

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the Leisure Park Board held, in committee, in the Board Room at Dundonald International Ice Bowl on Monday 18 August 2008 at 6.00 p.m.

PRESENT: Mrs A M Beattie (in the Chair)

ALDERMEN: J White

COUNCILLORS: J Beattie
B Harvey
M Long
J Spratt

IN ATTENDANCE: Director of Leisure Services, Director of Finance (until 6.45 p.m.) General Manager Leisure & Marketing, Technical Manager, and Assistant Members' Services Officer.

APOLOGIES: Apologies were received from Councillors Bunting, Henderson and Robinson.

LPB/2008/143: MINUTES OF LEISURE PARK BOARD MEETING

RESOLVED: - Members of the Board agreed that the Minutes of the Leisure Park Board meeting held on 21 July 2008 be accepted as a true and accurate record.

MATTERS ARISING

LPB/2008/144: CORPORATE VENDING

The General Manager advised that the new corporate vending contract with Britvic would be commencing on the 1 September 2008.

Noted.

LPB/2008/145: BELFAST GIANTS – CORPORATE BOX

The General Manager advised that as previously noted, he had been given a choice of dates and fixtures for the Board to avail of one of the corporate boxes available, the other one would be post New Year.

He outlined the three proposed dates, one of which was the evening after the Mayor's Installation Dinner and reported that either a 14 or 28 seat box was available. The Officer continued that food and drink would have to be paid for and he would seek estimated costs before the next Board.

Members discussed whether the cost of this could be met through corporate hospitality, should the Board be entertaining business associates; the Director of Finance undertook to investigate this further.

Following discussion it was

RESOLVED: - Members of the Board

- (a) requested that the General Manager reserve a 28 seat Corporate box in the Odyssey, on Sat 18 October 2008, for the Belfast Giants v Newcastle ice hockey match;
- (b) asked the Director of Finance to investigate whether there would be a budget for corporate hospitality which could meet the cost of this event. Should this not be possible Members agreed to meet the costs themselves.

LPB/2008/146: EXPRESSIONS OF INTEREST

The General Manager reported that firm offers had been received for both the Retail Unit and the Polar Bear Party Room.

He advised that he wished to commence the contracts as soon as possible, and hopefully prior to Halloween. The contracts would now be despatched to the Council solicitors to draw up a licence.

Following discussion it was

RESOLVED: - Members of the Board authorised

- (a) that Choc-o-bloc could lease the Polar Bear Party Room at the agreed rate + VAT per annum + Rates + management fee, with the commencement date to be agreed with the General Manager;
- (b) that Mr Cliff Ewing could lease the Retail Unit in the Ice Rink at a the agreed rate + VAT per annum + Rates + management fee, with the commencement date to be agreed with the General Manager;

LPB/2008/147: EA DIIB- FULL REPORT

The Director advised that the full economic appraisal report had now been received. Following receipt of this report, the Director of Finance had prepared details of the approximate capital loan costs associated with the project, which were then tabled at the meeting for Members' consideration.

Members referred to the capital loan costs associated with the project and discussed the various options outlined in the document. Whilst Members noted that option 4, as detailed, was the preferred option, Officers advised that this was based solely on the economic appraisal results and stressed that

Officers now wished to progress with the preparation of a comprehensive business case.

Members discussed the potential rebuild cost of the facility and the resulting increase that this would have on the rates. Several Members stated that they would have concerns that a rebuild would lead to a huge increase in the rates. The Director of Finance outlined very approximate percentage figures, however, following discussion Members were in agreement with the Director of Leisure, that to do nothing would also result in an increase in the rates, as the currently facility would be sure to close within a matter of years.

The Director of Finance advised that these figures did not allow for any private sector investment, public sector funding or land sales which could potentially offset some of the costs. The Director of Leisure stressed the urgency of progressing this matter with the expediency that it required. She stated that she hoped when this matter was tabled at full Council for consideration, that Members would agree to commit to option 4 'in principle' to permit Officers to progress with preparation of a business case which would enable them to investigate any potential funding opportunities available.

Councillor Spratt concurred with the Director of Leisure and stated that it was not feasible for Officers to investigate funding opportunities, had the Council not agreed to progress to the next phase.

Discussion then ensued in respect of RPA and the potential outcome of the Boundary Commissions decision and in particular the implications that this may have on the Robinson Centre. The Director confirmed that any funding applications would now have to be made in conjunction with Lisburn City Council. Members also discussed the possibility of extending the Consultants contract to provide conception designs for any new facility.

Detailed discussion ensued. Following which it was proposed by Councillor Long, seconded by Councillor Spratt and subsequently

RESOLVED: - Members of the Board

- (a) agreed to recommend to Council that they proceed with option 4 'in principle', to permit Officers to progress with a business case which would enable them to investigate any potential funding opportunities available;
- (b) requested that a Special Council Meeting be convened as soon as possible, to consider the Economic Appraisal and the Leisure Parks Board's recommendation, with the Council's Planning Officer, Project Officer and Director of Finance all to be in attendance.

At this stage in proceedings the Director of Finance left the meeting.

REPORT FROM THE DIRECTOR OF LEISURE SERVICES

LPB/2008/148: TRADING ACCOUNTS

(Presented by the Director in the absence of the Business Manager who was on annual leave)

The Director took Members through the detail of the trading accounts to the end of period 4. She reported that income figures for July remained behind the profiled budget, but added that expenditure in relation to the whole facility was being closely monitored and was also below the profiled budget.

Noted.

REPORT FROM THE ACTING PR & MARKETING MANAGER

LPB/2008/149: HALLOWEEN EVENT

The General Manager advised that in order to attract visitors to the facility over Halloween, management were proposing to run a series of themed events on Friday 31st October, which he detailed to Members. He reported that throughout the day, staff would be dressed in costumes and would be giving out sweets to the public as they arrived at the facility. The centre would be decorated with Halloween decorations from 24 October to promote the event in the run up to the school holidays.

The Officer then detailed the estimated costs of the promotion and it was subsequently

RESOLVED: - Members of the Board approved the Halloween marketing plan and the associated costs (approx £1560.00), as detailed.

LPB/2008/150: MOTHERS AND TODDLER PROMOTION

The Director of Leisure advised that in order to try and increase footfall through Indiana Land during the morning session, it was proposed to target a promotion specifically aimed at mother and toddlers groups. The package would be charged at the standard group rate but would include a complimentary snack of orange juice and toast for groups with 15 plus children. The estimated cost for offering the snack would be £1.50 per group and all bookings would need to be pre-booked.

RESOLVED: - Members of the Board approved the promotion of a complimentary snack to mother and toddler groups with 15 plus children.

LPB/2008/151: CASTLEREAGH LEISURE BROCHURE

The Director advised Members that a new Castlereagh Leisure brochure was currently being designed to promote classes and activities commencing in September within each of the leisure facilities. The brochure would contain 8 pages and would be distributed to 35,000 homes in Castlereagh and beyond.

The cost of designing and distributing the brochure would be split between the 5 leisure facilities and hopefully Breathe Fitness. She advised that it was being proposed to use this medium to promote forthcoming ice skating courses and promotions within the Ice Bowl and reported that it was estimated to cost each leisure facility in the region of £600.00.

RESOLVED: - Members of the Board approved the production and distribution of the Castlereagh Leisure brochure, with inclusion of the Ice Bowl at a cost of £600.00

LPB/2008/152: TODDLERS BIRTHDAY PARTY PACKAGE

The Director advised that from 1 September 2008, it was proposed to increase the toddler's birthday party rate by 45p to reflect the same price increase, which was applied to the other party rates in April 2008. The price of the toddler's package would then increase from £6.50 to £6.95.

RESOLVED- Members of the Board approve an increase in the toddler's birthday party rate from £6.50 to £6.95.

OPERATIONAL ISSUES

LPB/2008/153: REQUEST IN RESPECT OF DEMPSEY ANDREWS

The Director drew Members' attention to correspondence received from Alderman Iris Robinson in respect of a request regarding ice time. The correspondence detailed a request made on behalf of Dempsey Andrews for either wavered/reduced or subsidized use of the ice rink.

Members considered the proposal and noted that such a request had previously been considered by the Board, but had been declined on the basis that it would set a precedent for other users, albeit, who may not be of a similar caliber of skating.

They considered the new request and felt that to grant this may still set a precedent, they discussed other funding options and asked Officers to advise Mrs Andrews to contact the Sport NI and/or Castlereagh Sports Advisory Committee.

RESOLVED: - Members of the Board requested that the Director

- (a) write back in response to the request, advising that under equality it would still not be appropriate to grant free or reduced charge use of

the ice rink as the precedent and standard of achieving an 'Olympic passport' had been set as a benchmark;

- (b) advise Mrs Dempsey to contact the Sport NI and/or Castlereagh Sports Advisory Committee to investigate any potential funding opportunities available.

LPB/2008/154: PROPOSED ASSIGNMENT AND SUB LETTING OF DAVID LLOYD PROPERTY

The Director drew Members' attention to correspondence from Tughans regarding the assignment and sub letting of David Lloyd. She reminded Members that the initial intention was to assign the lease from David Lloyd Leisure Limited to David Lloyd Leisure Property Holdings Limited and then simultaneously sublet the premises.

The revised structure now required the lease to be assigned in a different manner and sequence, which ultimately would have the same result. The Officer reported that a draft sub lease was currently being prepared and this would be drafted in accordance with Northern Ireland Legislation.

RESOLVED: - Members of the Board noted the modification in the draft sub lease and approved the lease being signed.

LPB/2008/155: UPDATE ON HOTEL SITE

The Director advised that further to discussion at the July meeting of the Board, she was now in a position to confirm that the above site did not hold planning permission. The Planning Officer was therefore now submitting an outline application.

Noted.

LPB/2008/156: DEBT WRITE-OFF

The General Manager outlined the details of an outstanding debt in respect of advertising space on light boxes at the entrance to the facility.

RESOLVED: - Members of the Board granted retrospective approval to write-off £750.00 of BCA debt for the outstanding rent in respect of the light boxes.

LPB/2008/157: WORLD TRANSPLANT GAMES

The Director advised Members that the Board had previously been briefed that Belfast was bidding to host the World Transplant Games and that DIIB had been suggested as the venue for the Ten Pin Bowling. She reported that unfortunately Belfast came a close second behind Gothenburg. Belfast was now looking at the possibility of the UK Games in 2011.

Noted.

LPB/2008/158: OLYMPIC FLAG

The Director advised that at the Council meeting on 24 July 2008, Members agreed to fly the Olympic flag at DIIB from the 24 August, which would mark the end of the Games in Beijing and the fact that the flag would be handed to London as the next City to host the Olympic Games. The flag would be flown until 30 September 2008. She reported that the Marketing & PR Officer was co-ordinating a photo-call and possible TV coverage – possibly in advance of the date but embargoed until the 24 August.

Noted.

LPB/2008/159: STAFF TRAINING REQUESTS

The Director outlined a number of training requests, which were essential to the continuous personal development of staff and ensured that they were refreshed in the latest skills associated with their profession. She confirmed that there was adequate provision in the training budget to meet these costs.

RESOLVED: - Members approved the following staff training requests:

- (a) PR in a Day (1 day course) - to be held on 19 September 2008 at a cost of £295.00;
- (b) NVQ Level 2 in Professional Cookery – lasts 34 weeks at a cost of £276.00. Involves day release on Mondays when on shift;
- (c) NVQ Level 3 in Professional Cookery – lasts 34 weeks at a cost of £511.00. Involves day release on Wednesdays when on shift;
- (d) 10 staff for Basic Hygiene Certificate at a cost of £35.00 per person.

LPB/2008/160: OFFICIAL NAME OF THE CINEMA SITE COMPLEX

The Director advised Members that the developers of the new cinema site complex would be calling it Eastpoint Entertainment Village. She reported that the postage address would be the same as DIIB and David Lloyd 'Old Dundonald Road' and asked Members whether they wished to consider naming the link roads around the complex.

Members considered this suggestion but felt that the complex names were sufficient.

Noted.

LPB/2008/161: BUSINESS PLAN FOR DUNDONALD INTERNATIONAL ICE BOWL & SPORTS DEVELOPMENT STRATEGY FOR THE COUNCIL

The Director drew Members' attention to the 2008-2009 Business Plan (for DIIB) and 2008-2011 Sports Development Strategy for the Council.

Members noted these documents. The Director asked that her thanks be recorded to the staff involved in the preparation of these detailed and comprehensive documents, which she felt would prove to be very useful.

She advised that the Sports Development Strategy would be being taken to each of the respective Boards and Committees for approval and adoption.

RESOLVED: - Members approved the adoption of the 2008-2009 Business Plan (for DIIB) and 2008-2011 Sports Development Strategy for the Council.

LPB/2008/162: REQUEST FOR GRANDSTAND SEATING

The Director drew Members' attention to a request from the Irish Women's Indoor Bowling Association to hire the grandstand seating in March 2009.

The Director reminded Members that since April 2007 all requests for the seating had been declined. Members discussed the compromise that had been reached with Longstone School, in that they had been permitted to self collect and erect the grandstand seating, subject to them providing a disclaimer, to ensure that the Council was free from any responsibility or claims which could potentially arise.

Following discussion it was

RESOLVED: - Members of the Board asked Officers to advise the Irish Women's Indoor Bowling Association that the grandstand seating was no longer available for hire, however, the Board were willing as a gesture of goodwill, to permit the organisation to self collect and erect the grandstand seating, subject to them providing a disclaimer, to ensure that the Council was free from any responsibility or claims which could potentially arise, with this arrangement there would be no charge for the seating.

ANY OTHER BUSINESS

LPB/2008/163: RECEPTION AREA – CARPET

The Director advised that the carpet on the reception area was very dirty and required replacing.

Members noted that a carpet in this area was very difficult to keep clean and following discussion it was suggested that a more durable surface be researched, for example vinyl.

RESOLVED: - Members requested that the Technical Manager investigate suitable durable alternatives to carpet for the reception area at DIIB and table his findings, along with approximate costings at a future meeting of the Board.

LPB/2008/164: EAGLEMOUNT CHRISTIAN CENTRE

The Director advised that a request had been received from the above organisation to hire a light advertising box located in the ice rink, in order to advertise the dates and times of Church Services which were held in the Hanwood Suite.

Members asked the Director to ascertain whether there would be any issues in respect of equality and they agreed that it would not be appropriate to offer a reduced rate for the advertising space.

RESOLVED: - Members agreed that should there be no legal issue in respect of equality, that Eaglemount Christian Centre be permitted to rent an advertising light box within the ice rink, to advertise their Church Services at the normal fee.

LPB/2008/165: POLAR BEAR CLUB

The General Manager reported that the existing Polar Bear Club had been running for quite some years and he was of the view that the programme of activities needed to be reviewed and updated.

He suggested that the Polar Bear Club should not recommence in September 2008, with the situation being reviewed at Halloween as it may be possible to create a new theme which could be sponsored by Britvic. He added that whilst he recognised that cancelling this would cause a loss of income, he anticipated that the number of ice skating lesson sessions would increase which would help offset any loss of income.

RESOLVED: - Members agreed that the Polar Bear Club would not recommence in September with the situation being reviewed at Halloween 2008, with the General Manager investigating potential new themes and sponsorship proposals in the interim period.

REPORT FROM THE TECHNICAL MANAGER

LPB/2008/166: DISPOSAL OF WASTE / WRITE OFF OF EQUIPMENT

The Technical Manager reported that, as previously agreed, Technical Services had been approached regarding the disposal of waste from the facility, they had responded that unfortunately they were unable to assist.

The Officer then outlined the quotations that had been received from waste contractors.

Members perused these quotations and there was a general consensus from members that the Council should be assisting with the disposal of this waste.

Following discussion it was

RESOLVED: - The Director of Leisure to contact the Chief Executive requesting that the Council assist with the disposal of waste from DIIB, as detailed, in the Officer's report.

There being no further business, the meeting ended at 8.10 p.m.

CHAIRMAN

CHIEF EXECUTIVE