

## **CASTLEREAGH BOROUGH COUNCIL**

Minutes of the proceedings of the Leisure Park Board held, in committee, in the Board Room at Dundonald International Ice Bowl on Monday 17 October 2005 at 6.00 p.m.

**PRESENT:** Alderman P D Robinson (until 7.50 p.m.)

**ALDERMEN:** G Rice

**COUNCILLORS:** J Beattie  
J Bunting (until 8.15 p.m.)  
B Harvey  
T Jeffers (from 6.20 p.m.)  
G Robinson  
J White

**APOLOGIES:** Apologies were received on behalf of Alderman Mrs I Robinson, and also from Councillor Bunting who would be leaving the meeting early.

**IN ATTENDANCE:** Director of Finance & Leisure Services, Business Manager, Operations Manager, Economic Development Manager, Technical Manager, Marketing Development Officer, and Assistant Members' Services Officer.

### **LPB/2005/127: MINUTES OF LEISURE PARK BOARD MEETING DATED 19 SEPTEMBER 2005**

RESOLVED: - Members authorised that the Minutes of the Leisure Park Board meeting, held on 19 September 2005, be accepted as a true and accurate record.

### **MATTERS ARISING**

#### **LPB/2005/128: MEETING WITH PARENTS RE: DIIB FEES** (Minute ref LPB/2005/91 & LPB/2005/100 refers)

Following a query, the Operations Manager confirmed that a meeting had taken place with parents representing both figure skating clubs and the matter was being progressed.

Alderman P D Robinson referred to correspondence sent to him in respect of the recent meeting, which highlighted that several of the parents were dissatisfied with the format of the meeting. It outlined that the parents had

been informed that the Operations Manager had been appointed to chair the meeting yet on arrival, Mr D Cree had chaired the meeting. It also highlighted that at no stage during the meeting did the Sports Development Officer get an opportunity to outline the advantages/disadvantages of forming one Association.

Alderman Rice advised that she too had received this correspondence. She referred to the fact that a working group had been set up to progress this matter, but the parents of the two ice skating clubs had been dismayed that they had not been appointed onto the working group.

The Operations Manager confirmed that this matter had been addressed, and she added that the Sports Development Officer would be writing to the representatives who attended the meeting to outline the proposals in respect of forming one Association.

The Operations Manager confirmed that she would now be progressing this matter.

Noted.

At this stage in the proceedings, Councillor Jeffers entered the meeting.

**LPB/2005/129: CASTLEREAGH SPORTS DEVELOPMENT ADVISORY COMMITTEE – ICE GRANTS**  
(Minute ref LPB/2005/101 refers)

Councillor Robinson sought clarification as to whether this matter had been progressed.

The Director of Finance and Leisure Services drew Members' attention to a minute from April 2002 (Minute ref LPB/2002/82 refers). He detailed that it had been resolved at this meeting that a donation of £2000.00 would be forwarded to the Sports Advisory Committee to cover a six month period of requests for sponsorship for Skating, Ice Hockey and Bowling. He added that there was a further stipulation that this agreement was to be reviewed in six months time.

He continued that a further minute search had been carried out, however, no reference could be found to this matter having been reviewed.

Councillor Robinson requested that Castlereagh Sports Development Advisory Committee be reimbursed the outstanding monies if they had awarded grants on the basis of the above minute.

The Director of Finance and Leisure Services advised that this matter would now need to be reviewed.

**RESOLVED:** - Members of the Board

- (a) authorised the Director of Finance and Leisure Services to liaise with representatives from the Castlereagh Sports Development Advisory Committee to ascertain if the organisation had awarded grants, based on the Board's previous decision in 2002 – (Minute ref LPB/2002/82 refers).
- (b) requested that the Director of Finance and Leisure Services inform the CSDA that the £2000.00 payment back in 2002 had not been made on an annual basis and that future grants would have to be included in the annual provision from the Community Leisure Services budget, awarded to the CSDA which was currently £4000.00 per annum.

### **LPB/2005/130: SIGNAGE AT FACILITY**

Alderman P D Robinson referred to the existing signage at the facility and noted that it varied in size and overall image. He asked that Officers ensure that all new signage being ordered was consistent with the corporate image for the facility, as discussed at the recent strategy workshop.

Noted.

## **FINANCE REPORT**

### **LPB/2005/131: TRADING ACCOUNTS – 1 APRIL 2005 – 30 SEPTEMBER 2005**

The Business Manager advised that the seasonal drop in activity normally associated with the month of September had been made even more apparent with the upsurge in civil unrest around this time, which resulted in a larger deficit than expected.

He continued that although the Ice Rink was able to maintain a high level of income, the attendance and subsequent income in all other areas was greatly reduced, and he added that expenditure continued to be closely monitored.

The Business Manager then circulated for Members, information bar charts outlining daily sales figures for the of end of September and start of October 2005, highlighting that the October figures appeared to be more promising.

The Officer concluded that whilst the deficit for the first six months was greater than expected, Management were optimistic that this could be reversed in the remaining six months, as the busiest time of the year was approaching.

Members then discussed the possibility of implementing price increases in January 2006 rather than waiting until April 2006.

Following discussion, it was

RESOLVED: - Members of the Board requested that the Business Manager prepare a report on the financial impact of the implementation of price increases in January 2006 rather than waiting until April 2006.

### **LPB/2005/132: STRATEGY WORKSHOP**

The Director of Finance and Leisure Services advised that unfortunately Mr Cree was unwell and would not be attending tonight's meeting. He then drew Members' attention to the Outputs Document prepared by Mr Cree.

Members considered the document and stated that they felt that the workshop had been an extremely useful exercise. They referred specifically to the Carroll Diagram and Next Steps document, and detailed discussion ensued in respect of the best way to progress the issues discussed.

Members felt it was important that the Carroll Diagram was prioritised and then considered as soon as possible. Alderman P D Robinson then gave guidelines on the remit of the sub committee.

Members discussed the possibility of establishing a Sub Committee to specifically address issues arising from the workshop. It was felt that a Sub Committee could consider the issues arising from the Carroll Diagram and it was subsequently

RESOLVED: - Members of the Board authorised

- (a) that a Leisure Park Board Sub Committee be formed, Members to meet during the interval of the October Council meeting to agree the Membership of the Sub Committee and also agree the date of the first meeting;
- (b) the Leisure Park Board Sub Committee to take on responsibility for the issues arising from the Carroll Diagram, these should be prioritised and progressed accordingly with the Board being kept duly updated;
- (c) that Officers commence the process to sell the naming rights for the facility, but that no decisions be taken until a further report is brought back to the Board.

### **MARKETING UPDATE REPORT**

The Marketing Development Officer referred to the above report. She advised that with the schools re-opened, the weekday trade was now quiet, with continued peaks at the weekend. She detailed that all schools in the area would be targeted to form a campaign to get school groups into the Centre for Physical Activity.

She drew Members' attention to the forthcoming advertising, promotions and direct mail campaigns.

The Officer then referred to the programme of events for the Halloween Monster Jam being held over the entire Halloween weekend. She advised that a slight amendment had been made to the programme of events, as there was now an Ice Gala Show being held at 5.00 p.m.

At this stage, the revised costs for the event and a proposal outlining the details of the fireworks display were circulated to Members.

Officers were advised that a Staff Halloween Party was being held in the Function Suite at 7.00 p.m. Following a query, it was clarified that all Councillors and Managers would be invited for refreshments in the Function Suite at 7.00 p.m., followed by the commencement of the fireworks display at 8.00 p.m. The usual event in the Board Room would be held following the display.

RESOLVED: - Members authorised that all Members of Council, staff to a managerial level and other appropriate guests, as agreed by the Director of Finance and Leisure Services be invited for refreshments in the Function Suite at 7.00 p.m., followed by the fireworks display at 8.00 p.m. The usual event in the Board Room would be held following the display.

#### **LPB/2005/133: CHAIR OF MEETING**

At this stage in the proceedings the Chairman left the meeting, and as the Vice Chair was not in attendance, Members agreed that Councillor Jeffers would chair the remainder of the meeting.

RESOLVED: - Members unanimously agreed that Councillor Jeffers would chair the remainder of the meeting.

#### **REPORT FROM THE TECHNICAL MANAGER**

##### **LPB/2005/134: MAIN ICE BOWL ROOF**

The Technical Manager advised that following the last meeting, Technical Services were contacted regarding a survey of the existing roof fabric. A local roofing contractor had also been contacted for advice and guidance, and he advised that a report would be tabled at a future meeting of the Board.

Noted.

##### **LPB/2005/135: BOWLING CENTRE CARPET**

The Technical Manager reported that this had been re-laid.

RESOLVED: - Members of the Board granted retrospective approval for the cost of £2100.00 associated with the re-laying of the Bowling Centre carpet.

### **LPB/2005/136: RINK TOILETS REFURBISHMENT**

The Officer reported that there had been some delays experienced in these refurbishment works, due to the poor state of the sub floors when the existing floors were lifted. He stated that they were concentrating on getting the main toilets finished prior to the Halloween Monster Jam event.

Noted.

### **LPB/2005/137: MAIN POWER CIRCUIT BREAKER**

The Technical Manager advised that when the CHP generator was installed, it was noticed that the main switchboard circuit breaker was showing signs of wear. He continued that because of the age of the equipment, this particular item was now obsolete and extremely difficult to source.

He stated that he had identified a Company in the mainland specialising in salvage equipment, and they had an exact replacement for the switch at a cost of £1800.00, but this would not be guaranteed.

He reported that the other option would be to change to an alternative switch. This would be brand new and available locally but would be the costlier option. He reported that two costs had been sought for a new switch, one contractor had quoted £6735.00 + VAT, and a second contractor had provided an estimated cost of £2000.00 - £2500.00 + VAT. The Officer added that this contractor was also investigating the possibility of carrying out a repair.

Following consideration it was

RESOLVED: - Members of the Board requested

- (a) that the Technical Manager continue to investigate if the switchboard circuit breaker could be repaired. In the event that this was not feasible, Members agreed to install a new switch (supplied from the 2<sup>nd</sup> Contractor as per the Technical Manager's report), at an estimated cost of £2000.00 - £2500.00;
- (b) that the Technical Manager submit a full report to the Council's insurers outlining the damage caused to the switchboard by the lightning, in the event that they may meet this claim.

## **REPORT FROM THE OPERATIONS MANAGER**

### **LPB/2005/138: SECURITY MATTERS**

The Operations Manager advised that investigations were ongoing with various options being addressed. A full proposal would be tabled at a future meeting.

RESOLVED: - That Officers prepare a full proposal for a future meeting of the Board.

### **LPB/2005/139: RECEPTION AREA**

The Operations Manager advised that further to the recent strategy day, it was proposed to engage several companies to design, build and install a new reception area.

Members agreed that the new Sub Committee would deal with this matter.

RESOLVED: - Members agreed that the Leisure Park Board Sub Committee would progress any changes to the reception area.

### **LPB/2005/140: GO KARTING ON ICE**

The Officer reported that a detailed business plan was ongoing regarding the development and costs of introducing this activity to the Ice Bowl.

She advised that Assistant Managers and Marketing staff were scheduled to meet to identify the opportunity of running a charity night in aid of the Mayor's Charity.

RESOLVED: - That Officers prepare a detailed business plan on the matter for a future meeting of the Board.

### **LPB/2005/141: OTHER PROJECTS – RETROSPECTIVE APPROVAL**

The Officer advised that a meeting was being held on Friday 14 October with the SHOKK representative for the Island of Ireland and the Management Team would investigate the opportunities available.

The Director of Finance and Leisure Services referred to the recent site visit at Bracknell where Officers had visited similar facilities. He advised that approval had been sought for two Officers to attend this visit, however, an additional two Officers had also attended.

RESOLVED: - Members of the Board granted retrospective approval for an additional two Officers to attend the site visit to Bracknell held on 3 & 4 August 2005, at an additional cost of £600.00.

**LPB/2005/142: DJ SERVICES**

The Officer advised that preliminary investigations were ongoing and a report would be tabled at the next meeting of the Board.

RESOLVED: - That a report would be prepared for the next meeting of the Board, relating specifically to D J Services.

**LPB/2005/143: CATERING REPORT**

The Operations Manager advised that due to staffing shortages and operational issues, the Senior Management Team were facing severe difficulties in the catering section. She then outlined the various options that the Management Team felt needed to be considered by Members, including the possibility of reducing the opening hours of Alaska and Lattecino.

Councillor Robinson stated that he would be in opposition to the opening hours being reduced.

Members discussed the high sickness levels, and following detailed consideration it was

RESOLVED: - Members of the Board

- (a) requested that Officers prepare a report updating Members on the current levels of sickness and the procedures being taken by Human Resources, for the next meeting of the Board;
- (b) authorised that Officers proceed to amend the opening hours of Alaska and Lattecino, opening weekday evenings and weekends and re-allocating the remaining staff hours to suit;
- (c) the Director of Finance and Leisure Services to update Members of the Board at the special meeting of the Board being held during the interval of the Council meeting, on 27 October 2005.

**REPORT FROM THE ECONOMIC DEVELOPMENT MANAGER**

**LPB/2005/144: CINEMA - BACKGROUND**

The Economic Development Officer advised that the completion date for the cinema site had been agreed for 31 October 2005 or shortly after, at which point the outstanding balance of £640,000 would be paid to the Council.

She reported that Knox Clayton was currently compiling the requisite lease maps, which would be forwarded to the Council's solicitor in due course.

The Officer advised that the cinema site lease would be presented at full Council in October, with a recommendation that the Council signs and seals the associated documentation. The Council's solicitor would then ensure that all the paperwork was in order in advance of forwarding it to the purchaser's solicitor for acceptance.

Members queried whether the purchase was for two sites at £800,000.00, and also whether there was an inflationary increase in the price.

The Director of Finance sought Members approval to offset the amount of £634,000.00 of outstanding short-term loans against part of the proceeds from the disposal of the above lands.

Members agreed that this would be appropriate.

It was therefore

RESOLVED: - Members of the Board

- (a) requested that the Economic Development Manager clarify whether the amount of £800,000.00 referred to the purchase price for two development sites and update Members accordingly at the next meeting of the Board;
- (b) granted approval to offset the amount of £634,000.00 of outstanding short-term loans against part of the proceeds from the disposal of the lands for the cinema development, subject to approval being sought from the D.O.E.

**LPB/2005/145: MINIATURE GOLF COMPLEX - REQUEST FOR SALE OF ADDITIONAL LANDS**

The Officer reminded Members that Mr Barry Hobson had expressed an interest in purchasing the car park adjacent to his Adventure Golf Complex (as currently held by Mr Hobson under licence from the Council at a cost of £5,000 per annum).

As requested, Douglas Wheeler from BTW Shiells had contacted Mr Hobson to determine how much he would be willing to pay for the 0.33 acre site in question.

She advised that in response, Mr Hobson had forwarded the following offer (subject to contract and final survey) to help "start the process":

Value of land per acre (as set by the District Valuer and based on the restrictions as previously imposed in the lease for the Adventure Golf site): £ 300,000.00

Offer for purchase of car park  
(on terms mentioned above):

£ 99,000.00

Members expressed concern that the sale of this land could affect any future development at the Leisure Park, however, felt that this would be a matter for the newly formed Leisure Park Sub Committee, where the proposal could be considered as part of the overall development for the entire complex.

It was therefore

RESOLVED: - Members of the Board requested that the Economic Development Manager write to Mr Hobson, advising that this matter would be fully considered by the Leisure Park Board Sub Committee, which was considering all future developments within the Leisure Park.

### **LPB/2005/146: PHEONIX GAS - BACKGROUND**

The Officer advised that it was Mr Hobson's intention to erect a canopy across a section of his development in advance of the Halloween break.

She continued that, as a result of this, the Council had been contacted by Pheonix Gas, whose representatives required immediate access to the gas pipeline (from the Council's lands) to complete a number of safety checks.

On advice from the Council's solicitor, it had been agreed that access would be granted to Phoenix Gas on 17 and 18 October to allow the requisite safety checks to be completed. In doing so, however, a letter had been sent to Phoenix Gas confirming the following:

- (a) Castlereagh Borough Council was fully aware of the ongoing discussions between Phoenix Gas and Mr Hobson's solicitors in respect of the legitimacy of the gas pipeline in question actually being there;
- (b) That the consent to carry out the safety checks was without prejudice to these discussions;
- (c) That the consent was not an admission by the Council that Phoenix Gas has a right to run a pipeline across the Council's lands;
- (d) That the Council is merely allowing the safety checks to proceed to facilitate the developer on this occasion.

Members stated that this matter needed to be addressed as the gas pipe also ran down the old road, therefore, it could have an impact on any potential future development at the Leisure Park.

Noted.

**LPB/2005/147: WAYLEAVE AGREEMENT – CONSARC DESIGN - EASEMENT REQUEST**

The Economic Development Manager reminded Members that Consarc Design wished to secure (on behalf of its clients) a wayleave agreement across Council land and permission to connect into the Council's storm and foul drainage system.

As instructed, she had asked Mr Wheeler to meet with representatives from Consarc to determine if the Council could facilitate this wayleave (at a cost) without adversely affecting the future developability of the Leisure Park site

She undertook to keep Members fully informed.

Noted.

**LPB/2005/148: ADOPTION OF ROUNDABOUT – OLD DUNDONALD ROAD – BACKGROUND**

The Officer reported that negotiations between the Roads Service and Dorans in respect of the works outstanding at the Roundabout on the Old Dundonald Road remained ongoing.

She advised that she had contacted Dorans again, asking for a brief report outlining all outstanding works and what steps Dorans intended to take to rectify these in advance of the meeting, however, she was still awaiting receipt of this.

Noted.

**ANY OTHER BUSINESS**

**LPB/2005/149: STAFF TRAINING FOR ASSISTANT MANAGERS**

The Operations Manager advised that Human Resources had suggested, that as part of the Council's ongoing development training that the two Assistant Managers should be permitted to prepare the operations report and present this report to the Board on one occasion each.

Members agreed that this would be appropriate.

It was therefore

**RESOLVED:** - Members of the Board granted approval for the Assistant Managers to prepare and present the Operations Report at a future meeting of the Board, as part of the Council's commitment to continued ongoing development training.

At this stage in the proceedings, the Business Manager, Operations Manager, Technical Manager, Marketing Development Officer and Assistant Members' Services Officer left the meeting.

**STAFF IN COMMITTEE**

There being no further business, the meeting ended at 8.50 p.m.

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**CHAIRMAN**

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**CHIEF EXECUTIVE**