

## **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 Thursday 29 March 2007 at 4.00 p.m.

- PRESENT:** Alderman PD Robinson (from 5.30 pm)
- COUNCILLORS:** J Beattie (from 5.50 pm.)  
J Bunting (in the chair)  
B Harvey  
M Henderson  
M Long (from 4.50 pm)  
G Robinson (until 7.25 pm)  
J Spratt (from 4.30 pm to 7.25 pm)
- IN ATTENDANCE:** Chief Executive, Area Manager Leisure and Planning Officer (until 6.20 pm) Acting Director of Leisure Services, General Manager Leisure and Marketing, Acting Marketing & PR Manager, Technical Manager and Assistant Members' Services Officer.
- APOLOGIES:** Apologies were received from Alderman Mrs G Rice and from Alderman PD Robinson and Councillors J Beattie and Spratt who would be late on arrival to the meeting.

### **LPB/2007/76: MINUTES OF LEISURE PARK BOARD MEETING DATED 19 FEBRUARY 2007**

RESOLVED: - Members of the Board agreed that the Minutes of the Leisure Park Board meeting held on 19 February 2007 be accepted as a true and accurate record.

### **LPB/2007/77: APPOINTMENT OF ACTING DIRECTOR OF LEISURE SERVICE**

The Chairman welcomed the appointment of Mrs H Moore as Acting Director of Leisure Services. Members asked for their thanks to be recorded to the Director of Finance for all the hard work that he had put into the Leisure Park Board in recent years.

Noted.

## **MATTERS ARISING**

### **LPB/2007/78: HOTEL DEVELOPMENT**

The General Manager advised that this sale was progressing. It was currently with the Council's Solicitor waiting for the lease to be agreed.

Noted.

### **LPB/2007/79 : CINEMA DEVELOPMENT**

Following a query, the General Manager advised that the Board were still awaiting the receipt of legal advice from a barrister on this matter.

Noted.

### **LPB/2007/80 : REPORT FROM THE PLANNING OFFICER – TENDERS FOR ECONOMIC APPRAISAL**

The Planning Officer referred Members to her report in respect of the proposed future development at the Dundonald Leisure Park

The Chairman queried why tendering for the economic appraisal, which had been agreed at the strategy weekend, had not commenced.

The Planning Officer stated that management had discussed this in great detail and it had been felt that it might be more appropriate to tender for an economic appraisal on two out of the four proposed options, which would be more cost effective for the Council. She continued that it was essential that each option would be appraised in terms of both feasibility and delivery.

Councillor Spratt entered the meeting

Members again expressed their dismay that this process had not commenced. The General Manager reiterated that it was felt that carrying out an economic appraisal on the two most feasible options would save the Council money.

The Planning Officer outlined the two options (detailed as options 3 & 4 in the Officer's report). These options were either to rebuild or refurbish DIIB.

Members discussed the tight timescales involved. They agreed that the future of the DIIB complex needed to be considered along with the proposal to build the 50m swimming pool. Officers confirmed that, if the Council won the bid in respect of the 50m swimming pool, it was a requirement that this facility would be operational by March 2010.

Members then agreed that it would be appropriate to hear the presentation from KPMG in respect of the stage two requirements for the 50m swimming

pool as this would have an impact on any decisions taken in respect of future developments at the facility.

RESOLVED: Members agreed to defer consideration of this item until after the presentation from KPMG.

### **LPB/2007/81: PRESENTATION BY KPMG RE: 50M SWIMMING POOL**

Members welcomed Ms Pamela McCreedy and Ms Kathryn Doherty from KPMG and Mr Rodney Hall from Hall Black Douglas, Architects, to the meeting.

Ms McCreedy commenced by outlining the background of the proposal and stage two requirements as follows:

- Preparation of an outline business case (including economic appraisal)
- Design development input to options appraisal for outline business case
- SCNI will coordinate stage two assessment

Ms Doherty then drew Members' attention to the stage two assessment criteria and Swim Ulster design criteria. Members noted that Swim Ulster design criteria was split into three different bands:

- |     |                           |  |
|-----|---------------------------|--|
| (1) | Essential Criteria:       | 50m x 25m pool minimum 2m depth with<br>two floating floors<br>Offices for Swim Ulster<br>Pool with two submersible booms<br>Changing & showering facilities for groups<br>and individuals<br>Poolside timing offices<br>Reception area<br>Cafeteria area<br>Seminar room(s)<br>Conditioning suite<br>Ice-recovery plunge pool |
| (2) | Highly Desirable Criteria | Warm up pool<br>Drugs testing suite  |
| (3) | Desirable Criteria        | Diving pit with floating floor<br>Diving platforms<br>Facility to enable depth in the centre of the<br>pool to be increased to 3m for synchronised<br>swimming<br>Underground sound system   |

Ms Doherty concluded her presentation by outlining the potential benefits to the Borough of Castlereagh and the estimated capital costs of the various options as follows:

<b>Essential Criteria</b>	<b>£,000</b>	<b>Highly Desirable Criteria</b>
Total capital costs	£17,848	£21,909
Optimism bias	£1,843	£2,263
Total	£19,691	£24,172

  

<b>Desirable Criteria</b>		<b>Highly Desirable &amp; Diving Pool</b>
Total capital costs	£29,272	£22,109
Optimism bias	£3,023	£2,283
Total	£32,295	£24,392

She advised that, should the Council win their bid for the 50m swimming pool, the proposed budget would be likely to exceed £15 million as an award limit.

### **Estimated Revenue Costs and Income**

	<b>£0,000</b>	
Revenue costs	£1,435	Estimated annual cost per household
Revenue income	£800	£23.62
Net annual deficit	£635	

At this stage in the proceedings Councillor Long entered the meeting and Councillor Spratt left the meeting.

Members referred to North Down Borough Council's application. Mr Hall advised that they had submitted an application for planning. Following a query, Ms McCreedy confirmed that SCNI would be selecting their preferred bidder in July 2007.

Alderman PD Robinson entered the meeting.

The Design Architect for the economic appraisal, Mr R Hall, then presented Members with a detailed presentation that included designs of similar buildings throughout the UK.

At this stage in the proceedings, Ms McCreedy, Ms Doherty and Mr Hall left the meeting.

Members discussed the capital and revenue costs of the proposal. The Chief Executive advised that the revenue costs would be substantial. The Acting Director asked Members to note that Swim Ulster required use of both the 50m pool and an office within the facility.

Councillor Spratt re-entered the meeting and Councillor Beattie entered the meeting.

Members then referred to the times that Swim Ulster had stipulated that they would require use of the 50m pool and discussed the potential impact that this may have on the availability of the pool for swimming lessons. The Area Manager confirmed that, should the Robinson Centre close and if the Council opted for the Essential Criteria option, it would not be possible to accommodate swimming lessons and public sessions. If they opted for the highly desirable option, it would be easier to accommodate most of the lessons but the pool may have to be closed for public swimming sessions when the 50 m pool was in use. Members then discussed the feasibility of opting for two 25 m pools which would be essential for operational reasons, should the Robinson Centre close.

Members discussed the requirements of Swim Ulster for use of the 50m pool and office and the potential costs to the Council. They also noted however the potential benefits that such a facility would offer the ratepayer of Castlereagh and stated that they looked forward to the submission of the outline business case in April 2007.

Noted.

#### **LPB/2007/82 : REPORT FROM THE PLANNING OFFICER – TENDERS FOR ECONOMIC APPRAISAL**

Members resumed discussion in respect of the tendering for an economic appraisal for future developments at the Leisure Park.

In order to ensure that the deadline was achievable, the Planning Officer stated that it was essential that a stipulation of the tender would be that the work was completed for submission to the council no later than 31 August 2007.

Members agreed and requested that this tender be advertised immediately to enable the process to commence.

Following discussion it was agreed that the Council's Capital Projects Officer would be the most appropriate officer to take this project forward.

RESOLVED: Members of the Board agreed:

- (a) that the Capital Projects Officer proceed to tender for a Consultant to undertake an economic appraisal of the two options:
  - (i) Rebuild of DIIB
  - (ii) Refurbish DIIB
- (b) that the tender should stipulate that the work was to be completed for submission to the Council no later than 31 August 2007.

At this stage in the proceedings, the Chief Executive, Area Manager Leisure and Planning Officer left the meeting.

### **LPB/2007/83 : FINANCIAL INFORMATION**

Members welcomed the improved trading figures. The Chairman congratulated and thanked staff for their dedication and commitment to improve the facility and asked that this be conveyed to all staff.

Noted.

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

#### **LPB/2007/84 : ACCESS BARRIERS BETWEEN DIIB AND ADVENTURE GOLF**

The Technical Manager advised that the existing barriers had fallen into a bad state of disrepair and needed to be replaced. He outlined the various options available and it was

RESOLVED: Members agreed that two rails 1m long x 1.1m high c/w ground insets and locking provision be purchased at a cost of £1170.00 in order to replace the access barriers between DIIB and Adventure Golf.

#### **LPB/2007/85 : BREAK-IN**

The Technical Manager referred to his report, which detailed two incidents in February; repairs had been carried out following the break-ins. He reported that, following these incidents, some of the windows at the facility were bricked up.

Following consideration of the report it was

RESOLVED: Members agreed

- (a) That retrospective approval be granted for the cost of reglazing the window and repairing two doors. The cost of the repair of the two doors was £548.65 and the cost of glazing was £130.00
- (b) Retrospective approval for officers to proceed to arrange to have the windows bricked up and plastered at a cost of £750.00
- (c) Officers instruct Gransha Engineering to proceed with the works to supply and fit 2mm galvanised steel plate to the 8 single doors and 17 double doors around the building at a cost of £2,840.00 + VAT, being the lowest quotation received.

#### **LPB/2007/86 : MAIN ICE RINK LIGHT**

The Technical Manager reported that 37 of the 95 lights in the ice rink were not working. He detailed that the cost of the lamps would be £875.00. However there would be additional costs for the hire of an access platform and also replacing any fittings which upon inspection were faulty.

RESOLVED: - Members authorised that the Technical Manager proceed to replace the lamps which were not working at the Ice Rink up to a sum of £1,500.00 and to liaise with the Chairman if additional funding was required.

**LPB/2007/87 : LEGIONELLA CONTROL CONTRACT**

The Technical Manager advised that the legionella control contract was due. This involved the cleaning and chlorinating of tanks and running chlorinated water through the system.

RESOLVED: - Members authorized the Technical Manager to appoint Chlorination Services at a cost of £250.00 to carry out the legionella control contract.

**REPORT FROM THE ACTING MARKETING & PR MANAGER**

**LPB/2007/88 : ADVERTISING**

The Acting Marketing & PR Manager drew Members' attention to the proposed advertising expenditure for the Ice Bowl.

RESOLVED: Members of the Board approved the advertising expenditure and graphic design costs as detailed in the officer's report.

**LPB/2007/89 : INTERNAL POSTERS**

The Marketing & PR Manager advised that new posters were required to promote Easter opening hours and holiday greetings. It was subsequently

RESOLVED:- Members of the Board approved the design and print of new posters for the lightbox, reception and bowling centre as follows:

<b>POSTER</b>	<b>COST</b>
Lightbox	£56.00
Reception – 2 x A1 posters	£30.00
Bowling Centre – 2 x A3 posters	Printed in-house
Graphic design to be charged at a rate of £35.00 per hour	

**LPB/2007/90 : SNAP FRAMES**

RESOLVED: Members authorized the Marketing & PR Manager to purchase 5 new A3 snap frames to display posters at the caravan parks and bowling centre at a cost of £20.00 each.

**LPB/2007/91 : PRICE INCREASES**

The Marketing & PR Manager drew Members' attention to the proposed price increases for the different activities within the leisure complex.

RESOLVED: Members authorized the following price increases:

- (a) Ice skating with own skates – increase from £4.50 to £5.00
- (b) Ice skating with skate hire – increase from £5.50 to £5.80
- (c) Indiana Land (teenager/adult rate) – increase from £4.50 to £5.00
- (d) Adventure golf parties – increase from £8.50 to £9.00

## **REPORT FROM THE GENERAL MANAGER LEISURE & MARKETING**

### **LPB/2007/92 : FINANCIAL AUTHORITY**

Following discussion regarding the current arrangements in respect of financial authority, it was

RESOLVED: Members of the Board authorized:

- (a) that control of management budgets for DIIB would be delegated to the acting Director of Leisure Services and General Manager of Leisure and Marketing with effect from 1 April 2007
- (b) That a full review of the arrangement would be undertaken after a period of three and six months, with a report to be tabled at the Board for Members' consideration.

### **LPB/2007/93 : ADVERTISING ON STENALINE**

The General Manager advised that he had received a proposal from Channel D in respect of a 60 second advertisement that would be played on Stenaline vessels, an example of such an advertisement was played for Members.

The officer continued that it was envisaged that the advert would include coverage of the Golf Club, the Dundonald Leisure Park and the Council's Leisure Centre. Costs would be £3,000.00 for a two year contract. He advised that an important spin off would be the extra footage, lasting approximately 10 minutes that would be put onto DVD, which would be the property of the Council.

He added that it was hoped that some of the Council's partners (EZE Fitness, Battlefield Sports, etc) would 'buy-in', thus reducing the cost to the Council.

RESOLVED: Members approved the marketing proposal outlined in respect of advertising on Stenaline and agreed to contribute to the cost at a figure to be agreed by the General Manager.

### **LPB/2007/94 : PURCHASE OF BOWLING SHOES**

RESOLVED: members approved the purchase of 50 pairs of rental bowling shoes in various sizes at a total cost of £501.50 + VAT.

**LPB/2007/95 : HONORARIUM PAYMENT**

Then General Manager stated that he was recommending that an honorarium be paid to the Events Co-ordinator at the Ice Bowl, whilst the permanent Sales and Booking Co-ordinator was on sick leave. He detailed the additional duties that had been undertaken and confirmed that there was adequate funds in the salaries budget.

It was therefore

RESOLVED: Members of the Board approved an honorarium to the Events Co-ordinator of the difference between scale 3, MJC point 17 (£15,825.00 per annum) and the third point of NJC salary scale 4, namely NJC point 20 (£17,352.00 per annum) with an effective date of 1 February 2007

**LPB/2007/96 : STAFF TRAINING**

The General Manager updated Members in respect of staff training, which was ongoing at all levels.

Noted.

**LPB/2007/97 : STAFF DISCOUNTS**

The General Manager outlined a suggested policy in respect of staff discounts.

Following consideration it was

RESOLVED: Members of the Board authorized that the following staff discounts be adopted with effect from 1 April 2007:

- Ten pin bowling - £1.50 per staff member per game
- Alaska – 25% discount for DIIB staff during the working day
- Ice Skating – Council staff skate free. This does not extend to families
- Indiana Land – 50% discount for children of CBC staff providing the member of staff remains present throughout

**LPB/2007/98 : PRE-OLYMPIC TRAINING CAMP**

The General Manager advised that the Council's interest in hosting a pre-Olympic Training Camp for a foreign nation for the 2012 Olympics had been formally submitted to LOCOG. He added that this interest was entirely subject to the decision to build the 50m pool and did not bind the Council in any way.

Noted

## **GENERAL MANAGER – ANY OTHER BUSINESS**

### **LPB/2007/99 : NORTHERN IRELAND INDOOR BOWLS**

The General Manager reported that two grandstand seating jobs had been approved (16<sup>th</sup> to 23<sup>rd</sup> March and 25<sup>th</sup> to 29<sup>th</sup> April 2007) and the organization had sought a discount from the Council. He advised Members that he had instructed 167 seats to be left in situ between jobs.

Following discussion, it was

RESOLVED: Members of the Board agreed that no additional charge would be levied for the second grandstand seating job less costs for transport, which offered the Northern Ireland Indoor Bowls a saving of approximately £1,000.00.

### **LPB/2007/100 : X-TREME BOWLING PARTY ROOM**

The General Manager referred to a small party room to the rear of X-Treme Bowling. He advised that this was only separated from the bowling with a curtain and was being used by youths to loiter.

The General Manager sought permission to erect a door and repaint the room, resulting in the room being more suitable for use as a party room

RESOLVED: members of the Board authorised the General Manager to proceed to erect a door and repaint the party room to the rear of X-Treme Bowling at an approximate cost of £1,200.00 - £1,400.00.

### **LPB/2007/101 : TEN PIN BOWLING TRIPLE CROWN 8 – 10 AUGUST 2008**

The General Manager stated that he had received a request to hold the above event in the Ice Bowl.

Members stated that they would be happy to host this event. However they cautioned that, if the redevelopment plans were to proceed, the facility might not be available.

It was therefore

RESOLVED: Members agreed that the General Manager should write to the organisers of the Triple Crown advising that the Ice Bowl would be willing to host this event. The letter should explain that the facility might however in the future be undergoing substantial refurbishment/redevelopment and may therefore not be available. Should the bowling centre be closed due to these proposed works, adequate notice would be given.

### **LPB/2007/102 : UNDER 19 RUGBY WORLD CUP**

The General manager advised that the under 19 Rugby World Cup was currently being held in Belfast and Bangor.

He stated that the organisers of this were requesting special rates for bowling for the players during their 'free time'.

Following discussion, it was

**RESOLVED:** Members of the Board

- (a) agreed to reduce bowling priced to league rates (£2.50 per game) for the under 19 Rugby World Cup Teams for the duration of their stay but with the exception of Easter Sunday, Monday and Tuesday
- (b) requested that the Marketing & PR Manager ensure that adequate publicity for the facility was obtained.

**LPB/2007/103 : EVAC CHAIR**

The General Manager advised that, in the event of an emergency, there was no means of evacuating disabled persons from the upstairs of the facility.

**RESOLVED:** Members of the Board authorised that the General Manager arrange to purchase an Evac Chair at a cost of £679.00 + VAT.

**LPB/2007/104 : DEEP FAT FRYER**

The General Manager advised that one of the original deep fat fryers had broken. It was estimated that this would cost £307.00 + VAT to repair. A new fryer would cost in the region of £2,000.00

Members agreed that, in light of the proposed redevelopment plans, it would be more cost effective at this stage to repair the existing deep fat fryer.

**RESOLVED:** Members of the Board requested that the deep fat fryer be repaired at a cost of approximately £307.00 + VAT.

**LPB/2007/105 : NEW FILM – BLADES OF GLORY**

The General Manager referred to the above film due for release shortly. He advised that, in light of the publicity surrounding this film, he had undertaken a joint marketing initiative with Cool FM and Storm Cinemas (Warner Brothers) offering five family passes for the facility.

Noted.

**LPB/2007/106 : GRANDSTAND SEATING**

The General Manager advised that he had contacted North Down Marquees and they were not interested in leasing the grandstand seating.

Councillor Robinson suggested that the General Manager should discuss the proposal in respect of the grandstand seating with the Hanwood Social Economy Worker. He stated that he had a requirement to set up a number of community businesses within a year and felt that this may be of interest to him.

RESOLVED: Members of the Board agreed

- (a) that the General Manager should discuss the proposal in respect of grandstand seating with the Hanwood Social Economy Worker with a view to establishing a community business.
- (b) in the event that this proposal would not be feasible, the General Manager should investigate advertising the lease of the equipment for a three year period and report back to the Board

### **LPB/2007/107 : BATTLEFIELD SPORTS**

The General Manager advised that the rewiring of the old Laser Quest facility was proving to be a much bigger job than had been originally anticipated.

He continued that the wiring had been in a very dangerous state of disrepair and much of it needed replacing. The Board had previously allocated a sum of £800.00 towards the rewiring. He advised that it was anticipated that the Board's share of this would probably increase to nearer £2,500.00

RESOLVED: The Board agreed to fund the rewiring of the Laser Quest facility in respect of emergency lighting, fire/smoke alarms in the sum of £2,500.00. Should this figure increase, approval for the additional expenditure could be sought through the Chair.

### **REPORT FROM THE ACTING DIRECTOR OF LEISURE SERVICES**

#### **LPB/2007/108 : BAD DEBTS**

The Acting Director drew Members' attention to a list of debts that had existed since 2002. She advised that, despite efforts to pursue these, they remained unpaid and it was requested that these be formally written off.

Councillor Long asked the Director to investigate further the debt for the amount of £228.50 as he felt that details of the debtor were incorrect.

Members asked officers to clarify if any of these organisations had obtained funding through Castlereagh Sports Development.

It was therefore

RESOLVED: Members of the Board

- (a) approved that the debts as detailed in the Director's report for the outstanding amounts of £1,267.93, £3,336.01 and £674.50 be written off
- (b) requested that, in light of the additional information provided by Councillor Long, officers investigate further the debt in the sum of £228.50 before writing this off.

**LPB/2007/109 : ELECTRICITY TARIFFS**

The Acting Director drew Members' attention to a quotation from Energia in respect of DIIB.

Members perused this quotation and it was

RESOLVED: Members of the Board agreed that Energia's quotation be accepted for DIIB as they offered a more economically advantageous tariff in comparison to the NIE's standard tariff.

At this stage in the proceedings, Councilors Robinson and Spratt left the meeting

**ANY OTHER BUSINESS**

**LPB/2007/110 : DIZZYLANDS FUNFAIR**

The Acting Director read a letter received from Alderman Mrs I Robinson's office which detailed a request from Dizzylands Funfair for land on which to hold their funfair.

Members considered this request and it was

RESOLVED: Members of the Board requested that the Acting Director refer this letter to the Chief Executive advising that there was no land at DIIB which would be suitable for use by the funfair.

**LPB/2007/111 : BANGOR ICE SKATING CLUB**

The Acting Director advised that, in an attempt to facilitate business over the Easter period, notice was given to cancel long term hire/lets. She added that this was standard practice over busy peak periods. As a result of this, she had received a complaint from Bangor Ice Skating Club who had had to cancel their Saturday session.

RESOLVED: Members of the Board requested that the Director write to Bangor Ice Skating Club advising that it was standard practice for management to cancel long term hire/lets over busy peak periods and holiday times.

There being no further business, the meeting ended at 7.35 p.m.

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**CHAIRMAN**

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**CHIEF EXECUTIVE**