

## **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 8 October 2007 at 7.30 p.m.

**PRESENT:-** Councillor Mrs AM Beattie (in the chair)  
Councillor J Beattie  
Councillor J Bunting (in at 7.50 pm)  
Councillor R Hughes MBE  
Councillor T Jeffers  
Councillor L Walker

**IN ATTENDANCE:-** Administration Manager, Community Services Manager, Arts Officer, Assistant Members' Services Officer

**APOLOGIES:-** Apologies were recorded on behalf of Alderman Rice and Councillors Chambers, Drysdale, Hall and Hanvey.

### **CS/2007/216 : MINUTES OF THE CENTRAL SERVICES COMMITTEE MEETING HELD ON 10 SEPTEMBER 2007 (copy previously circulated)**

Noted.

#### **THERE WERE NO MATTERS ARISING FROM THE MINUTES**

#### **REPORT FROM ADMINISTRATION MANAGER – SECTION 1 - ADMINISTRATION MATTERS**

### **CS/2007/217 : BLIND WORLD GOLF CHAMPIONSHIPS**

Members considered correspondence received from the office of Alderman Mrs Iris Robinson MP regarding a request for a civic reception made by Mr Alan Money Penny on behalf of the Belvoir Park Golf Club who was hosting the World BLIND Golf Championships around August 2008 (copy previously circulated).

The Administration Manager advised that the reception would be for approximately 40-45 players from various countries and that Mr Darren Clarke would attend as one of the patrons. She reported that an amount of £20K had

been included with the draft Civic Budget for ad hoc events during 2008/09 although this had not yet been approved.

After discussion it was

RESOLVED that the Council approve in principle that a civic reception be provided for the Blind World Golf Championships

#### **CS/2007/218 : CREGAGH COMMUNITY PLAYGROUND**

The Administration Manager reported that this project was nearing completion and asked Members to consider an official opening, possibly on 8<sup>th</sup> November 2007 at 2.30 pm. She advised that it was anticipated that children from Cregagh Primary School would be involved and a small reception would be held in the adjoining Community Centre.

The Manager reported that it was envisaged that the event would be similar to the official opening of Carryduff Playground and therefore an approximate spend of £1,000 was forecast. Members were asked to note that this official opening was budgeted for within the current financial estimates and a budget was available to cover expenditure incurred.

RESOLVED: That the Council hold an official opening of the Cregagh Community Playground on 8 November 2007 and that officers be authorised to make the necessary arrangements.

#### **CS/2007/219 : HOLOCAUST DAY 2007**

Members considered correspondence received from the Holocaust Memorial Day Trust inviting the Council to participate in the 8<sup>th</sup> Annual Holocaust Memorial Day on 8 January 2008. The Administration Manager reported that last year the day had been marked by events in Belfast, Lisburn and Fermanagh, details of which were included in their Dignity of Difference booklet.

Councillor J Beattie stated that last year the event had been to mark a special anniversary and queried whether it was the Council's intention to make this an annual event. Councillor Mrs AM Beattie suggested opening a remembrance book for signatures. Councillor Bunting suggested that the Council mark only the main anniversaries and that it should consider marking the 10<sup>th</sup> Annual Holocaust Memorial Day as that could coincide with the Council's last year of operation.

RESOLVED: That it be recommended that the Council mark the 10<sup>th</sup> Annual Holocaust Memorial Day.

#### **CS/2007/220 : ARMISTICE DAY CEREMONY**

The Administration Manager reported that arrangements were currently under way for the Council's Armistice Day Ceremony being held at Thiepval War Memorial on Sunday 11 November 2007. She advised that letters had already been issued to the organisations that participate in the event each year and that letters of invitation would be issued to Members in due course.

Noted

### **CS/2007/221 : CHRISTMAS TREE WORKING GROUP**

Minutes of the Christmas Tree Working Group meeting held on 25 September 2007 were tabled (copy previously circulated). The Administration Manager summarised the main recommendations as follows:

- Date, Time & Venue – the main Christmas Tree Lighting Ceremony would be held on Wednesday 28 November 2007 at the Civic & Administrative Offices at 6.30 pm
- Locations of Other Christmas Trees – Dundonald (Moat Park facing Ulster Hospital); Carryduff (Lough Moss Centre); Cregagh (at the top of the carriageway)
- All lights would be switched on simultaneously with the Civic Offices.
- Costings would also be sought for two additional trees to be sited at Belvoir and Newtownbreda as these areas were not currently catered for.
- Format would be as with previous years:
  - DJ to be engaged for pre-ceremony entertainment
  - Religious carol singing ceremony
  - Schools invited to participate – Newtownbreda Primary & Dundonald High School (Dundonald Primary & Lagan College – reserves)
  - Bus company engaged to transport schools
  - Gilnahirk Pipe Band to be invited to play and piper to be engaged

Councillor Jeffers was of the view that bag pipes were not the type of instrument best suited to accompany carol singing. The Administration Manager undertook to liaise with the representatives of Gilnahirk Pipe Band in this regard.

Noted.

### **CS/2007/222 : CIVIC RECEPTION – 152 ROYAL LOGISTICS CORPS**

The Administration Manager reported that a request for a civic reception had been received from 152 Royal Logistic Corps, who had just returned from a tour

of duty in Afghanistan. She advised that, while the unit was not based in Castlereagh, most of its members were from the Borough.

The Manager advised that the CO, Colonel Collett, had suggested possible dates of 8 or 15 November 2007 and that the reception be held from 7.00 – 9.00 pm after which the men would return to their unit.

After discussion it was

RESOLVED: that the Council agree to hold a civic reception comprising a finger buffet and drinks for 152 Royal Logistics Corps at a cost of approximately £500 and that officers liaise with catering staff to decide an appropriate date.

### **CS/2007/223 : FREEDOM OF THE BOROUGH CEREMONY**

The Administration Manager reported that the Freedom of the Borough Working Group had met on 26 September 2007 and had considered the budget, venue, dates and times and guest list. She stated that officers had also spoken to representatives of the Housing Executive.

The Manager advised that the guest list would include Councillors and their guests, NIHE's directors, management team and staff based in Castlereagh. The local NIHE Manager had also suggested inviting representatives from community agencies who work closely with the Housing Executive. The Administration Manager advised that numbers would be 150-180.

She advised that the Working Group had recommended that the event be held in La Mon House Hotel on a Saturday to facilitate numbers. The Freedom of the Borough Ceremony would be followed by lunch and the event would conclude at approximately 4.00 pm. She indicated that 2 February 2008 was being proposed as the hotel still had that date available and it also fitted in with the civic calendar.

Councillor Bunting proposed that the ceremony should include a tribute to Pauline Beattie and that her husband should be included in the guest list.

After discussion it was

RESOLVED:

- (a) That the Freedom of the Borough ceremony be held on 2 February 2008 at the La Mon House Hotel.
- (b) That the guest list should include Councillors and their guests, NIHE directors, management team and all the staff based in Castlereagh.

- (c) that the ceremony should include a tribute to Pauline Beattie and that her husband should be invited to attend.

## **REPORT FROM ADMINISTRATION MANAGER – SECTION 2 - CIVIC MATTERS**

### **CS/2007/224 : MOBILE PHONE TENDER & UPDATE**

Members considered the specification for the provision of mobile phones (copy previously circulated). The Administration Manager reported that it appeared that all four major service providers had contracts with the Office of Government Commerce (OGC) who had a buying power of over 1 million handsets and could therefore provide the best deals available. She stated that there were other platforms, e.g. Microsoft 5, besides Blackberries that could work in with the Council's IT system. She suggested that the Council should invite the various providers to make presentations.

RESOLVED: That the Council contact service providers that have contracts with OGC and invite them to make presentations to the November meeting of the Finance & General Purposes Committee.

### **CS/2007/225 : TRANSFER AND RENEWAL OF LIQUOR LICENCE CASTLEREAGH HILLS GOLF CLUB & DUNDONALD INTERNATIONAL ICE BOWL**

The Administration Manager reported that it had been necessary to transfer and renew the liquor licences for the Castlereagh Hills Golf Club and Dundonald International Ice Bowl at a total cost of £5,745.50 due to the fact that both licences had been held in the names of officers who had since left the employment of the Council. She advised that, to ensure that this did not happen again, the licensee in both instances was now named as "the Council".

The Manager reported that there were currently sufficient funds within the legal budget to cover this expenditure but she asked Members to note that there were several legal matters still pending and that therefore an overspend could result.

Councillor J Beattie enquired whether the Golf Club's licence would cover the Council if they were organising an event at another location. The Administration Manager indicated that officers would investigate this issue.

RESOLVED: That the Council agree to the transfer and renewal of the liquor licences for Castlereagh Hills Golf Club & Dundonald International Ice Bowl and that officers be asked to investigate whether the licences could cover events held in other Council locations.

**CS/2007/226 : CIVIC BUILDING – REPAIR OF DEFECTS**

The Administration Manager advised that the Building Control Officer had reported to the Senior Management Team in respect of defects to the Civic & Administrative Building that included problems with the rear vehicular gates and with coping stones. She advised that the officer had met with the architects and builders but that neither of them was accepting responsibility for the defects and accordingly the officer proposed to meet with the Council's solicitors to take legal advice on the matter.

The Administration Manager also advised Members that there were defects to the lightening conductor on the roof of the building and that neither the architects nor the builders were accepting responsibility for this. She advised that the architects had estimated the costs of repairs to be £2,200 and that there were funds within the budget for this purpose. She reported that, for health and safety reasons, the repair should be completed as soon as possible.

In response to a query by Councillor J Beattie, the Administration Manager reported that the Council had purchased harnesses and provided staff training to enable the Technical Services Department to carry out regular checks on the roof.

After discussion it was

**RESOLVED:**

- (a) That the officers should proceed to seek legal opinion with regard to the defects in respect of the rear vehicular gates and the coping stones.
- (b) That the Council seek quotations for the repair of the lightening conductor on the roof of the Civic & Administration Building as the figure suggested by the architect was in excess of fiscal policy thresholds.

**REPORT FROM THE DIRECTOR OF ADMINISTRATION & COMMUNITY SERVICES – SECTION 3 – COMMUNITY SERVICE MATTERS  
(presented in her absence by the Community Services Manager)**

**CS/2007/227 : CREGAGH PRIMARY SCHOOL**

Members considered a letter received from the Principal of Cregagh Primary School regarding vandalism in the new play area (copy previously circulated) and noted that the school was of the view that there was an urgent need for CCTV upgrades and fixed night-lights.

RESOLVED: That this matter be referred to the Technical Services Committee for consideration as to whether the additional security measures could be provided out of the Capital Projects budget.

**CS/2007/228 : COLBY PARK COMMUNITY CENTRE**

The Community Services Manager reported that, as requested, the Planning Officer had held a preliminary meeting with the Planning Service regarding the provision of a community facility at Colby Park. She stated that the Planning Service had advised that, as well as demonstrating how this site should be treated as an exception under PPS8, it would also be beneficial for Council to show how the provision of a centre would provide an overall improvement within the area. Additionally, if Council were able to submit evidence showing community support for the centre, this might be helpful in overcoming PPS8 provisions.

The Manager advised that, while parking might also be an issue, Roads Service had indicated that this might be easily resolved within the existing site.

The Community Services Manager advised that, in advance of submitting a planning application, the Planning Officer was of the view that a number of actions would be required, as follows:-

- Demonstrating community support
- Demonstrating how it would improve the overall amenity of the area.
- Showing how it met road/parking standards
- Demonstrating that the actual facility would not have an adverse impact on the amenity of the park and the wider area.

RESOLVED: that the Community Development Staff endeavour to make contact with local residents in order to gain community support for the project.

**CS/2007/229 : UPDATE ON MONEYREAGH FACILITY**

The Community Services Manager reported on a number of issues outside the terms of the original contract that would require Committee approval in order for the Contractor to proceed, as follows.

- Car parking – Although the specification stipulated gravel, in discussion with the Board of Governors, it was felt that the Council should be asked to consider the provision of bitmac surfacing.
- Fencing – There was a legal requirement to reinstate the fencing along the entrance laneway and provision had been allowed for wire fencing. However the architects were of the view that timber wood panelling would be more aesthetically pleasing. In addition, the house owner at the lane

entrance had also requested that any fencing should be double-sided where it bordered her property.

- Dance Studio - The architects confirmed that it would be possible to fit out the upper floor to include a dance studio at a total estimated cost of £29,500. In fitting out the upper floor it would be necessary to provide an additional emergency exit which might involve an outdoor stairwell.
- Disabled Ramp – There was a steep incline between the school area and community centre site and, in order to provide disabled pedestrian access, it would be necessary to provide a ramp. This was not included in the original specification.
- Colour Boards – A copy of the proposed colour scheme for the centre had been prepared on a colour board and was tabled at the meeting for Members' information.
- The initial draft estimates did not include costs for fixtures and fittings in relation to tables, chairs etc and it was envisaged that an additional estimated £25,000 would be required for fixtures and fittings. It was suggested that Members might wish to transfer this amount from the Capital Projects costs from the Big Lottery.

The Capital Project Officer tabled costings for the additional works. Members expressed concerns that the decision to fund the dance studio had been taken without Members being aware that further funding was required for fixtures and fittings. They queried why this had not been included in the original estimates.

In response to a query by Councillor AM Beattie, the Capital Projects Officer advised that the architects had not been aware of the extent of the change of levels between the school and the facility and had not included the costs of a ramp for disabled access in the original specification.

Councillor Bunting was opposed to the proposal that contingency funding should be used to cover the additional works. After discussions it was

**RESOLVED:**

- (a) That complete and accurate costings for the Moneyreagh facility be compiled and that a special meeting of the Committee be convened at 5.15 pm prior to the Council meeting on Thursday 25 October 2007 for Members to consider them.
- (b) That the Committee approve the proposed colour scheme for the project with the exception of the yellow tiling in the ladies' toilets which should be replaced with the same tiling as used in the men's toilets.
- (c) That, in view of the fact that the Council had already substantially upgraded the fencing between the development site and 34 Church Road, no further monies be spent on boarding the other side of the fence.

**CS/2007/230 : BALLYORAN – WINDING UP OF BALLYORAN LIMITED**

(Councillor Jeffers declared an interest in this matter)

The Community Services Manager reported that the Board had met on Friday 14 September 2007 to progress the winding up process. She advised that, during the meeting, it had been reported that several of the tenants were in substantial arrears and that this would have an effect on the overall timescale for the winding up to begin as the Board would have to set up a debt recovery plan and, if this were not successful, then eviction notices would have to be issued. The Manager undertook to keep Members advised of progress.

Noted.

**CS/2007/231 : HIRE OF RESOURCE EQUIPMENT (Minute no CS/2007/205 refers)**

The Community Services Manager advised that officers had checked the lottery application and it was noted from the original proposal that a small charge could be levied for the hire of equipment to cover the costs of transportation and wear and tear.

Noted.

**REPORT FROM THE COMMUNITY SERVICES MANAGER**

**CS/2007/232 : HALLOWEEN DISCO AT CREGAGH COMMUNITY CENTRE**

The Community Services Manager reported that Cregagh Community Association had requested the use at no charge of Cregagh Community Centre hall for the Annual Halloween Disco. She stated that the Centre staff had volunteered to help with the disco at no charge alongside the Community Association. She advised that the Association would envisage that there would be a £1.00 charge per child and that proceeds would go to the Mayors charity.

RESOLVED: That the Council grant free use of the facility for one night to Cregagh Community Association.

**CS/2007/233 : TOP UP FEE – BELVOIR HALLOWEEN DISCO**

The Community Services Manager reported that the Community Association of Belvoir, Newtownbreda and Milltown would like to avail of the Belvoir Activity Centre on Halloween night for a disco for the local primary school kids. She advised that the Association would man and run the disco.

The Manager reported that the Association had requested to access the top up fee fund within the Community Services Budget allocation. She advised that this fund was for use within areas that had no community facilities and the Community Services department subsidised the cost of facility hire within the Leisure Services department in order to ensure that all community groups received a community services rate across the borough. She stated that the top fee fund had been in existence for several years now and ensured that all community groups were treated on an equal basis.

The budgetary cost was as follows:

3 hours hire of hall -

Charge for Belvoir Activity Hall Leisure Rate: £21.35 PH= £64.05

RESOLVED: That, given that the Council had previously authorized the use of Cregagh Community Centre free for a Halloween Disco, the Council authorize officers to utilize the top up fund in the sum of £65.05 towards the Belvoir Halloween Disco.

**CS/2007/234 : COMMUNITY SERVICES MANAGER – MATERNITY LEAVE UPDATE**

The Community Services Manager advised Members that she planned to take 18 weeks' maternity leave commencing on Monday 19 November 2007 and returning to work in late March 2008. She indicated that, in the interim period, the Director of Administration and Community Services would be organising an internal trawl to cover this 4-month period.

RESOLVED: that the Committee note these arrangements and wished the Community Services Manager well for the impending birth.

**CS/2007/235 : ARTS DEVELOPMENT UPDATE (Minute no CS/2007/206 refers)**

As requested, the Arts Development Officer reported in detail on the practicalities of bringing arts programmes to the Committee for advance approval. She outlined the roles of both the Committee and the Arts Forum in finalizing the programmes and on the workload involved.

The Community Services Manager recommended that the overall planning and organisation be left with Arts Development Officer working with the Arts Forum and that the Central Services Committee make the final decision on the draft programme as was currently the case.

With regard to Ulster Scots events, the Arts Officer reported on recent events that had been held in the Borough. She advised that, in order to ensure continued future inclusion of quality Ulster-Scots events in the arts programme she had written to the Ulster-Scots Heritage Council, the Ulster Scots Agency and the ACNI to ask for recommendations of artists and performers. She also indicated that she would welcome input from elected Members in the planning of the arts programme.

Councillor Bunting referred to the imbalance generally in promotion and funding of Ulster Scots events in comparison to Irish events and suggested that more development work needed to be carried out to redress that imbalance. After discussion it was

RESOLVED:

- (a) That the Arts Development Officer would continue to present her draft programme to the Central Services Committee on a monthly basis for approval
- (b) That Ulster Scots events be prioritised within the arts programme
- (c) That Community Development Officers be asked to work with the Good Relations Officer to develop and promote Ulster Scots cultural events.

## **GOOD RELATIONS**

### **CS/2007/236 : CASTLEREAGH COMMUNITY ACTION PROJECT**

The Community Services Manager reported that the partners of the Castlereagh Community Action Project had approached the Good relations Officer to ask for support towards a proposed event addressing community development and issues around funding/development of groups in Castlereagh. She advised that the event was a conference entitled “Planning for the Future – a Conference for Castlereagh Community Groups” (working title) and it was planned as a half day morning event on either Thursday 17 January or Thursday 24 January 2008 most probably at the Stormont Hotel. (Copy of a proposal from CAPC had been previously circulated.)

The Community Services Manager asked Members to consider the report and the possibility of the Good relations Officer working in partnership with the CAPC. Members were also asked to consider the allocation of £800 funding towards the project, which would be provided for within the Good Relations Officer’s budget. The Manager advised that an annual funding conference was detailed within the Good Relations Officer’s strategy and that this might provide an opportunity to share resources and hold a more comprehensive funding conference for the community.

RESOLVED: That the Council approve the allocation of £800 funding towards the Castlereagh Community Action Project to be provided within the Good Relations Officer's budget.

**CS/2007/237 : OFFICERS' INFORMATION REPORTS (copies previously circulated).**

Members considered information reports for the Community Development Officers, Arts Development Officer and Community Sports Development Officer for September and October and an information report for September for the Good Relations Officer who had recently been off sick.

Noted.

**STAFF IN COMMITTEE**

There being no further business, the meeting ended at 10.30 pm

\_\_\_\_\_  
CHAIRMAN

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

Adopted by the Council this \_\_\_\_\_ day of  
\_\_\_\_\_ 2006 with the exception of  
Minute Nos. \_\_\_\_\_

\_\_\_\_\_  
MAYOR

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