

## **CASTLEREAGH BOROUGH COUNCIL**

Minutes of the Leisure Park Board, held in committee, in the Boardroom, Dundonald Ice Bowl on Monday, 20<sup>th</sup> March 2006 at 6.00 p.m.

**PRESENT:-** Alderman PD Robinson MP MLA (until 8.25 p.m.)  
Councillor J Beattie  
Councillor Ms J Bunting  
Councillor D Drysdale  
Councillor B Hanvey (until 7.15 p.m.)  
Councillor T Jeffers  
Councillor J White

**IN ATTENDANCE:-** Director of Finance & Leisure Services, Acting Manager, Economic Development Officer, PR & Marketing Manager and the Members' Services Officer

**APOLOGIES:-** Apologies were recorded on behalf of Alderman Rice and Councillors Long and Robinson.

### **LPB/2006/62 : MINUTES OF THE LEISURE PARK BOARD MEETING DATED 27<sup>TH</sup> FEBRUARY 2006**

RESOLVED:- That, the minutes of the Leisure Park Board meeting held on 27<sup>th</sup> February 2006 be accepted as a true and accurate record.

### **MATTERS ARISING**

#### **LPB/2006/63 : FOOTBALL/RUGBY WEAR (Minute Ref No: LPB/2006/41 refers)**

Following lengthy discussion on the matter, it was

RESOLVED:- That, the Officers amend the booking form to read that "people, in their mode of dress, are requested that they do not wear clothing that is

considered divisive, and where appropriate, Officers will be able to assist you further....”

**LPB/2006/64 : VAT EXEMPTION  
(Minute Ref No: LPB/2006/25 refers)**

The Director of Finance & Leisure Services advised that the VAT calculation on partial exemption now totalled less than 5% and he was confident that the Council would be refunded accordingly.

Noted.

**LPB/2006/65 : USE OF THE OVERFLOW CAR PARK BY DIZZYLAND  
FUNFAIR DURING 4<sup>th</sup> – 14<sup>th</sup> MAY 2006  
(Minute Ref No: LPB/2006/26 refers)**

Following consideration, Members agreed that they would not permit the use of the overflow carpark by Dizzyland Funfair during the above dates, but that it be

RESOLVED:- That, Officers be instructed to ascertain if the Council had an alternative site that could accommodate the funfair, and if this was feasible, that they contact Dizzyland Funfair to inform them that the overflow car park was not available for use on those dates, but offer them the alternative option.

**LPB/2006/66 : TRADING ACCOUNTS FOR THE PERIOD 1<sup>ST</sup> APRIL 2005  
TO 28<sup>TH</sup> FEBRUARY 2006  
(copy previously circulated)**

The Director of Finance & Leisure Services detailed the trading accounts for Members' information, and indicated that he was extremely pleased with the performance.

He outlined that the accounts included the losses derived from the Halloween Extravaganza and the marketing expenditure as referred to in Minute No: LPB/2006/61. He went on to state that the month of March was a 5-week period, but did not anticipate the costs to be any greater than those experienced during the month of February.

Furthermore, the potential refund from the VAT exemption calculation would be included as a cashflow adjustment and this would benefit the accounts figures.

He was pleased that these trading accounts meant that the Ice Bowl could potentially commence the new financial year with a possible £30k surplus, which was excellent for a facility in its 20<sup>th</sup> year.

Following a request from Alderman PD Robinson, it was

RESOLVED:- That, the Director of Finance & Leisure Services pass on the congratulations of the Chairman to those Officers involved in achieving the excellent performance of the trading accounts during the recent months.

**LPB/2006/67 : PINK SHEETS – WEEKLY SALES ANALYSIS FOR PERIOD 11 (copy previously circulated)**

The Director referred Members to the slight change in format of the pink sheet analysis records and indicated that he had now linked the weekly figures to the trading account. He referred Members to the Summary Sheet, which had been set out in various functions and subsequently split into income streams.

Following a request from Alderman PD Robinson, it was

RESOLVED:- That, the Director of Finance & Leisure Services be instructed to prepare a full year's income figures commencing the next financial year – patterning main heads of income with comparative figures from previous year, with a separate page for each income stream.

Furthermore, that the summary sheet of the Trading Accounts incorporate a sub division for Leisure Park figures.

**LPB/2006/68 : VENDING INCOME**

The Director detailed that an increase in visitors during the month of February meant that vending income sales had benefited as a result.

He referred to the man-hours for February and stated that they had remained constant despite an increase in the amount of users. Alderman PD Robinson, however, disputed that this may have highlighted that the numbers of staff employed at the beginning of the month had been unnecessary.

The Acting Manager reiterated that a minimum number of staff were needed to man the facility and she referred to training courses, and sickness and leave impacts, but added that casual staff were only utilised at a set hourly rate.

Noted.

**LPB/2006/69 : VIDEO INCOME**

The Director advised Members that the income figures were not as high as anticipated given the number of visitors to the Ice Bowl.

Following discussion, Members agreed that this issue needed to be looked at in greater detail and it was

RESOLVED:- That, the Acting Manager would submit a report on the yearly performance of the gaming and video machines for the May meeting of the Board.

**LPB/2006/70 : BLADES RESTAURANT**

In response to a query, the Director clarified that the figures for Blades restaurant did not include outside catering.

Members were in agreement that this issue needed to be addressed, given the significant amount of competition that will be in the area as the Leisure Park progresses. They asked that some consideration be given to the amount of food that could be produced by machine to reduce staffing costs.

The Acting Manager indicated that she had met with the Catering Managers of the Golf Course and Ice Bowl with a view to providing corporate catering for other facilities.

The Director advised that further consideration was also being given to the provision of light beers and wine to complement meals being served in the Function Suite.

Noted.

**LPB/2006/71 : ICE-RINK**

The Director informed Members that the ice-rink had performed better than anticipated.

Noted.

**LPB/2006/72 : TEN PIN BOWLING**

The Director drew Members' attention to the weekly income for the ten pin bowling facility and indicated that although the third week of the month had

provided excellent figures, the fourth week, unlike the ice-rink, had not performed as well.

Noted.

**LPB/2006/73 : INDIANA LAND**

Members noted that the figures for Indiana land included the period of refurbishment when the facility was closed.

Noted.

**LPB/2006/74 : CENTRAL SERVICES**

The Director of Finance & Leisure Services advised Members that the weekly income figures for central services had been maintained.

In response to a query from Alderman PD Robinson, it was

RESOLVED:- That, the Officers be instructed to follow up the contract relating to the automatic teller and keep Members updated on its progress.

**LPB/2006/75 : MAN HOURS**

Alderman PD Robinson referred to the man-hours figures and noted a discrepancy in the total hours column for January & February and asked that the Director clarify the reasons for the difference in figures.

Following discussion, it was

RESOLVED:- That, the Director would clarify the reasons for the discrepancy in the total hours man-hours figures for January and February for the next meeting of the Board.

Furthermore, that in future, Officers be instructed to record man-hours on a daily basis as Members felt that this information would be more useful.

**REPORT FROM THE ACTING MANAGER**

At this point, Councillor Hanvey left the meeting at 7.15 p.m.

**LPB/2006/76 : SAFETY MATTERS REGARDING INDIANALAND**

Following consideration of this issue, in which Members were disappointed that the initial contractor had failed to identify the potential safety hazard during the installation stage, it was

RESOLVED:- That, the Leisure Park Board approve the work to be carried out to Indiana land at a cost of £799.00.

**LPB/2006/77 : CARAVAN PARK WARDEN – SEASONAL**

The Acting Manager drew Members to her report and following discussion, it was

RESOLVED:- That,

- (a) The Post be entitled Caravan Park Warden, and the word seasonal to be omitted, and
- (b) the Officer be authorised to proceed with evaluating the proposed job description and recruitment for the post.

**LPB/2006/78 : BID FOR 50M OLYMPIC SWIMMING POOL**

The Acting Manager referred to the Council's bid for a 50m Olympic sized swimming pool and indicated that the Expression of Interest had to be submitted shortly and she sought Members' authorisation to hold discussions with David Lloyd Leisure, with a view to bringing them on board.

Alderman PD Robinson commented that the Sports Council seemed fairly supportive of Castlereagh's bid to take the lead with this project.

Members were delighted that the Council had been the forerunner in making a bid for a 50m Olympic swimming pool for Northern Ireland and felt that the provision of a Leisure Park, with its proposed hotel facilities, and the established road network, would make Castlereagh an excellent contender for the site of this pool.

Noted.

**LPB/2006/79 : NIPSA - DAY OF ACTION**

The Acting Manager referred Members to the Official strike organised by NIPSA on Tuesday, 28<sup>th</sup> March 2006 and indicated that this may impact on the operating pattern of the facility, and there may be a need to bring in more casual staff to man the Ice Bowl during this time.

Noted.

**LPB/2006/80 : REQUEST FROM FIRE SERVICE**

The Acting Manager stated that she had received a letter from the Fire Service requesting the use of Indiana land to perform a rescue service, during out of hours, subject to other operational commitments on their part.

She reported that the exercise would take no longer than 1 hour with a maximum of 20 personnel on site, accessing fire exit doors. She added that the exercise would not require the use of Ice Bowl staff and would not affect other users.

RESOLVED:- That, the Acting Manager be instructed to respond to the Fire Service granting them authorisation to use Indiana land to perform a rescue service, either on the 16<sup>th</sup> May or 23<sup>rd</sup> May, as outlined in their correspondence.

**LPB/2006/81 : REQUEST FROM BBC TO USE INDIANALAND**

The Acting Manager reported that the BBC had requested the use of Indiana land on Tuesday, 21<sup>st</sup> March to record part of "Give my Head Peace" from 10.30-11.30 a.m.

Following discussion, it was

RESOLVED:- That the Leisure Park Board approve the use of Indiana land by the BBC to record part of "Give my Head Peace" on Tuesday, 28<sup>th</sup> March 2006 between the hours of 10.30 –11.30 a.m.

**LPB./2006/82 : EXPRESSION OF INTEREST TO USE LASERQUEST**

The Acting Manager referred to correspondence received from a gentleman expressing an interest to lease Laser Quest with a view to providing a similar type facility.

The PR & Marketing Manager stated that she was preparing a report for the next meeting outlining a suitable potential use of the Laser Quest facility. However, in the interim, it was

RESOLVED:- That, the gentleman wishing to submit an expression of interest for the leasing of the Laser Quest facility be permitted to do, to give Members an opportunity to assess what he is proposing, and the PR & Marketing Manager to prepare a report for potential use of the facility for a future meeting of the Board.

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

#### **LPB/2006/83 : PURCHASE OF 2 “STAND ALONE” SMOKE DETECTORS FOR ICE BOWL**

In his absence, the Director detailed the Technical Manager's report and it was

RESOLVED:- That, the Technical Manager be authorised to purchase 2 “stand alone” smoke detector units at a cost of £165 + vat.

#### **LPB/2006/84 : BOWLING TRIPLE CROWN CHAMPIONSHIP – REQUEST FOR SPARES FOR MAINTENANCE**

Members discussed this request in detail and following discussion, it was

RESOLVED:- That, the Technical Manager be instructed to present a proper business case justifying the need for additional expenditure to purchase spares for maintenance.

#### **LPB/2006/85 : REQUEST FOR REPLACEMENT PA SYSTEM**

Councillor Bunting expressed her concern that this was another example whereby refurbishment of the Ice Bowl was being carried out in a piecemeal fashion, and not being looked at holistically.

Following discussion, it was

RESOLVED:- That, Officers be instructed to source costs for a much cheaper system, which will cut out DJ music in an emergency situation.

**LPB/2006/86 : REPAIRS TO ICE RINK SEATING**

Following a detailed discussion, it was

RESOLVED:- That, the Technical Manager be instructed to arrange for seating repairs to be carried out between now and the Open Skating Championship in May during normal working hours, which will avoid the need to employ extra staff.

**LPB/2006/87 : SECUREMENT OF LARGE SAFE**

Alderman PD Robinson expressed his anger that, despite earlier requests that both safes at the Ice Bowl be bolted down and secured, this had not been carried out, and only the smaller safe had been secured.

RESOLVED:- That, the Leisure Park Board grant approval for the bolting down of the large safe at the Ice Bowl, at a cost of between £150-200 dependant on the difficulty of the task.

**LPB/2006/88 : AIR VENTILATION INLET/OUTLET**

The Director referred to the Technical Manager's report regarding his concerns about the air ventilation inlet/outlet located on the roof of the cash office.

Members discussed the issue and agreed that it was within the remit of the Technical Manager's responsibility to ascertain how this problem can be resolved.

Noted.

**LPB/2006/89 : VENTILATION FILTERS**

The Director informed Members that the ventilation filters at the Ice Bowl required changing at a cost of £420 + vat and this was usually carried out on an annual basis.

RESOLVED:- That, the Technical Manager be authorised to arrange for the changing of the ventilation filters at a cost of £420 + vat on the proviso that he has included the costs in his estimates.

**LPB/2006/90 : LANE CONDITIONING MACHINE SERVICE**

The Acting Manager referred to the Triple Crown Bowling event and stated that the lane conditioning equipment was normally serviced in July but it required to be carried out earlier, in line with the above championship date.

RESOLVED:- That, the Leisure Park Board authorises the servicing of the lane conditioning equipment in April, prior to the Director of Finance & Leisure Services ascertaining that quotations have been received for the work and the costs involved.

**MARKETING UPDATE REPORT**

**LPB/2006/91 : PR UPDATE FOLLOWING 'DANCING ON ICE'**

The PR & Marketing Manager informed Members that UTV had filmed their own version of 'Dancing on Ice' at the Ice Bowl on 28<sup>th</sup> February 2006.

She added that there were currently proposals to televise a further 'Dancing on Ice' next year, and this would have a beneficial impact on ice skating figures.

Noted.

**LPB/2006/92 : INCREASE IN ICE SKATING COURSES**

The Officer advised Members that the ice skating lessons programme had increased from 60 to 140 from the same period last year and additional programmes were being planned for those wishing to progress beyond Levels 1 & 2.

The Acting Manager stated that the Ice Bowl would be honouring existing commitments to Clubs, but she reiterated that at present, there was an imbalance towards ice hockey and she suggested splitting the rink into two to accommodate ice hockey and ice skating lessons thereby doubling the income.

Noted.

At this point in the meeting, the Economic Development Manager asked if she could raise a number of issues, as Alderman PD Robinson had to leave early for a further engagement.

**LPB/2006/93 : REQUEST FROM MR HOBSON RE: PURCHASE OF ADJACENT CARPARK**

Alderman PD Robinson referred to correspondence from Mr Hobson indicating that he had written to the Council and the Leisure Park Board on 3 separate occasions requesting to purchase the car park adjacent to his premises to accommodate his site.

The Economic Development Manager stated Mr Hobson had already been contacted on a number of occasions in relation to this matter, but she undertook to respond again providing confirmation of the dates on which this matter had been raised for the Board's consideration.

RESOLVED:- That, the Economic Development Manager be authorised to respond to Mr Hobson in respect of his correspondence to purchase the adjacent car park to his site.

**LPB/2006/94 : HOTEL DEVELOPMENT**

The Economic Development Manager took Members through her report with regard to the background of the Hotel Development and the legal and commercial implications.

She referred to her report in which it was both Tughans and Douglas Wheeler's opinion that the long stop date should not be extended as they felt that the hotel market had improved over recent years and it may now be possible to structure a better deal on behalf of the Council.

In her opinion, she felt that the retention of the hotel proposal would also strengthen the Council's case with regard to its bid for a 50m swimming pool.

Following agreement, it was

RESOLVED:- That,

- (a) the Leisure Park Board agree to market the site specifically for hotel development usage on the basis that it will obtain a better price on the open market whilst strengthening the Council's bid for a 50m Olympic swimming pool in the Borough, and
- (b) Approval be given for the costs of utilising BTW Shiells to market the property based on the following prices:-

£650 + vat – advertising in the Belfast Telegraph

£100 + vat - production of brochures  
£750 + vat - erection of a sale board  
in addition to a fee to BTW Shiells of 1%+ vat of the final sale  
consideration

- (c) Approval be granted to return the £15,000 deposit to Tughans Solicitors for onward return to McKinney & Co, this being the refund of their original holding deposit.

#### **LPB/2006/95 : CINEMA DEVELOPMENT**

The Economic Development Manager reported that the purchase of the cinema site had not yet completed, as negotiations remain ongoing in respect of the exact dimensions of the site being transferred.

She then drew Members' attention to the fact that the cinema site was now being purchased by Convis Limited and confirmed that the Council's Solicitor was completing a Cos search on Convis to ensure it was a bonafide organisation.

Following discussion, it was

RESOLVED:- That, the Economic Development Manager be instructed to ascertain that the proposed purchaser of the cinema development, Convis Limited, was a bonafide company in every sense.

At this point, Alderman PD Robinson left the meeting at 8.25 p.m. and Councillor Beattie took the chair.

#### **ADDITIONAL ITEMS FROM THE MARKETING UPDATE REPORT**

#### **LPB/2006/96 : ARENA SEATING - REQUIRED UPGRADE**

Following detailed consideration in which the Director referred to a similar discussion at the last Leisure Services meeting, it was

RESOLVED:- That, the Officers be authorised to proceed with the upgrade of the seating at a cost of £7,229.78 on the basis that the Director of Finance & Leisure Services can capitalise the costs through a small loan section.

In addition, Officers bring back a business plan as to how they wish to proceed when charging out the seating.

**LPB/2006/97 : ADDITIONAL EXHIBITION REPORT**

The PR & Marketing Manager advised that she would be bringing a detailed update to the next meeting of the Board.

Noted.

**LPB/2006/98 : TOUR OF THE NORTH CYCLING RACE**

The PR & Marketing Manager drew Members' attention to the fact that the final stage of the P&O Tour of the North Cycling Race will move from the Ice Bowl and take place at the Billy Neill Centre on Easter Monday, commencing at 10.00 a.m. until 1.00 p.m.

Councillor Bunting asked that the Officers ensure that the programme includes a foreword from the Mayor.

The PR & Marketing Manager referred to the budget for the event, £1800, which covered all costs including staffing and catering requirements.

RESOLVED:- That, the Officers ensure that the Tour of the North Cycling Race programme includes a foreword from the Mayor.

**LPB/2006/99 : PRICING**

The PR & Marketing Manager drew Members' attention to the proposed pricing increases from 1 April 2006 attached to her report and hoped to have them in place before the Easter period, if approved by the Board.

Councillor Bunting referred to the pricing structure and asked that Officers specify that the costs relate per hour or per team, where required to avoid confusion.

RESOLVED:- That, the Leisure Park Board approves the recommended price increases from 1 April 2006, as tabled by the PR & Marketing Manager.

**LPB/2006/100 : FUN VALLEY**

Members discussed Fun Valley in relation to maximising passing trade, and it was therefore

RESOLVED:- That, Officers give some thought to the best location and layout to maximise income from passing trade.

**LPB/2006/101 : LATTECINOS**

Councillor Drysdale referred to a recent party who had used Lattecininos but had felt that the noise levels from the DJ had been slightly excessive, and he asked if Officers could take this matter on board.

Noted.

**LPB/2006/102 : TRIPLE CROWN EVENT**

The PR & Marketing Manager advised that a letter of invitation to the opening ceremony had been extended to all Board Members. She added that she would pass on the Mayor's invitation to the banquet to his secretary for her information.

RESOLVED:- That, the PR & Marketing Manager passes on the invitation to the Mayor to attend the banquet for the Triple Crown event to his secretary for her information.

**LPB/2006/103 : STAFF DISCOUNT RATES**

Following detailed discussion, Members agreed that it be

RESOLVED:- That, consideration of this issue be deferred to the next meeting of the Board.

**LPB/2006/104 : DIRECT MAIL MARCH 2006**

RESOLVED:- That, the PR & Marketing Manager be granted permission to proceed with a mailer to less abled bodied groups and refresher courses at costs of £30 and £126 respectively.

**LPB/2006/105 : MARKETING PLAN 2005/2006**

The PR & Marketing Manager advised that she was meeting with the Director to confirm allocated budgets and a business strategy, and a detailed business and marketing plan for the year will be brought to a future meeting of the Board.

Noted.

**LPB/2006/106 : EASTER ADVERTISING SCHEDULE**

The PR & Marketing Manager sought permission to proceed with the booking of the annual Easter radio advertising with Cool FM and Belfast City Beat from 12-21<sup>st</sup> April 2006 and she outlined the costs for a 30second advert. She added that she would be contacting Mr Hobson to see if he wished to come on board.

Councillor Drysdale asked if the Officers could ensure that they contact Corporate Call Centres through corporate mailers.

RESOLVED:- That permission be granted for the booking of the annual Easter radio advertising with Cool FM at a cost of £2,500 and Belfast Citybeat at a cost of £1,000 from 12-21<sup>st</sup> April 2006 for 30 sec advertisements.

Furthermore that approval be granted for advert production costs of £300.

In addition, that the Officers be authorised to liaise with Mr Hobson to ascertain if he wishes to come on board with the radio advertising campaign.

**REPORT FROM THE ECONOMIC DEVELOPMENT MANAGER**

**LPB/2006/107 : PROPOSAL FOR SKATING PLAZA**

Following discussion, it was

RESOLVED:- That, subject to the Chairman's agreement, the Leisure Park Board would not proceed with the proposed Skateboarding Plaza.

**LPB/2006/108 : FIVE-A-SIDE FOOTBALL PROPOSALS**

The Economic Development Manager outlined that Douglas Wheeler from BTW Shiells had been approached by a national operator with a requirement for a 2-2.5 acre site for domed 5-a-side football pitches, with a view to siting them behind the Ice Bowl. She indicated that her only difficulty was that if the Council was successful in its bid to obtain a 50m pool, this project would conflict with the proposed site.

Following discussion, Members agreed that it be

RESOLVED:- That, the Officer investigate and ascertain, through BTW Shiells, what the national operator is proposing to offer and update Members in due course.

**LPB/2006/109 : PHOENIX GAS**

The Economic Development Manager drew Members' attention to her report and outlined the background to the issue.

She reported that Phoenix Gas had now obtained a copy of the original Abandonment Stopping Up Order – Article 68 (7) Roads, and an opinion from the Council's Solicitor had been sought on how best to progress this matter.

The Officer confirmed that Tughans Solicitors had now responded and she referred Members to their correspondence to McKinty & Wright detailed in her report.

RESOLVED:- That, the Economic Development Manager be given retrospective approval to challenge the payment to Phoenix Gas on the grounds and in the manner outlined in the correspondence detailed in her report from the Council's Solicitor.

**LPB/2006/110 : LEISURE PARK MASTER PLAN**

The Economic Development Manager felt that, in light of the Council's bid for an Olympic sized 50m swimming pool for the Leisure Park, it may be appropriate to secure an up-to-date Master Plan of the Leisure Park site and associated developments.

She outlined that Knox Clayton had produced a similar site plan in the past and may be willing to update this at a cost of £1,030, assuming that several changes are made to the plan, and a cost of £38 per additional copy.

The Acting Manager concurred that the inclusion of this plan with the Council's Expression of Interest would strengthen its case for a 50m swimming pool.

RESOLVED:- That, the Economic Development Manager be granted approval, in principle, to commission a Master Plan of the Dundonald Leisure Park site, with the most recent draft of the map being brought before the next meeting of the Board for approval (in advance of the commission being confirmed).

At this point in the proceedings, the Leisure Park Board went into “Staff-in-Committee”.

**STAFF-IN-COMMITTEE**

As there was no further business, the meeting concluded at 10.00 p.m.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**CHIEF EXECUTIVE**