

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the Central Services Committee meeting held, in committee, in the Members Corridor, Civic & Administrative Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB, on Monday 12 March 2007 at 7.30 p.m.

PRESENT:- Councillor Mrs M Chambers (in the chair)

Alderman J Norris MBE
Councillor J Bunting
Councillor D Drysdale
Councillor R Hughes MBE
Councillor T Jeffers
Councillor J Spratt

IN ATTENDANCE:- Director of Administration & Community Services,
Capital Projects Officer, Assistant Members' Services
Officer

APOLOGIES:- Apologies were recorded on behalf of Councillors
Cochrane, Long and Robinson

CS/2007/59 : NEWTOWNBREDA COMMUNITY FACILITIES – FOSTER GREEN SITE

The Director of Administration & Community Services advised Members that, in line with the Council's decision to progress this project in partnership with the South & East Trust, the Council's Capital Projects Officer had met with the Trust's Architect and had now produced a location map and sites plans for the proposed community building.

The Capital Projects Officer then took Members through the detail. He indicated that vehicular/pedestrian access was proposed from Glencregagh Road although there would be a pedestrian walkway from the dual carriageway. Members were also asked to note the proximity of the proposed community centre to the Council's civic offices. The Officer reported that approximately 275 sq.m. of space was available on one floor level to develop a community hall. However, to provide accommodation similar to that planned for the Moneyreagh Community Facility, it would necessitate a two-storey development with associated stairs and

lift to fit on the site. The Director of Administration & Community Services also indicated that any proposal would be subject to planning permission.

Members and officers expressed concerns that the dimensions of the site were somewhat restrictive, meaning that the size of the proposed centre would be substantially smaller than the Council's other new centres proposed for Moneyreagh and Enler. Concern was also expressed as to whether it represented value for money and whether its location was too far away from the main Newtownbreda village. Issues regarding lack of parking space were also highlighted. During discussion Members recognised that the site had been chosen in view of the fact that, despite extensive efforts, no other land was available or suitable within the Newtownbreda area.

Councillor Spratt suggested that the potential amalgamation of Newtownbreda and Cairnshill Primary Schools might provide the Council with further opportunities in terms of the land that the Council held at Cairnshill. He felt that this might provide possible partnership opportunities similar to that at Cregagh Youth and Community Centre and Primary School.

The Director of Administration & Community Services advised that ongoing meetings had been arranged between the Trust and the Council to progress the Newtownbreda project and, at a previous Committee, she had been authorised to progress the legalities. She therefore sought guidance from Members as to how to proceed, adding that she felt that she needed to let the Trust's officials know the Council's position if it were changing. Councillor Chambers stated that she felt that officers should look again at the Colby site owned by the Council to see whether it was feasible to put a community facility at this location.

After discussion, it was

RESOLVED: that Members had serious reservations about the size of the proposed Newtownbreda Community Centre at the Foster Green site and

- (a) instructed its officers to explore the possibility of developing a centre on the Council owned land at Colby Park
- (b) that the Director of Administration & Community Services be authorised to advise the Trust that the Council had reservations regarding the size of the proposed site at Foster Green which may render it somewhat restrictive in terms of community use.

CS/2007/60 : MONEYREAGH COMMUNITY CENTRE – CONSULTANTS' FEES

The Capital Projects Officer reported that the appointment of the consultant had been based on an assumed contract figure of £450,000 to be paid as follows:

RIBA Stages A&B	£4,350 (fixed lump sum)
RIBA Stage C	1.45%
RIBA Stage D	1.45%
RIBA Stages EFG&H	1.45%
RIBA Stages JKL&M	1.812%

Several payments up to Stage F have already been processed on the basis of the original estimated sum.

He further advised that the estimated building costs at tender stage had increased from the original estimate to £647,000 and that the Consultants felt that, as they had incurred additional time and expense to have the project retendered, the percentage fee should be adjusted back to Stage A to take account of the increased value. He further reported that this practice was common in the profession.

The Capital Projects Officer recommended that Members approve the increase in the Consultants' fees in accordance with the approved tender sum.

Members asked several questions of officers in this regard, adding that they had been somewhat unhappy with how the Consultants had dealt with the project from its inception and it was they who had provided the original cost estimate, which had resulted in the Council having to ask for it to be retendered.

After discussion, it was

RESOLVED that the Council be recommended not to approve the increase in the Consultants' fee retrospectively but that the revised sum of £647,000 be used as the basis for calculating any future amounts from Stage F onwards.

CS/2007/61 : MONEYREAGH COMMUNITY CENTRE – REMOVAL OF COVENANT

The Director of Administration & Community Services reported that the contract agreements to have the covenant removed had been drawn up by the Council's solicitor several weeks ago and sent to the landowner's solicitor for signature. She added that the £25,000 buy out sum had been agreed over a year ago and was simply awaiting exchange of contracts. She then explained the legalities in this regard and the Capital Projects Officer indicated that contractors would not be going on site until after Easter which would hopefully leave adequate time to complete the legal arrangements with both the landowner and the Board.

RESOLVED: that the Council's Solicitor continue to pursue this matter as urgent and keep the Council duly advised of progress.

The Capital Project Officer left the meeting at 8.15 pm

REPORT FROM THE DIRECTOR OF ADMINISTRATION & COMMUNITY SERVICES – SECTION 1 – CIVIC MATTERS

CS/2007/62 : ABSENCE OF ADMINISTRATION MANAGER

The Director of Administration & Community Services reported that the Administration Manager was off on sick leave for at least a four-week period and, in her absence, staff within the Council were assisting in the organisation of civic events.

The Director advised that the presentation of the La Mon bursary awards had been deferred but a new date had now been set for April with staff currently working on arrangements. She stated that the Mayor's charity bowling event was being arranged by the Mayor's Secretary with assistance from the Council's PR Section and the General Manager Marketing & Leisure. The third event on the schedule was a parade by the 204 (North Irish) Field Hospital (V) in May as Freemen of the Borough. The Director confirmed that nothing formally as yet had been put in place although the Chief Executive had met with the 204 representatives and was aware of what was required. She advised that this might involve quite a bit of organisation but that the Chief Executive had indicated that he would be happy to assign the DPP Manager as team leader with the assistance of the General Manager Marketing & Leisure. The Chief Executive would also offer his assistance.

RESOLVED: that officers continue to organise the three events on the schedule with the assistance of Council staff as outlined.

CS/2007/63 : MAYORAL EVENTS

Discussion ensued, in committee, on mayoral events scheduled. Members asked a number of questions of the Director of Administration & Community Services and the Mayor regarding the workload.

Following discussion, it was

RESOLVED: that charity events/mayoral office activities should be planned and determined through the Mayor's office, in accordance with the planned schedule requested by the Mayor and following discussion between Director of Administration & Community Services, the Mayor and the Mayor's Secretary.

CS/2007/64 : CHRISTMAS TREE LIGHTS

The Director of Administration & Community Services sought Members' approval to loan one set of lights to Ashfield Girls School for an event to raise drug awareness throughout the UK. She advised that the lights would be covered by the Council's insurance and that the group would be responsible should there be any damage.

RESOLVED that the loan of one set of Christmas tree lights to Ashfield Girls School be approved.

CS/2007/65 : SECRETARY OF STATE'S GARDEN PARTY 2007

A copy of a letter received from the Northern Ireland Office regarding the above event was tabled for Members' information (copy previously circulated). Members were asked to note that the Council had been invited to nominate 24 individuals (together with partners), who lived or worked within the Council area and had direct links with this year's theme, which was 'The Community and Voluntary Sector'. The Director of Administration & Community Services advised that, as in previous years, this matter had been referred to Central Services who dealt with civic matters.

Members noted that the deadline for nominations was 23rd March 2007. The Chair indicated that she had already started to draw up a list and asked Members to forward details of appropriate nominees to her, in order that the list would be representative of all parts of the Borough. The Chairman further asked Members to let her have the names of the community representatives from the various geographic areas as soon as possible to be considered for inclusion in the list

RESOLVED that the Chair be authorised to complete a list of nominees for attendance at the Secretary of State's Garden Party and forward this to the Northern Ireland Office by the date stipulated.

CS/2007/66 : MINUTES

Minutes of the Central Services Committee meeting held on 12th February 2007 were tabled (copy previously circulated)

MATTERS ARISING FROM THE MINUTES

CS/2007/67 : COMMUNITY ASSOCIATION FOR BELVOIR, MILLTOWN AND NEWTOWNBREDA (Minute CS/2007/48 refers)

The Director of Administration & Community Services reported that she had received a reply from Inspector Addely who confirmed that anti-social behaviour

and incidents by youths causing annoyance had reduced substantially in the Belvoir area.

Following discussion, it was

RESOLVED: That the Council approve a seeding grant of £100 to the Community Association for Belvoir, Milltown and Newtownbreda

REPORT FROM THE DIRECTOR OF ADMINISTRATION & COMMUNITY SERVICES – SECTION TWO – ADMINISTRATION MATTERS

CS/2007/68 : NO SMOKING POLICY

The Director of Administration & Community Services tabled for Members' information a copy of the draft F&GP minute regarding a no smoking policy. She advised that the recommendations would have implications for the Civic & Administrative Offices as it would be proposed that no smoking would be permitted by either staff or public at the front of the Council Office building.

Members discussed the implications in terms of implementing this policy and it was agreed that further instructions be added to the fire announcements, read before weddings/training sessions, etc.

RESOLVED: that an instruction that no smoking was permitted within the building, or at the front of the premises, be added to the fire safety instructions read at the beginning of events, weddings, etc.

CS/2007/69 : ELECTRICITY QUOTATION FOR THE CIVIC CENTRE

A report prepared by the Council's M&E Engineer regarding electricity quotations for the Civic Centre was tabled (copy previously circulated). Members noted that the M&E Engineer was recommending that the Energia quotation be accepted, as they had offered a more competitive tariff in comparison to the NIE standard tariff.

RESOLVED: that the quotation from Energia in respect of electricity supply for the Civic Centre be accepted.

CS/2007/70 : JOINT FLAGS PROTOCOL REVIEW

Members considered correspondence received from Queens University, Belfast, regarding the Council's policy regarding the flying of flags. The Director of Administration & Community Services advised that she intended to respond to the correspondence stating that the position as outlined in the letter remained unchanged.

RESOLVED: that the Director of Administration & Community Services respond as outlined.

CS/2007/71 : REGISTRATION FEE FOR WEDDINGS AT DESIGNATED VENUES

The Director of Administration & Community Services reported that the three year renewal of applications was scheduled during 2007 and it was recommended that the registration fee be increased from £400 to £415 per venue to take account of inflationary increases.

The Director advised that two hotels in the Borough, La Mon and the Ramada, were registered for weddings.

Members discussed staffing implications in this regard and the Director of Administration & Community Services indicated that problems sometimes arose when one of the Council's two Registrars was off and the other Registrar had to attend a wedding at an outside venue. In such instances the Council had to arrange for an additional temporary Registrar to attend, the cost of which was not always covered by GRO.

RESOLVED:

- (a) that the Council approve the increase in registration fees from £400 to £415 per venue with effect from 1st April 2007 to take account of inflationary increases.
- (b) that the Council write again to the GRO regarding costs involved in maintaining cover in the Registration office, due to the fact that the Registrar was being called to attend weddings at outside venues.

REPORT FROM THE DIRECTOR OF ADMINISTRATION & COMMUNITY SERVICES – SECTION THREE - COMMUNITY SERVICES MATTERS

CS/2007/72 : ASTRO TURF PITCH AT CREAGH YOUTH & COMMUNITY CENTRE

Correspondence from the Council's solicitors and from the South Eastern Education Board was tabled for Members' information (copies previously circulated). Members were asked to note that the Board intended to pursue the matter legally through the appropriate Contractor.

In response to a query by Alderman Norris, the Director of Administration & Community Services advised that the loss of revenue to the Council as a result of the closure of the pitch was approximately £2,500. Alderman Norris felt that the

Council should deduct this sum from the monies owing to the Board in addition to the costs of repair to the pitch.

RESOLVED: that officers determine the legal position regarding deducting the loss of revenue associated with the closure of the pitch from the capital sums owing.

CS/2007/73 : CONSERVATORY EXTENSION TO CREGAGH YOUTH & COMMUNITY CENTRE

Members were reminded that approval had been granted to Cregagh Pre-School Playgroup regarding an extension/conservatory to the above centre (copy minute previously circulated). The Director of Administration & Community Services reported that she had received a further request from the school principal and playgroup chairperson for the Council to apply for the planning permission in this regard. As this request did not form part of the original proposal brought to Committee in December, she sought Members' views in this regard.

In response to Members' queries, the Director stated that there were financial reasons for this request in that it would be cheaper for the Council, rather than the Playgroup, to apply for planning approval. However, as the Council was not engaging the architects, builders, etc., there might be insurance/public liability implications. Councillor Chambers reminded the Committee that, as yet, the Council had not formally taken possession of the building from the Board.

After discussion, it was

RESOLVED: That the Director of Administration & Community Services and the Capital Projects Officer meet with Cregagh Pre-School Playgroup to determine what exactly they required and report back to Committee.

CS/2007/74 : CITIZENS ADVICE BUREAU VOLUNTEER – QUARTERLY NEWS SHEET

A copy of the CAB Volunteer news sheet was tabled for Members' information.

Noted.

CS/2007/75 : GOOD RELATIONS JOB TITLE

RESOLVED: that the Committee recommends that the Council approve a change in the job titles for the Community Relations Officers to Good Relations Officers to take account of the new responsibilities incorporated within this programme.

CS/2007/76 : COMMUNITY SUPPORT PLAN

Members were reminded that they had already approved the targets and objectives for the Community Support Plan from April 2006 – March 2009. The Director of Administration & Community Services tabled a copy of the more detailed draft plan, which would be submitted to the VCU along with the various objectives and targets. She advised that this would enable the Council to draw down its annual grant aid entitlement. Members also noted that the Council's finance section was currently checking the financial information contained in the document.

RESOLVED: that Members approve the contents of the document as tabled.

CS/2007/77 : RESOURCE CENTRE EQUIPMENT (Minute No. CS/2007/37 refers)

The Director of Administration & Community Services reminded Members that, at last month's meeting, they had requested further information on the design and quality of the furniture proposed to be purchased for the Community Resource Centre (copy leaflet previously circulated).

The Director confirmed that the Capacity Building Officer was making the recommendation to purchase the furniture from Principal on the basis that it was both the cheapest quotation received and was also easy to handle and set up. She advised that the Ice Bowl had used this Company on many occasions, and had found their service to be very satisfactory. The quotations obtained were as follows:

TABLES

Principal furniture; £99.95 each x 30 = £2998.50
Banner business supplies; £143.00 each x 30 =£4290
Corporate express; £160.00 each x 30 = £4800

CHAIRS

Principal furniture: £26.95 each 40 chairs = £1078
Banner business supplies; £62.00 each x 40 chairs =£ 2480
Corporate express: £32.50 x40 chairs = £1300

RESOLVED: that the Committee recommends that the Council purchase furniture as detailed above from Principal Furniture.

CS/2007/78 : CAPACITY BUILDING UNDERSPEND (Minute No. CS/2007/40 refers)

The Director of Administration & Community Services confirmed that the Capacity Building Officer had held a meeting with CAB and was in the process of planning a number of taster sessions in the Newtownbreda area. She advised that this service was to inform Senior Citizens on their rights regarding water

charges, pension credit etc and that the course would be aimed at those individuals who did not normally attend recognised clubs or organisations.

Noted.

Councillor Spratt left the meeting at 9.25 pm

CS/2007/79 : CAPACITY BUILDING PROJECT – REVIEW OF PROGRAMME

The Director of Administration & Community Services reported that, as part of this programme which was 100% funded by EU, BSP 3.3, there was a requirement to conduct a full end of project evaluation and audit. She advised that, unless this was done in advance of the programme ending on the 31st March 2007, the DSD would hold back 20% of the final claim. The Director reported that quotations had been sought from a number of Consultants but that only two quotations had been received from companies available and/or willing to undertake the work during the time period stipulated, as follows

Rubicon Consulting	-	£3150
Jane Field Education	-	£4990

RESOLVED: That the Committee recommended that the tender be awarded to Rubicon Consultants and it was noted that the work would be 100% funded by the DSD.

CS/2007/80 : COMMUNITY CONFERENCE

The Director of Administration & Community Services reminded Members that a very successful community conference had been held on 14th September 2006 that was designed to look positively at the changes within the community sector and to identify the risks in East Belfast & Castlereagh for areas that were not eligible to apply for new strategic funding. The Director advised that, at the conference, participants had been given the opportunity to discuss issues affecting their areas and to begin to plan strategically for the future.

Members were asked to note that it was intended to hold a further community conference in partnership with Belfast City Council and EBCDA. The Director advised that the total cost would be split between the two Councils and could be 100% funded out of the DSD programme.

Costs incurred:-

Facilitation	-	£200.00
Venue Hire	-	£50.00
(50% of the total cost)		

RESOLVED: That the Committee recommend that the Council contribute £250 towards the above event.

CS/2007/81 : BELVOIR PARISH DRUM MAJORS CR GRANT APPLICATION

The Director of Administration & Community Services reported that a grant aid application had been received in respect of the above project.

She advised that the project "Teaching the Art of Drum Majoring" had been formed in 1986 to teach the art of drum working for pipe band competition. The pupils, aged 5 – 18, would be trained at the elementary level and would be awarded a certificate to be used as their course work for GCSE and also for Duke of Edinburgh Award.

The Director stated that the project would further develop relations of Ulster Scots within other communities and, through training, would promote respect for diversity in own, other and shared cultural traditions through the medium of music.

Costs applied for:

Pipe band to play for Drum display	£ 200.00
Folk Group	£ 100.00
Highland dancers	£ 100.00
Certificates for the players	£ 100.00
Total	£ 600.00

Income generation

Project will generate income from selling ballots	£ 100.00
---	----------

RESOLVED: That the Committee recommend that Belvoir Parish Drum Majors be awarded £500.00.

CS/2007/82 : CARRYDUFF PLAYCARE GROUP (Minutes No. CS/2007/47 refers)

The Director of Administration & Community Services reminded Members that, at last month's meeting, they had asked officers to obtain further information on the above. The Director confirmed that the fun day event would take place in the grounds of St Ignatius Parish Church and would involve workers from the Carryduff Playcare charity group who would be working voluntarily at the event and no profit would be made. She advised that the Playcare group itself was based in mobile units in the grounds of Carryduff Primary School.

RESOLVED: that the above information be noted and the grant be awarded as agreed.

CS/2007/83 : CARRYDUFF DRUM MAJORS GRANT APPLICATION

The Director of Administration & Community Services reported that this group had been formed in 2004 to teach the art of drum majoring for pipe band competition. She stated that the aim of the group was to teach and encourage drum majoring and promote Ulster Scots through music and performance to the whole community. She advised that the event for which funding was applied for was a cultural evening with various musical displays and prize giving and would promote respect for diversity in own, other and shared cultural tradition through music.

Costs applied for:

Fees for musical artist displays	£300.00
Transport for artists	£100.00
Catering	£150.00

Total **£ 550.00**

The group is requesting a contribution to the overall cost of the project	£ 500.00
---	----------

Income generation

Door charge – 50p per person	£ 50.00
------------------------------	---------

Members asked for further details on where the group met and where the event was taking place, as this had not been provided with the application.

RESOLVED: that the Committee recommend in principle that Carryduff Drum Majors be awarded £500.00 for project “Cultural and Awards” which would train young people from throughout Castlereagh in their own culture and encourage and promote respect of other cultural traditions and that officers report back to the Committee on the location of the project.

CS/2007/84 : DUNDONALD FAMILY AND COMMUNITY INITIATIVE (Minute No CS/2007/46 refers)

The Director of Administration & Community Services reminded Members that, at last month’s meeting, they had asked officers to obtain further information on the above. The Director confirmed that the group would be purchasing blank DVDs at a cost of £50 and would then make up their own copies from video footage taken by them to be used to send to funders, etc.

RESOLVED: that the Committee recommend that a £500 grant be awarded, as agreed, to Dundonald Family and Community Initiative from the Community Relations programme.

CS/2007/85 : ENGAGE WITH AGE

The Director of Administration & Community Services reported that a request had been received from the Engage with Age group to attend the April meeting of the Committee to present their draft strategy.

RESOLVED: that the Committee agree to receive a deputation from Engage with Age at its April meeting.

SUPPLEMENTARY ITEMS

CS/2007/86 : MATERNITY COVER – COMMUNITY DEVELOPMENT WORKER

The Director of Administration & Community Services reported that one of the Community Development Workers would be going on maternity leave from June 2007. However, at the time of setting the estimates, no provision had been made to cover this matter. She further advised that considerable savings had been made this year in the manager's salary budget as she had been managing the Department direct at no cost to the Council. She asked therefore that the costs associated with the maternity cover be taken from this underspend.

RESOLVED: that Members agreed that the costs of maternity cover be costed to the underspend in Community Services salaries for 2006/07.

CS/2007/87 : PROPOSAL FOR ACCEPTANCE OF FUNDING FROM BIG LOTTERY

The Director of Administration & Community Services reported that the Community Sports Development Officer had secured an offer of funding from the Big Lottery to fund a capacity building project, targeting young people that are marginalised and excluded from mainstream education. This would involve an offer of funding in the amount of £128,941, over the next three years to fund "The Young People Take Power Project". She then briefly took Members through the main outcomes of the project to include increased participation of young people, improved health and well-being and increased achievement and learning.

Members welcomed this offer of funding and authorised officers to sign the relevant agreements for return to the Big Lottery.

RESOLVED: that Members authorise the officers to sign the offer of agreement for return to the Big Lottery.

CS/2007/88 : REPORTS FROM OFFICERS – COMMUNITY SERVICES DEPARTMENT

Tabled: Reports from the Part-time Community Relations Officer, Community Development Worker, Arts Development Officer and Community Sports Development Officer and Capacity Building Officer (copies previously circulated.) The Director of Administration & Community Services drew Members' attention to each of the Community Services Officers' reports attached to her own report.

Noted.

CS/2007/89 : TENDERS FOR ANNUAL SUPPLIES AND SERVICES 2007/2008

A report from the Director of Administration & Community Services and the Director of Technical & Environmental Services regarding Tenders for Annual Supplies and Services 2007/2008 was tabled (copy previously circulated).

RESOLVED: That the recommendations contained in the report on Tenders for Annual Supplies and Services 2007/2008 be adopted.

CS/2007/90 : DATE OF NEXT MEETING

RESOLVED: that, because of the Easter Holidays, the date of the next meeting of the Committee be changed from 9th April 2007 to Wednesday 18th April 2007.

There being no further business, the meeting ended at 9.40 pm

CHAIRMAN

CHIEF EXECUTIVE

Adopted by the Council this _____ day of

_____ 2007 with the exception of

Minute Nos. _____

MAYOR

CHIEF EXECUTIVE