayed on courts. Council SG policy being updated.
- Pending storage for wheelchairs linked to funding application.
- Attended online Park forum. KE to share positive feedback with LTA Park Manager (Stu).
- Mike from Tennis Cornwall will be invited to the open event/BTW.
- Consider adding the storage box PIN code into the CS confirmation emails that are sent out with every booking. [Booking Email Settings – ClubSpark](#)
- TTC working with Young Devon to facilitate better outreach collaboration – encouraging use of courts as additional activity. YD work with Action for Chn who run the youth club in Torpoint. Potential opportunity for youth club to engage with the LTA SERVES programme?
- Sinking fund of £4k set aside following the first year of opening which will be the target going forward. Some surplus remaining which is very positive. Surplus will be invested back into tennis & the park.

#### June

- KE to chase CST re Rowan DBS. Certificate not yet showing on her record after receiving her copy on 15<sup>th</sup> May.

- MS meeting Rowan & Karen on 3 June to agree a start date and schedule for FPT. Continue to recruit activators – encourage Rowan & Karen's engagement with this.
- MS to confirm hoodie sizes, start date/schedule and where kit bag should be sent. KE to action accordingly to ensure delivery ahead of start date.
- FPT kit bag includes...a banner for the court, activator hoodies, 8 adult & 20 jnr rackets, 150 balls split equally between red, orange & green, 25 court markers, barrier tape, clipboard, 1<sup>st</sup> aid kit, mesh bag for ball storage, wheeled bag for ease of transport.
- Open event on 21<sup>st</sup> June confirmed 2-4pm. Details out in newsletter and social media channels with email to all tennis members to follow. Tennis Cornwall will be invited.
- Milly to seek council approval to offer discounted membership during open event to encourage new users.
- Harriet to upload open event to BTW on ClubSpark and create QR code for booking. [Creating a LTA Barclays Big Tennis Weekend Events – LTA / Clubspark](#)
- Use assets in [www.mytennistoolkit.com](http://www.mytennistoolkit.com) to promote open event during festival the week before.
- Some damage to rackets and court surface – new sign to be approved. Touch up paint to be sourced from Blakedown. PG
- July meeting to look at membership renewals July 2025 vs July 2024. As of 2/6/25 - 212 active members and just under £4k income.
- Positive meeting at SDTC – lots of opportunities for collaboration.
- Potential for Jane Y to coach on an ad hoc basis i.e. holiday programme activity to increase community engagement and potential to feed into SDTC programme. Westward Ho! (Northam Town Council) have example of similar approach last summer which will be replicated this year. KE to link TTC & NTC if a discussion would be useful?
- School email went out local schools.
- Rachel to contact Rugby Charity to understand their plans/requirements.
- KE to respond to Active Devon re wheelchair request.
- Funding agreement about to be signed to create suitable storage and access to wheelchairs. KE to support onsite visit to establish location and process.
- TTC to apply for [Barclays Community Sport Fund](#) to support activation. KE to provide letter of support when requested.
- Next meeting scheduled for Tuesday 1 July at midday.

## July

- BTW took place end of June in partnership with SDTC & Tennis Network. Good turn out with an estimated 50-60 participants and positive feedback on social media.
- Tennis Cornwall shared FPT activator opportunities which included KE details for anyone who is interested. I will then link operators with potential activators.
- F2F primary CPD scheduled for 30<sup>th</sup> Sept 3.15-5.15pm at Torpoint Nursery & Infant School following successful trip to Thanckes Park. 19 teachers booked so far.
- Add Jane to coaching team n CS?
- Reporting-suggest: Income (P&P & Membership), membership income graph for year on year comparison, court hours booked, total bookings and overview of free activity and wider activation work.
- Some useful guides linked to reporting

[Exporting Your Booking Data – ClubSpark](#)  
[Membership Landing Page/Summary – ClubSpark](#)

- Opportunity to reach out to those who have lapsed (filter to main contact). Quite often people miss the end date of their membership with the intention to renew. Now is a good time to complete that task with national coverage of tennis.
- FPT scheduled to start on 13<sup>th</sup> July which is Wimbledon finals weekend so opportunity to link FPT promotion and social media posts to Wimbledon.
- Continue to recruit activators.
- Reminder re online park webinars during July.
- [Pickleball – HEAD](#) is where SDTC source their equipment.
- Useful link [Pickleball Equipment Buying Guide | LTA](#)
- KE to email Jane re invoice for BTW with deadline of Thursday.
- Rugby Charity supportive-no need to action further.
- Funding agreement landed 30<sup>th</sup> June. KE to arrange onsite meeting with Phil in August to discuss suitable location.
- Consider Walking Tennis & Cardio Tennis linked to [Open Court](#) programme and potential start-up funding through Tennis Cornwall.
- Funding secured 12 months ago for a Torpoint visitor website. Drone footage of courts and great opportunity to further promote and showcase the courts. Should be live in next 10 days.
- Next meeting 2 Sept at midday.

September

**Updates**

- Provisional date for f2f parks forum – Monday 17<sup>th</sup> November in Exeter. Details TBC.
- New signage on the courts detailing conditions of use.
- Onsite meeting took place on 19<sup>th</sup> Aug. Location agreed for new wheelchair storage which is about to be ordered.
- FPT has been up and running over the summer with an average of 8 participants. Restart in September based around other local events and activator commitments.
- Current break down of memberships...

Active members 188 across 51 households

Lapsed members 136 across 37 households

**Actions**

- Continue to recruit activators – KE to send social media image. Rowan and Karen know anyone who may like to join the team?
- Promote FPT through schools as free family activity offer. KE to contact teachers who attended CPD on behalf of council?
- Any feedback from Harriet on MTT would be helpful as we look to improve the resources and make them more user friendly and relevant.
- KE to introduce Bella and Tracey from Tennis Cornwall. Suggest opportunity for piece in their newsletter.

- Autumn/winter - Review where we are, what went well, progress so far etc to inform 2026 action plan. Work towards a relaunch in Spring to include a marketing campaign, BTW, showcase FPT, school involvement, SGO festival, coaching offer, target lapsed members etc.
- Involve Jane in the relaunch with a view of providing a coaching offer to meet local need.
- MS to meet with new Head of P.E.
- Next meeting Tuesday 30<sup>th</sup> Sept at Midday.

#### October

#### **Updates**

- F2f parks forum booked – Tuesday 18<sup>th</sup> November at Exeter Court Hotel. Booking link [Autumn 2025 Park Operator Forums, Sign Up Form](#)
- Sports Day at Infant School in Feb – any opportunities to link in?
- Signage up & looks great, useful to refer to when reiterating messaging re inappropriate court usage.
- Additional double checking of wheelchair box to make sure 2 chairs and FPT kit can be stored securely. Hope to have this by end of November.
- No new memberships since last meeting given time of year.
- Will wait to hear back from Bella & Tracey re Tennis Cornwall newsletter.
- No maintenance issues, business as usual. Review LTA maintenance schedule.
- £4k into the sinking fund annually. Any balance remaining above £4k allocated back into the parks and tennis pot.
- Aspiration for flood lights in the future if data highlights demand and funding available.
- Courts will be booked for any 'Friends of Thanckes Park' events, so tennis can be offered FOC as part of those community days.

#### **Actions**

- KE to contact schools/teachers who complete today's teacher training. Opportunity to promote last FPT session this Sat (restart Spring) & inc poster, recruitment of activators & incl poster, memberships, have a go through P&P etc. Explore how can we transfer & support what happens in local schools to grow tennis offer/teaching and learning.
- KE dop a note to Jane Y encourage contact with MS planning for next year and involvement in BTW.
- MS to set a date for Spring BTW before next meeting.
- FPT kit includes barrier tape rather than a net. KE to share link to Zsig website for mini net here [LTA Youth Schools – Zsig](#)
- Next meeting 2<sup>nd</sup> Dec at 11.15am.

#### December

#### **Review action plan – tasks to stop, start, continue for 2026**