

CASTLEREAGH BOROUGHCOUNCIL

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 09 June 2008 at 6.30 p.m.

PRESENT:- Councillor Mrs AM Beattie (in the chair)

Alderman G Rice MBE (in 6.45 pm)

Councillor J Beattie

Councillor M Chambers

Councillor D Drysdale

Councillor C Hall (in 7.25 pm)

Councillor R Hughes MBE

Councillor T Jeffers

Councillor G Robinson

Councillor L Walker

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

APOLOGIES:- Councillor Bunting, Community Services Manager

**CS/2008/185 : MINUTES OF THE CENTRAL SERVICES COMMITTEE
MEETING HELD ON 12 MAY 2008 (copy previously circulated)**

Noted.

THERE WERE NO MATTERS ARISING FROM THE MINUTES

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

CS/2008/186 : LA MON COMMITTEE

The Administration Manager advised Members that a letter had been received from a member of the La Mon Committee and copy was tabled at the meeting. She also reported that the Committee's AGM would be taking place on 20 June 2008. After discussion it was

RESOLVED: that, rather than dealing with this at Committee when no La Mon members were in attendance, the letter be referred to the La Mon Committee for discussion at its forthcoming AGM

REPORT FROM ADMINISTRATION MANAGER – SECTION 2 - ADMINISTRATION MATTERS

CS/2008/187 : DEPARTMENTAL BUSINESS PLAN

The Administration Manager sought Members' approval for the Departmental Business Plan for the Administration Section (copy previously circulated).

RESOLVED: That approval be given to the Departmental Business Plan for the Administration Section

CS/2008/188 : DEFECTS IN CIVIC OFFICES

The Committee considered a legal opinion received from King & Gowdy, Solicitors, in respect of defects in the Civic Offices (copy previously circulated). They noted that the Solicitors were suggesting that, if the Council wished to proceed with a claim against the contractor or architect or both, they might wish to commission a report from another architect not involved in the original construction of the building.

The Administration Manager reminded the Committee of the three areas of concern and updated Members as follows:

(a) The Lightning Conductor

She advised that this matter had now been resolved and the lightning conductor was fully operational. She reported that the Council had incurred a cost of £600 as damage to the tape network around the building had occurred due to lack of adequate maintenance. Members were advised that this piece of fixed equipment had now been placed on the annual maintenance programme.

(b) Rear Gates

The Manager advised that this matter was currently being addressed and a work request form had been issued at a cost of £850 plus costs of taking down and rebuilding the stone pillars (£1,200) together with electrical costs and hydraulic works (£400).

She indicated that it appeared that the back bar had been removed from the gate by persons unknown and that therefore it was the opinion of the original contractor that there was no comeback regarding this defect.

(c) Coping Stones

The Administration Manager advised that this matter had yet to be addressed as it would appear that the proper design and construction of a number of movement joints into these runs would be the solution. She indicated that it was the opinion of the original subcontractor that this movement had been the result of lack of adequate maintenance. She reported that the cost quoted to carry out the work was £3,240 but she advised Members that this costing had not been included in the financial estimates and therefore an overspend would result.

(d) Disabled Ramp

The Administration Manager reported that this item had not been raised previously and that it had been noticed during an annual inspection that several sandstone blocks had become cracked and dislodged where the blockwork met the handrail uprights. She advised that this would appear to be a result of moisture movement caused by water penetrating into the cavity between the block and upright, therefore causing the block to split at this location. She indicated that it was the opinion of the Technical Officer that this could be considered as a latent defect.

The Administration Manager pointed out that, with regard to the coping stones, the contractor was the only company in Northern Ireland doing this type of work and it would be difficult to get another independent company to assess the work. The Director of Administration & Community Services advised Members that, even if the Council were to prove negligence on the part of the contractors, legal costs could end up being greater than the cost of carrying out the repairs.

After discussion, it was

RESOLVED:

- (a) that officers would bring back to the Committee costings for carrying out the repair to the disabled ramp.
- (b) that work to the coping stones be carried out at an approximate cost of £3,240.

REPORT FROM THE DIRECTOR OF ADMINISTRATION & COMMUNITY SERVICES – SECTION 3 – COMMUNITY SERVICES MATTERS

CS/2008/189 : UPDATE ON NEW COMMUNITY FACILITY IN COLBY PARK, NEWTOWNBREDA

The Director of Administration & Community Services reported that the planning application for Colby Park was ready to be submitted and that the Community Development Worker and The Planning Officer had completed a Community Benefits Statement, Transport Statement and a Planning Statement, which would accompany the planning application.

Noted.

CS/2008/190 : UPDATE ON PEACE III

The Director of Administration & Community Services reported that, following the submission of the Peace and Reconciliation Action Plan for Lisburn and Castlereagh Councils, correspondence had been received from SEUPB dated 19th May 2008 indicating that there were a number of matters that needed clarification before resubmitting a revised action plan by the 30th June 2008 (copy correspondence previously circulated).

The Director reported that officers had met with the Consultant and the Community Relations Council to address these issues and at present the Councils were on target for the resubmission. She indicated that approval would be sought for the revised Action Plan from the Peace III Steering Group and from Castlereagh and Lisburn Councils in due course.

Noted

CS/2008/191 : MONEYREAGH UPDATE

The Director of Administration & Community Services reported that handover had been due to take place on Friday 6th June 2008 but that, as it was envisaged that the builders would still be on site, this would have been partial possession only. She advised that, due to legal implications, the Council would not accept a partial possession and thus had asked for a formal handover date where the Council could take full possession of the community centre.

The Director indicated that the builders envisaged that full possession could be acquired within the following week. The Mayor suggested that the builders should be given a final deadline of 30th June 2008 for handover of the centre, after which penalties would be invoked.

The Director advised that, during the official handover, the Council would receive all operational manuals required and keys to the centre. She indicated that a site visit has been arranged for all Committee Members and staff on Tuesday 17th June 2008 at 10am.

RESOLVED: that the builders be given a final deadline of 30th June 2008 for handover of Moneyreagh Community Centre

CS/2008/192 : COMMUNITY SUPPORT PROGRAMME GRANT 2008-2009

The Committee considered a letter of offer from the Director of the Voluntary and Community Unit within the Department of Social Development detailing the Council's grant aid offer for 2008-2009 (copy previously circulated).

Members noted that the amount being offered to the Council at present was £136,681 but that the Council could access additional funds of £23,121 for advice services if it match-funded to the amount of £11,560. Accordingly it was noted that the Council could access up to £159,802 from the VCU if it increased its contribution to CAB.

The Director of Administration & Community Services advised that, whereas previously the Council had discretion as to how to spend the Community Support grant, the VCU now specified that a certain amount had to be allocated to advice services and, in practice, this money was allocated to CAB. She indicated that the Council had previously tendered for advice services but that local community groups were not in a position to provide the service and no other bids had been received from independent bodies. Some of the difficulties identified were the expertise required in financial, legal and other matters; insurance implications; privacy issues in that people tended not to wish to access advice services within their own local community; and also the fact that CAB's microfiche system gave local CAB offices access to information and support that would not be available to local groups.

The Director of Administration & Community Services confirmed that provision for the match-funding had been included in the estimates.

RESOLVED:

- (a) that the Council access the full amount of funding from VCU in the sum of £159,802 to include the additional funds of £23,121 and that officers seek clarification from VCU as to how the grant was apportioned and the total amount of contribution expected from the Council to draw down funding.
- (b) that the Council be recommended to review its advice services provision when setting estimates for 2009/10.

CS/2008/193 : SUMMER SCHEME PRE-REGISTRATION

The Director of Administration & Community Services updated Members on summer scheme pre-registration. In particular she referred to difficulties that had arisen due to over-subscription with regard to the Newtownbreda scheme and problems with crowd control and queuing systems. She indicated that complaints had been received from people who had not obtained places or who had been asked to wait outside because emergency exits were being blocked owing to the large numbers arriving for registration. She indicated that, where possible, those who had not got a place in the Newtownbreda scheme would be accommodated in other schemes, e.g. Moneyrea and Clonduff.

The Director advised Members that staff would review the organisation of registration to ensure that similar problems did not reoccur in future years.

In response to a query by Councillor Robinson about taking on extra staff to increase capacity, the Director advised that the scheme was located in the school and capacity could not be increased to space limitations and health and safety issues.

Noted.

CS/2008/194: RESOURCE CENTRE

The Director of Administration & Community Services reported that the Community Services Manager would like Members to consider revising the current arrangements in place for the hire of resource centre equipment (Minute no CS/2007/205 refers), which were as follows:

	Hire Only	Delivery Charge (If Required.)
Projector	£20	£25
Dictaphone	£20	£25
Portable digital projector	£20	£25
Portable flipchart stand	£5.00	£25
2 panel display board	£5.00	£25
Overhead Projector	£20	£25
Tables (Minimum 2)	£1.00 PER TABLE	£25
Chairs (Minimum 15)	£0.25 PER CHAIR	£25
PA System	£20	£25
Santa Suit	£10.00	£25
Bouncy Castle	£20	£25
Staging	£20	£25

The Director drew Members' attention to the following issues:

(a) Delivery Costs

She advised that delivery was not operationally viable for the Community Services Department as, while the £25.00 delivery charge covered the cost of the delivery van, the cost of staff time was being absorbed by each Community Centre's respective wages budget and wage budgets were being adversely affected by this arrangement.

(b) Storage of Equipment

The Director advised that, while items such as the projector and flipcharts were held centrally in the Civic Centre, other large items such as tables and chairs were not held in one central location due to the lack of storage. She indicated that the Council did have the option of using the Ballyoran summer scheme store to hold all equipment centrally.

The Director asked Members to consider the following amendments to the resource centre hire scheme.

- Delivery to be the responsibility of the hirer and not the hiree.
- Therefore the delivery charge of £25 to be void.
- Resource centre equipment to be held centrally in the Ballyoran store.
- The full time recreational assistant at Ballyoran to hold the key to the store and to sign items of equipment in and out.

Members considered other delivery options including using a community business in Tullycarnet. After discussion it was

RESOLVED:

(a) that the Council agree to the following arrangements for resource centre equipment:

- Delivery to be the responsibility of the hirer and not the hiree.
- Resource centre equipment to be held centrally in the Ballyoran store.
- The full time recreational assistant at Ballyoran to hold the key to the store and to sign items of equipment in and out.

(b) that the delivery service be void but officers endeavour to obtain costings from independent organisations able to provide this service and notify groups of these details when taking bookings.

CS/2008/195 : BRANIEL COMMUNITY CENTRE MAINTENANCE WORK

The Director of Administration & Community Services reported that the Council's insurance company, Royal and Sun Alliance, had carried out a fixed electrical wiring inspection of Braniel Community Centre in May 2008 and that there were a number of items that needed to be addressed.

Members were advised that a quote had been requested from the Council's cheapest annual tender for electrical works and the total costs were £1,948.00 excluding VAT (copy of report summary and quotations previously circulated).

The Director advised that this was a health and safety issue and had been specified as required works by the insurance company and, accordingly, it was imperative that the Council proceed with the work. She sought Members' permission to proceed with the repair work utilising the £50,000 set aside at the time of striking the estimates for 2008/09.

Councillor Walker suggested that, once the electrical work had been completed, there would be associated repair works required.

RESOLVED: that officers be authorised to proceed with the electrical repair and associated maintenance work to Braniel and to utilise the £50,000, which had been included in the 2008/2009 estimates to enable urgent work of this nature to be undertaken, and that this be referred to Technical Services for attention

CS/2008/196 : COMMUNITY FESTIVAL FUND UPDATE

The Director of Administration & Community Services advised Members that the second tranche of the community festival fund has been advertised and the closing date for applications was Friday 20th June.

The Director advised that it was proposed to hold a special meeting of the Central Services Committee prior to the forthcoming Council meeting on 25 June 2008 to ratify the Sub-Committee's recommendations and to allow a report on the recommendations to be brought to the Council meeting.

After discussion it was

RESOLVED: that a Special Meeting of the Committee be held on 25 June 2008 at 5.30 pm to ratify the Sub-Committee's recommendations relating to community festival funding with a report going to full Council later that evening.

GOOD RELATIONS MATTERS

CS/2008/197 : YOUTH CROSS COMMUNITY PROJECT

The Director of Administration & Community Services reported that the Good Relations Officer hoped to work in collaboration with the Community Development Worker for Belvoir, Milltown and Newtownbreda to develop a project examining cultural and religious divides. She advised that participants in the project would include 20 young people from Belvoir, Milltown and Newtownbreda and 20 young people from Downpatrick

The Director advised that the young people would explore their culture and history, which would be examined throughout the duration of making a wooden cross. She indicated that the cross would display historical images from Northern Ireland and the Republic of Ireland and that three areas would be examined: sports, industry and scenery. She advised that the finished cross would then be transported to Lithuania and placed on the Hill of Crosses, a memorial site covered in crosses to show hope for peace.

The Director indicated that the group hoped to consult with Councillors of their area on the issues to address with the young people.

The Director reported on project costs and advised Members that costs detailed below were for the work taking place within the Borough plus the trips to photograph images in Northern Ireland.

Artist's costs, materials, image reproductions & workshops with young people:

Meetings	£75.00	
1 day photography	£175.00	
2 days transferring photos	£350.00	
2 days hire of Seacourt and technician	£400.00	
Copper, photo, acetate , oak wood, copper plates ,vernac coating, adhesive	£583.77	
Young people visit seacourt and technician fees	£125.00	
		£1,708.77
Transport – Call a Coach		£320.00
Total cost		£2,028.77

Councillor Hanvey and the Mayor queried why some of the participants were from outside the Borough area but other Members did not consider this to be a problem and it was noted that Downpatrick had a rich cultural history. Members were advised that financial support being requested from the Council related only to the activities taking place within Castlereagh. Alderman Rice indicated that the participants from Downpatrick would also be seeking financial support and that the trip to Lithuania had been separately funded.

After discussion, it was

RESOLVED

- (a) that officers obtain further information for Members regarding the funding of the , participants, etc
- (b) to avoid delaying the commencement of the project, officers be authorised to report directly to Council regarding the additional information requested.

CS/2008/198 : INTERAGENCY BONFIRES

The Director of Administration & Community Services reported that the Castlereagh Interagency Bonfire Committee, in partnership with the Good Relations Officer, had requested permission to purchase goodie packs for bonfire groups throughout the Borough who had co operated with the interagency group and who met with health and safety criteria. She advised that these bonfire areas would be awarded goodie packs containing refreshments, crisps and sweets for the children's fun day being held at each bonfire site during the month of July.

The Director advised that the costs would be £200 per goodie pack and there were approximately 10 successful sites, making a total project costs of £2,000. She advised that the project met with the good relations strategy criteria.

RESOLVED: That approval be given to expenditure of £2000 for bonfire goodie packs to be met from the Good Relations Hard Issues Budget.

CS/2008/199 : FENCING FOR NEWTOWNBREDA BONFIRE SITE

The Director of Administration & Community Services reported that a request had been received from Newtownbreda residents and bonfire builders for fencing that would act as a compound for bonfire materials. She advised that there would be two compound areas, one for combustible materials and the second for non-burnable materials that in turn would be collected by Technical Services.

The Director advised that there was a similar scheme in Cregagh using fencing that had been purchased to surround the bonfire site. She indicated that the

thought behind the scheme was that the compounds would keep the bonfire tidy, deter illegal dumping and teach children to act responsibly with regard to looking after the area.

The Director reported that residents had met with the Community Development Officer and the Technical Services Manager to discuss issues surrounding the bonfire site and had visited Cregagh to observe how that scheme was working.

She advised that the fencing was called Heras fencing panels, which was galvanised steel mesh panels within a galvanised tubular steel framework set into a synthetic rubber base. The Council already had some of the panels which were becoming the industry standard as they were robust, adaptable, reusable and economic.

The Director advised that hire costs of the fencing for 10 weeks would be £1,060 and the purchase price would be £1,200. Members were advised that the costs would be covered from the hard issues budget in the Good Relations programme and that the project met with the Good Relations Strategy. She advised that the Council owned the land and was attempting to lead the way with best practice in relation to health and safety measures around bonfire sites.

Councillor Hanvey queried whether, if the Council were to purchase the fencing, it had adequate storage facilities for it after the event and he also sought assurances that it would be not destroyed on bonfire night.

RESOLVED: that, subject to availability of adequate storage facilities, the Council proceed with the purchase of fencing for Newtownbreda bonfire site in the sum of £1,200 to be allocated to the hard issues budget.

ARTS MATTERS

CS/2008/200 : AUTUMN-WINTER ARTS PROGRAMME

The Director of Administration & Community services reported that the Arts Officer was currently planning the autumn/ winter arts programme, which would run from September to December 2008. The Director sought approval for the draft programme as detailed below and advised that further details and extra events would be included in the Arts Officer's next report. Members were asked to note that some of the events in the programme would depend on the successful appointment of an officer to cover the current officer's maternity leave.

Artistic Costs

Date	Event	Location & Time	Admission Price	Cost
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Sat 11th October	The Big Draw- children' arts and craft workshop	Dundonald International Ice Bowl 2- 5pm	FREE	£450
1-31 October	An exhibition of contemporary Northern Irish arts from The Arts Council of NI collection	Cregagh library – during opening hours	FREE	£200
2 October (TBC)	Concert- Ulster Scots Folk Orchestra (tbc)	Function Room 7:30pm	£5, £3	£650
1-28 November	Exhibition of photography by local artist Simon T Clarke	Dundonald library- during opening hours	FREE	£200
6 November	Concert- Robin Colvill, Nostalgic Piano	Function room 1pm	£3, £1.50	£400
November	Castlereagh Drama Festival- week long festival of amateur drama	Belvoir Players Studio nightly	tbc	£550
4 December	Concert- Sarah McQuaid- Scottish singer song writer	Function Room 7:30pm	£5, £3	£450
12 December (tbc)	Christmas concert- local school tbc	Belvoir Players Studio 1pm	£3, £1.50	£250
Total				£3,150

Other Costs:

Description	Cost
Graphic design and printing x 3,500 A5 colour programmes by Thunk Creative	£770
Programme distribution by BV Services	£175
Advertising (South Belfast News/ Community Telegraph)	£1000
Venue Hire	£250
Hotel (1 night in la Mon for Sarah McQuade)	£80
Equipment Hire (sound & lighting hire), various suppliers	£300
Catering – wine wholesalers, supermarkets, Ice Bowl	£300
Wages- Casual staff/ rec assistants 52 hrs @ £7.18p/h	£373.36
Total	£3,248.36

Members noted that the combined cost of the autumn-winter programme as planned to date was £6,398.36 and that this expenditure had been included in the Arts Officer's estimates for 2008/09 and was not an additional cost.

RESOLVED: That Members approve the implementation of the above programme and its associated expenditure of £6,398.36 from the Arts Direct Projects and the Advertising and Promotions budgets.

CS/2008/201 : ARTS DEVELOPMENT GRANT – TULLYCARNET PRIMARY SCHOOL

The Director of Administration & Community Services reported that Tullycarnet Primary School was situated in an area of economic and educational need and provided a nurturing environment where children could grow in confidence and skills to reach their full potential. She advised that the school sought provide extra curricular activities for children, which would otherwise be beyond their economic means.

The Director reported that, following the success of 'Beginners Guitar Lessons' which received funding from the Arts Development Grant scheme in the 07/08 financial year, the school would like to run intermediate guitar lessons for 10 Primary 5 children. She advised that the tutor would provide 5 lessons for the children, who would be working towards putting on a performance for teachers and parents. The children would be introduced to new genres of music, take an active part in making music, learn new musical skills and develop their artistic confidence.

The Director advised that the project met the criteria of the Arts Development Grant Programme in that it promoted and encouraged musical development and skills, it encouraged the children to actively participate in music making and it provided a measurable outcome of the existence/success of the project through the children undertaking a performance to parents and teachers.

The Director reported that the project would cost £250, i.e. 10 children x £5 per lesson x 5 weeks, and that the school hoped to raise £50 by fundraising.

RESOLVED: That the Council approve an award of £200 from the Arts Development Grant programme to Tullycarnet Primary School for their 'Intermediate Guitar Lesson's' project.

ANY OTHER BUSINESS

CS/2008/202 : CLANMIL HOUSING

Members were advised that an invitation dated 16 May 2008 had been received from Clanmil Housing inviting them to attend open days at Blessington Court sheltered housing scheme on 3 and 6 June 2008 (copy circulated at meeting).

Alderman Rice advised that, while the dates of the open days had now passed, arrangements could be made to accommodate any Members who wished to view the development

Noted

CS/2008/203 : ENLER PROJECT UPDATE

Members considered an email dated 6 June 2008 from Landmark East providing an update on the Enler Project (copy circulated at meeting). It was noted that the need to comply with funding requirements had caused delays but that the contract tendering process was nearing completion and that the contract sum would be slightly above budget but not to a level that would put the project at any risk. Landmark East indicated that it was hoped that all legal formalities would be completed by the end of June 2008 and it was planned that the contractors would be on site by 1 August 2008 with completion by November 2009.

After discussion it was

RESOLVED: that the Council note progress to date with regard to the Enler Project and that, in order to avoid any further delay, should the official sod cutting arrangements have to be put in place over the Summer, the Mayor and the Chairperson liaise with officers in this regard.

CS/2008/204 : ARTS OFFICER

The Director of Administration & Community Services reported that the Arts Officer was expecting twins and was due to take maternity leave, which could be in the region of one year's absence. She advised that the post had been advertised and would keep Members updated.

RESOLVED: that the Committee write to the Arts Officer to pass on their congratulations on the news of her pregnancy and their best wishes for the birth of her twins.

CS/2008/205 : SEATING AT DUNGOYNE

Councillor Drysdale referred to seats provided for bowlers using Dungoyne Community Centre but advised that repairs were still needed to the material covering the bench seating in the Centre.

Noted.

CS/2008/206 : ELECTION OF FIRST MINISTER

Councillor Walker referred to the election of the Rt Hon Peter Robinson MP MLA to the post of First Minister and suggested that, in view of his many years' service as a Member, the Council should forward a letter of congratulations.

It was proposed by Councillor Walker, seconded by Alderman Rice and

RESOLVED: that the Mayor send a letter of congratulations to Rt Hon Peter Robinson MP MLA on his appointment as First Minister.

CS/2008/207 : CHAIRPERSON'S THANKS

The Chairperson referred to the fact that this would be the last meeting of the Committee before the Council's AGM and thanked both officers and Members for their contribution to the work of the Committee during the year.

Noted.

There being no further business, the meeting ended at 7.30 pm

CHAIRMAN

CHIEF EXECUTIVE

Adopted by the Council this _____ day of
_____ 2008 with the exception of
Minute Nos. _____

MAYOR

CHIEF EXECUTIVE