

## **CASTLEREAGH BOROUGH COUNCIL**

Minutes of the proceedings of the Leisure Services Committee meeting, held in committee, in the Committee Room, Civic & Administrative Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB, on Thursday, 4 September 2008, at 7.30 p.m.

**ALDERMEN:** M Copeland  
J Norris MBE

**COUNCILLORS:** Mrs S Duncan  
B Hanvey  
L Walker

**APOLOGIES:** Apologies were received on behalf of Alderman White and Councillors Beattie, Mrs Beattie, Ms Bunting, Mrs Chambers, Mrs McCoy and Tosh

**IN ATTENDANCE:** Director of Leisure Services, General Manager Leisure & Marketing, Area Manager Leisure, Technical Manager, Business Manager and Members' Services Officer

**TABLED: MINUTES OF THE LEISURE SERVICES COMMITTEE MEETING HELD ON 5 JUNE 2008 AND THE SPECIAL LEISURE SERVICES COMMITTEE MEETINGS HELD ON 18 JUNE 2008 AND 19 JUNE 2008 (copies previously circulated)**

### **MATTERS ARISING**

**LS/2008/119 : REFURBISHMENTS AT THE ROBINSON CENTRE (Minute LS/2008/102 refers)**

The Director of Leisure stated that the available options and the resolution should have included a third option, namely the reconfiguration of the Health Suite area in the Robinson Centre, including work to deal with dampness in the changing rooms, to be carried out as necessary. The Area Manager Leisure added that he felt that the best way forward would be to create one male and one female changing room by combining and rearranging the changing rooms in the Health Suite and the squash changing rooms, therefore creating larger changing areas. The Director of Leisure further stated that the Council's Capital Projects Officer was not able to take on this work and that the Management Team had been apprised of the possible need to seek external assistance. The Director further advised that, in respect of all the capital work within the Council, this matter had been raised at the Management Team meeting in June, and a report was to be brought back, detailing the existing capital projects and those in the pipeline. This would then be used to quantify the work which would need to go to outside design

(and build) teams as necessary. The Director believed that this report was due to be tabled at the next meeting of the Management Team.

Members enquired regarding the estimated cost for these refurbishments, and the Director of Leisure replied that it would be necessary to ask for quotations from architects. The General Manager of Leisure & Marketing thought that obtaining quotations would cost approximately £2 - 4,000. The Council's plans to install a third lift to go to the jacuzzi and sauna area was discussed at length. It generally was felt that this work was still necessary, should the refurbishments not be possible in a timely fashion. Councillor Walker felt that the refurbishments to the changing rooms should be carried out as quickly as possible. The Technical Manager further advised that the Council was currently seeking tenders to carry out minor repairs, ie tiling and replastering.

Alderman Copeland felt that the Council should put in place a contingency plan regarding expenditure on leisure centres. He proposed that approval be granted for Officers to seek quotations in respect for refurbishments to the Health Suite and changing rooms, even though the installation of a third lift might be delayed.

Members agreed that the Robinson Centre was in urgent need of these refurbishments, and also that these works were part of the short-term immediate needs of the centre. Following some further discussion, it was

RESOLVED: That the Council be recommended to grant approval for Officers to seek quotations in relation to design options for the Robinson Centre Health Suite, including rearrangement of the changing rooms and other necessary repairs.

**LS/2008/120 : LOUGH MOSS WIND TURBINE (Minute LS/2008/118 refers)**

The General Manager of Leisure & Marketing advised that the Department of Finance & Personnel had declined to increase the grant funding of £185,000 towards the cost of the installation of a wind turbine at the Lough Moss Centre. However, in light of rising fuel and electricity costs, it was anticipated that the payback time for the Council to recover their investment would be reduced.

Noted.

**REPORT FROM THE BUSINESS MANAGER  
(copy previously circulated)**

**LS/2008/121 : PROVISIONAL TRADING ACCOUNTS FOR LOUGH MOSS,  
BELVOIR AND ROBINSON CENTRE LEISURE CENTRES – PERIOD 4  
APRIL 2008 TO 31 JULY 2008**

The Business Manager took Members through the trading accounts up to the end of Period 4. She highlighted adverse variances, particularly in relation to energy costs due to recent price rises.

Noted.

**REPORT FROM THE TECHNICAL MANAGER  
(copy previously circulated)**

**LS/2008/122 : LOUGH MOSS WIND TURBINE – PROGRESS TO DATE**

The Technical Manager reported that progress regarding the wind turbine was good. He stated that, following a meeting with the project manager for CBC and Horizon Renewables, a provisional schedule had been agreed. The foundations for the wind turbine would be laid in late September. Delivery of components was expected in October, the provisional date for delivery of the wind turbine was mid December, and whilst there was a possibility that the turbine would be up and running by Christmas, an early January completion date was more likely.

The Technical Manager was confident that the project deadline of 31 January 2009 would be met.

Noted.

**LS/2008/123 : ROBINSON CENTRE – HEALTH SUITE RECEPTION AND FEMALE CHANGING ROOMS (Minute LS/2008/106 refers)**

The Technical Manager advised that below-ground repair works had been undertaken to the female changing area in the Health Suite. It had been discovered that the reason for the water damage in the reception area had been an uncapped shower gully, which had been replaced. The section of drain had been sealed to prevent any further leakage, and a minor structural defect in a manhole in the changing area had been repaired and a blockage in another connected drain had been cleared. The cost breakdown was as follows:

• Repair to known structural defect and gully water tests	£915
• Replacement of defective gully	£600
• Relining of drain section	£1,200
• Clearance of connected blocked drain	£250
• <b>Total</b>	<b>£2,965</b>

The Technical Manager further advised that this would cause a further overspend on the 2008-2009 budget for building repairs.

**RESOLVED:** That the Council be recommended to grant approval for Officers to proceed with necessary cosmetic work to the Health Suite and reception ahead of any proposed redesign or reconfiguration of the Health Suite.

**LS/2008/124 : LEISURE FACILITIES – BEMS UPDATE (Minute LS/2008/57 refers)**

The Technical Manager advised that the current system used in Council leisure centres was very outdated, and he tabled a summary of the costs, provided by TAC Satchwell, to upgrade the BEMS systems in the Lough Moss Centre and the Robinson Centre.

Lough Moss upgrade cost: £10,772.65

Robinson Centre upgrade cost: £8,635.13

The Technical Manager stated that the new system would enable Officers to monitor usage of heating controls, hot water controls, ventilation controls, pool plant controls etc, and this could be carried out from any location within the Council that had IT network access. Quotations were also being sought for the installation of a BEMS system at Belvoir Activity Centre. He added that capital provision had been made for this work.

RESOLVED: That the Council be recommended to grant approval to install BEMS upgrades in the Lough Moss and Robinson Centres and a new BEMS at the Belvoir Activity Centre if sufficient capital was available.

**REPORT FROM THE AREA MANAGER LEISURE  
(copy previously circulated)**

**LS/2008/125 : USER GROUP MEETINGS IN SEPTEMBER / OCTOBER 2008**

The Area Manager Leisure advised that user group meetings had been arranged as follows:

- Lough Moss Centre                      Wednesday, 24 September 2008
- Belvoir Activity Centre                Wednesday, 15 October 2008
- Robinson Centre                        Wednesday, 29 October 2008

He further stated that an invitation would be sent to Elected Members from relevant Council wards and to regular user groups of each facility. Alderman Copeland requested that a letter also be sent to all members of the Leisure Services Committee, advising them of the meeting dates.

RESOLVED: That a letter be sent to all members of the Leisure Services Committee by Member Services, advising them of the dates arranged for user group meetings in the Lough Moss, Belvoir and Robinson Centres. It was further resolved that invites would be sent from each of the centres to user groups and also signage would be displayed throughout the centres to promote awareness of the sessions.

### **LS/2008/126 : PURCHASE OF JUDO MATS FOR THE ROBINSON, LOUGH MOSS AND BELVOIR CENTRES**

Photographs of the existing judo mats were circulated. The Area Manager Leisure sought approval for the replacement of judo mats in the Robinson, Lough Moss and Belvoir Centres at a cost of £12,000. The Manager stated that capital provision of £18,000 had been made in the Estimates for this purpose.

RESOLVED: That the Council be recommended to grant approval for the purchase of new judo mats for the Robinson, Lough Moss and Belvoir Centres at a cost of £12,000.

### **LS/2008/127 : JOINT WORKING GROUP**

The Area Manager Leisure advised that a meeting of the Leisure and Technical & Environmental Services Joint Working Group had taken place on 20 August 2008. Several proposals had been tabled regarding artificial pitch provision in the Castlereaugh area. He stated that the Director of Leisure intended to take a report to the September full Council meeting, including recommendations for indoor and outdoor surfaces as a result of possible Sport NI funding opportunities.

Noted.

### **LS/2008/128 : BELVOIR STAFFING ISSUES**

The Area Manager Leisure advised that, due to one staff member being on maternity leave and another due to go on maternity leave soon, there was a possibility of an overspend in the wages budget. The only other contracted recreation assistant had recently left her position. A recruitment process was currently in process to cover the current and future maternity leave as well as the new vacancy. Staff had also been relocated from other centres to cover any shortfalls.

Noted.

### **LS/2008/129 : ROBINSON CENTRE STAFFING ISSUES**

The Area Manager Leisure advised that there was a possibility of an overspend in the wages budget, due to several long-term illness absences, which were being managed according to the Council's absence policy. The Manager stated that any potential overspend could be offset against the saving in café wages/salaries.

Noted.

### **LS/2008/130 : PERSONAL TRAINING**

The Area Manager Leisure stated that demand for personal training sessions had increased. Consequently, Breathe management was considering employing additional staff to provide this service.

The Area Manager advised that the current charge per personal training session was £20 plus the appropriate membership fee, with the Breathe staff member receiving 50%, Breathe 20% and the Council 30%. Breathe management had proposed that the charge remains unchanged, but that the coach receives 70% and Breathe the remaining 30%. This 30% was, however, necessary to fund the employment of additional staff to cover whilst personal sessions were taking place. The Council would forego its share of the income, but as it was hoped to attract more members, this loss of income should be matched.

Following some discussion, it was

RESOLVED:

- (a) That the Council be recommended to agree, once confirmation had been received from Breathe, to a pilot scheme, whereby a Breathe member of staff receives 70% of the £20 charge for a personal training session and Breathe the remaining 30%, with the Council foregoing its share of the income.
- (b) That this arrangement be reviewed after six months.

**REPORT FROM THE SPORTS DEVELOPMENT OFFICER  
(copy previously circulated)**

**LS/2008/131 : CASTLEREAGH SOUTH-EAST SEALS MULTI-SKILLS CLUBS (Minute LSC/2007/144 refers)**

The Director of Leisure referred to the above Minute, when it had been resolved to carry out a review of the project, which was delivered in Lough Moss, Belvoir and Ballyoran, and report back to the Committee for consideration of the project's inclusion in the Estimates for 2009-2010. Initially funding had been provided by the Big Lottery for two years and had then been continued by the Council.

Multi-skill clubs provide inclusive opportunities for young people. By increasing the range of activities, gender barriers were removed, and the clubs were well managed to ensure that there were good links with local PE, school sport, governing bodies of sport and other local sport structures.

The Director took Members through the details of the aims and objectives as well as future plans of the Multi-Skills Clubs. She then advised that an opportunity had now arisen to apply to the Sport NI 'Active Communities' funding programme, which would provide for the employment of full-time multi-skill coaches. It was also hoped to enter a joint bid with Lisburn City

Council. However, the closing date for the funding application was February 2009, which meant that Officers would not know whether the application had been successful until after the Estimates process for the 2009-2010 financial year, therefore the Director of Leisure asked Members to give consideration to the continued funding of the Multi-Skills Club project. The estimated expenditure for the current year was £8,500, with an estimated income of approximately £4,000, therefore resulting in a net cost of £4,500 to the Council.

Following some discussion, it was

RESOLVED: That the Council be recommended to continue funding of approximately £4,500 for the Multi-Skills project.

### **REPORT FROM THE DIRECTOR OF LEISURE (copy previously circulated)**

#### **LS/2008/132 : BUSINESS PLANS FOR THE ROBINSON, LOUGH MOSS AND BELVOIR CENTRES**

The Director of Leisure took Members through the details of the business plans for the Robinson, Lough Moss and Belvoir Centres. She stated that the business plans had been drafted in accordance with the Leisure Strategy and the Council's Corporate Plan, while trying to identify current objectives for each facility.

Following some discussion, it was

RESOLVED: That the business plans for 2008-2009 for the Robinson, Lough Moss and Belvoir Centres are adopted.

#### **LS/2008/133 : SPORTS DEVELOPMENT STRATEGY**

The Director of Leisure took Members through the details of the Sports Development Strategy for 2008-2011. She stated that the strategy had been developed to harmonise the development of a variety of sporting disciplines as well as identifying the wider needs of the sporting fraternity. Consideration had also been given to the needs of all the facilities in the Council area, and it would be taken to all relevant Boards and Committees for approval and adoption.

Following some discussion, it was

RESOLVED: That approval be granted for the content and subsequent adoption of the Sports Development Strategy for 2008-2011.

#### **LS/2008/134 : CORRESPONDENCE FROM A ROBINSON CENTRE USER**

The Director of Leisure outlined details of correspondence received from a Robinson Centre user, which alleged the theft of a coat and some electronic items belonging to him from a locker. She stated that the Council's insurer had refused liability, as there had been no evidence of forced entry to the locker, and the customer had been informed of this.

Following some discussion, it was

RESOLVED: That the Council be recommended to decline acceptance of liability and that no ex gratia payment be made to the Robinson Centre user for the alleged theft of a coat and some electronic items from a locker.

### **ANY OTHER BUSINESS**

#### **LS/2008/135 : ECONOMIC APPRAISAL IN RESPECT OF THE ROBINSON CENTRE**

The Director of Leisure advised that she had had informal discussions with her counterpart in Belfast City Council in respect of the Robinson Centre site and in these discussions Belfast would welcome the opportunity to be involved in the overall consideration of the Robinson centre site. She advised that as part of the Economic Appraisal they would be consulted.

Noted.

#### **LS/2008/136 : GALA BOOKINGS AND SIGNAGE**

The Director of Leisure stated that, due to an increase in gala bookings, it would be necessary to close the pools for public swimming for two days on separate weekends, namely the 23 and 29 November.

Councillor Walker felt that signage should be erected to inform the public of this exceptional closure, and following some further discussion, it was

RESOLVED: That the Council be recommended to grant approval for additional signage to be erected, informing the public of exceptional closure dates of the swimming pool.

### **SUPPLEMENTARY REPORT FROM THE TECHNICAL MANAGER (tabled at the meeting)**

#### **LS/2008/137 : PLANT ENGINEER POST**

The Technical Manager outlined details of a proposal to upgrade the Assistant Plant Engineer post at the Robinson Centre to a Plant Engineer post following the resignation of the current Assistant Plant Engineer, as this would provide more flexibility to carry out maintenance work at the Robinson, Lough Moss and Belvoir Centres as well as Castlereagh Hills Golf Club. The cost in

respect of the upgrade, depending on how quickly it was recruited, was approximately £1,600. In future years this would be provided through the Golf Club Plant Staff wages budget. A proportion of the new post's time would be spent at Castlereagh Hills Golf Club. He added that the proposal had been approved by the Management Team in their August meeting.

The General Manager of Leisure & Marketing further proposed to recruit one relief Assistant Plant Engineer for general maintenance tasks. Councillor Walker requested that Officers prepare a further report in respect of the relief Assistant Plant Engineer for the next Committee meeting.

Following some further discussion, it was

RESOLVED:

- (a) That the Council be recommended to grant approval for the upgrading of the current Assistant Plant Engineer at the Robinson Centre to Plant Engineer at an additional cost of approximately £1,600.
- (b) That Officers prepare a report in respect of employment of a casual Assistant Plant Engineer for the next Committee meeting.

**SUPPLEMENTARY REPORT FROM THE GENERAL MANAGER OF  
MARKETING & LEISURE  
(tabled at the meeting)**

At the Council meeting held on 25 September 2008 the following Minute was amended as shown below.

**LS/2008/138 : BUSINESS CASE – LOUGH MOSS LEISURE CENTRE (LM)  
AND BELVOIR ACTIVITY CENTRE (BAC)**

The General Manager of Leisure & Marketing took Members through the details of the business case in respect of opportunities at Lough Moss Leisure Centre and Belvoir Activity Centre. He stated that Sport NI had announced three new funding opportunities, which would be launched in September 2008, and he anticipated that the Council would qualify for grant funding, particularly through the 'Places for Sport – Surfaces' capital programme. The business case included a table outlining the proposed grant applications:

BAC	Replace existing sports hall floor with composite flooring	Cost Shared – Sport NI and CBC
LM	Replace existing sports hall floor with composite flooring	Cost Shared – Sport NI and CBC
LM	Replace existing synthetic pitch with water-based pitch (suitable for playing hockey only)	Cost Shared – Sport NI and CBC
LM	Replace one grass pitch with a 3G pitch	Cost Shared – Sport NI

	(suitable for playing football and training pitch for rugby and GAA) complete with floodlighting	and CBC
LM	Provide four additional changing rooms to accommodate the anticipated extra footfall	Cost Shared – Sport NI and CBC
All	Active Communities – full- and part-time coaches and leaders	Cost Shared – Sport NI and CBC

Additionally, the proposal included the provision of eight five-a-side cages at Lough Moss, funded by the Council. The Council could choose to proceed with just the Sport NI funded projects, or both this and the 5-a-side cages. The Council's capital outlay for those projects attracting Sport NI funding was estimated at £260,000, with a payback period of 3.15 years. Completion of the eight five-a-side cages alone meant a capital outlay of approximately £480,000 with a payback period of 1.92 years. Alternatively, completion of both projects together would involve a total capital outlay of £740,000 for the Council, with a payback period of 2.23 years.

Following some discussion, it was

RESOLVED: That

- (a) the business case, with suggested amendments by the Councillors, for the Lough Moss and Belvoir Centres be tabled at the September full Council meeting.
- (b) Officers proceed with outline planning permission at a cost of £50 for the pitches and floodlighting to expedite the Sport NI grant application.
- (c) The funding application to Sport NI to include the following projects:
  - Replace existing sports hall floor with composite flooring at Belvoir Activity Centre
  - Replace existing sports hall floor with composite flooring at Lough Moss
  - Replace existing synthetic pitch with either water-based pitch or sand-dressed at Lough Moss
  - Replace one grass pitch with a 3G pitch complete with floodlighting at Billy Neill
  - Provide four additional changing rooms to accommodate the anticipated extra footfall at Lough Moss
  - Provide eight five-a-side cages at Lough Moss (not NI Sport funded)
- (d) The funding application to Sport NI to include a request for 80% funding for the synthetic soccer pitch at the Billy Neill Centre.
- (e) That discussion in respect of the funding application from Community Services be referred to the September full Council meeting.

The meeting ended at 10.05 p.m.

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**CHAIRMAN**

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**CHIEF EXECUTIVE**

**Adopted by the Council this \_\_\_\_\_ day of**  
**\_\_\_\_\_ 2008 with the exception of**  
**Minute Nos. \_\_\_\_\_**

\_\_\_\_\_  
**MAYOR**