

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the Leisure Services Committee meeting held, in committee, in the Members' Corridor, Civic & Administrative Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB, on Thursday, 3 June 2010, at 7.00 p.m.

PRESENT: Councillor D Drysdale
(in the Chair)

ALDERMEN: J Norris MBE
J White

COUNCILLORS: M Copeland
Mrs S Duncan (from 7.10 pm)
B Hanvey (from 7.15 pm)
Mrs V McCoy
Ms S Skillen

IN ATTENDANCE: General Manager Leisure & Marketing, Area Manager Leisure (until 7.45 pm), Technical Manager (from 7.10 pm) and Members' Services Officer

APOLOGIES: Councillors Bunting, Tosh and Walker; Director of Leisure

Prior to the commencement of the meeting, Members agreed to hear the report from the Area Manager Leisure first, as he had to leave the meeting early.

REPORT FROM THE DIRECTOR OF LEISURE SERVICES (copy previously circulated)

REPORT FROM THE AREA MANAGER LEISURE

LS/2010/57 : CAPITAL PROJECTS APPROVAL

The Area Manager Leisure advised that three capital projects were currently being prepared to go out to tender in relation to the Robinson Centre facilities:

- Replace the two existing saunas with one sauna and one steam room (Minute LS/2008/102 refers)
- Replace the existing dosing systems for the swimming pools and spa pools (Minute LS/2010/10 refers)
- Replace the existing pool covers that are now approximately ten years old (Minute LS/2010/10 refers)

It was anticipated that the tenders would be evaluated the week beginning 5 July. As there would be no Leisure Services Committee meetings during July and August, permission was being sought to take the evaluation report and recommendation to full Council in July so that work could be carried out in August 2010.

RESOLVED:

- (a) That approval be granted for the progression of the above-named capital projects
- (b) That the tender evaluations and recommendation be tabled at the full Council meeting in July 2010.

LS/2010/58 : LOUGH MOSS PARTNERSHIP PROJECTS LAUNCH DAY

The Area Manager Leisure reported that the Lough Moss Partnership Launch Day had been held on Wednesday, 12 May 2010, with representatives from Castlereagh Borough Council, the Department of Finance & Personnel, Big Lottery and Sport NI in attendance among others. The launch day had been well received by all those who attended and very positive feedback had been received.

Noted.

LS/2010/59 : CSDA LETTER

The Area Manager Leisure tabled a request from CSDA for the release of funding of £4,000 for the 2010-2011 financial year. He confirmed that provision had been made in the current Estimates.

RESOLVED: That the Council be recommended to grant approval for the release of funding of £4,000 to CSDA for the 2010-2011 financial year, with provision being available in the current Estimates.

LS/2010/60 : RECOMMENDED CLOSURE DURING JULY

The Area Manager Leisure sought approval to close the Robinson, Lough Moss and Belvoir Centres on Sunday 11, Monday 12 and Tuesday 13 July and that staff take directed leave or make up their contracted hours later in the week. The Council's fitness partner, Breathe, had been consulted. The Area Manager Leisure advised that this arrangement would be consistent with previous years.

Members were also asked to note that the Belvoir Centre would facilitate an annual booking on the evening of the 12 July.

RESOLVED: That the Council be recommended to grant approval for the closure of the Robinson, Lough Moss and Belvoir Centres on Sunday, 11, Monday 12 and Tuesday 13 July 2010 and that staff take directed leave or make up their contracted hours later in the week.

LS/2010/61 : ANONYMOUS LETTER

The Area Manager Leisure referred to the March Committee meeting when he had made Members aware of an anonymous complaint in relation to the use of Belvoir Activity Centre by a particular user group. Officers had met with representatives of the group to discuss the content of the letter.

Noted.

LS/2010/62 : TOP-UP GRANTS

The General Manager Leisure & Marketing advised that, in 2004, the introduction of 'top-up' grants for community organisations from areas where no community facilities were available, allowed them to avail of hire space at leisure facilities at the rate that applied in community centres (Minute A&CS/2004/53 refers). The agreed criteria were that groups must operate within the Borough with membership made up of 65% of residents and they were required to apply to Community Services for approval. In awarding a top-up, a group was assessed against the approved criteria and, if it met these criteria, the payment was calculated on the basis of what the group would have paid for a Community Services facility against the charges in Leisure, with the difference being the amount of the top-up.

In January 2009, the Leisure Services Committee (Minute LS/2009/07 refers) considered the provision of services, and discussed the tea dance and senior citizens club at Belvoir Activity Centre. It was decided that these were essential community services being provided in an area with no community facility and, as such, the rate applied for the hire of Belvoir Activity Centre should be subsidised by the Community Services section. At that meeting it was resolved that Community Services be contacted in relation to a contribution of £30 per session to subsidise the tea dances and £36.65 per session to subsidise the senior citizens club. This was communicated to the Community Services Manager. Within the 2009/2010 financial year, Leisure Services requested and received, through internal transfer, a total sum of £2,081.35 for the above services.

The 'top-ups' through internal transfers have only now come to the attention of the new Community Services Manager and consequently Community Services did not make provision for this in 2009/2010, which had resulted in an overspend of £881.25, and no provision had been allowed for this in the 2010/2011 budgets. If a means of funding the shortfall in Community Services provision could not be identified, an underachievement in Leisure Services income at the year end would result.

The General Manager Leisure & Marketing had met with the Community Services Manager to resolve this issue and it was agreed that:

- Leisure Services to provide Community Services with a list of the user groups and contacts in Belvoir Activity Centre and Lough Moss that currently avail of the subsidised rate for which a 'top-up' is claimed.
- Community Services to draft a letter to the user groups above to invite them to meet with Community Services staff to ascertain if they meet the 'top-up' criteria.
- Community Services to liaise with these groups to identify their 'needs' and authorise/approve their use of Leisure facilities for a specified number of times per year and this information to be included in the Estimates, both for Community Services and Leisure Services.
- Community Services to forward a copy of the authorised users to Leisure Services so that Leisure Services can monitor adherence to the authorised/approved usage.
- Community Services to inform the Central Services Committee about those groups that do not meet the 'top-up' criteria in order for that Committee to decide which measures to take to assist them.

The Director of Finance had agreed to review the internal transfer policy and to change the policy where it was deemed necessary. The Central Services Committee had been informed of the initial issue over 'top-ups' (Minute CS/2010/133 refers).

During the ensuing discussion, Members raised concerns that no provision had been made by Community Services in the Estimates for 'top-ups'. Alderman White also raised concerns that funding might not be available to cover the current shortfall of £881.25 in Leisure Services.

Following some further discussion, it was

RESOLVED: That

- (a) Members noted the potential underachievement as a result of no provision by Community Services in the Estimates.
- (b) The Finance Department be asked to cover the cost of the top-up for the tea dance and the senior citizens club at Belvoir Activity from available budgets/underspends elsewhere in the Council during 2010-2011.

PRESENTATION

At this stage, Members undertook a guided tour by the Area Manager Leisure of the Robinson Centre to inspect the recently completed refurbishment works. Mr Thornton accompanied Members to view the work undertaken by Eze Fitness.

**TABLED : MINUTES OF THE LEISURE SERVICES COMMITTEE MEETING
HELD ON 1 APRIL 2010 (copy previously circulated)**

MATTERS ARISING FROM THE MINUTES

LS/2010/64 : CHILD PROTECTION (Minute LS/2010/42 refers)

The General Manager Leisure & Marketing advised that the ability to deliver child protection training was now in place for all Officers in Leisure Services. Training delivery was being co-ordinated by the Human Resources Department.

Noted.

REPORT FROM THE DIRECTOR OF LEISURE SERVICES (continued)

REPORT FROM THE BUSINESS MANAGER

LS/2010/65 : TRADING ACCOUNTS

The General Manager Leisure & Marketing took Members through the trading accounts for the period 1 April 2010 to 30 April 2010. He advised that there had been a slight under-achievement in income across the centres but that this had been compensated for by less expenditure. The General Manager Leisure & Marketing stated that, to date, there was a favourable variance of £12,328 overall compared to the Estimates. Income had been affected by a large amount of work that had been carried out in the centres.

Noted.

**LS/2010/66 : CLONDUFF COMMUNITY CENTRE – RECOUPMENT OF
HEATING COSTS**

The General Manager Leisure & Marketing referred to a longstanding arrangement whereby the Robinson Centre provided heating to the Clonduff Community Centre and the cost was recouped annually. During the 2009-2010 Estimates preparation process it had been agreed that the estimated cost would rise from £2,500 to £3,700 due to increased cost of utilities. However, during the year-end adjustment process a shortfall in provision within the Community Services budget of £2,575 had been identified, which had resulted in an adverse variance of £1,125 for the 2009-2010 financial year within the Robinson Centre's budget.

The Director of Community Services and Administration had confirmed that a provision of £2,575 had also been included for the 2010-2011 financial year, which would result in a shortfall of £1,125 within the Robinson Centre's Recoupment of Heating Charges budget.

The General Manager Leisure & Marketing anticipated that a meter would be fitted to monitor consumption during 2010 to ensure that actual costs could be calculated and recouped.

RESOLVED: That Members note the potential underachievement as a result of insufficient provision by Community Services in the Estimates.

LS/2010/67 : BUSINESS AND MARKETING PLANS 2010-2011

The General Manager Leisure & Marketing took Members through the draft Business and Marketing Plans for 2010-2011 for the Belvoir, Lough Moss and Robinson Centres. He advised that a front 'executive summary' was under draft to be included in the Business Plan and would be brought back to the next Committee meeting for Members' approval.

RESOLVED: That the Council be recommended to grant approval for the draft Business and Marketing Plans 2010-2011 for the Belvoir, Lough Moss and Robinson Centres.

REPORT FROM THE TECHNICAL MANAGER

LS/2010/68 : ROBINSON CENTRE – REFURBISHMENT (Minutes LS/2010/32 and LS/2009/163 refer)

The General Manager Leisure & Marketing advised that refurbishment of the Male Health Suite Changing, Male and Female Wet Changing areas had recently been completed at a cost of approximately £31,000, which was funded from the Capital budget.

A number of underlying problems throughout the facility had been highlighted, namely damp, poor sealing of walls, boast tiles and plumbing problems. A number of emergency remedial repairs were required in respect of the plumbing issues to reinstate the Squash Court Changing showers in order to provide alternative changing and showering during the refurbishment works.

The General Manager Leisure & Marketing advised that, during the investigation in respect of water leaks in the shower area, the removal of tiles revealed a previously bricked-up doorway. Unfortunately, the top of the doorway had been stuffed with newspapers instead of bricks. It was thought that this explained the leakage through the wall.

There are significant issues with the plumbing arrangements serving the Squash Court area, namely limited control, possible over-capacity within the domestic hot water arrangement etc. In addition to generating customer complaints relating to the quality of showering provisions, these problems could contribute to an increased legionella risk within the installation.

As part of routine maintenance, legionella risk assessments are currently being carried out at all Leisure facilities. Work is also ongoing to develop accurate

schematics of the plumbing installation and implement the testing and servicing of thermostatic mixing valves. These activities are likely to highlight the problems and extensive remedial works and repairs may be required.

RESOLVED: That Members support the ongoing works necessary to minimise the legionella risks.

LS/2010/69 : ROBINSON CENTRE – REFURBISHMENTS – PLUMBING AND SHOWER REMEDIALS (Minutes LS/2010/32 and LS/2009/163 refer)

The Technical Manager advised that, in order to facilitate the refurbishment works in the Health Suite Changing, the showers in the Squash Changing area required significant remedial works. This involved replacing all push button shower valves, replacing a hot water circulation pump and a thermostatic mixing valve, modifying pipework and installing an automatic air eliminator. The cost of these works was as follows:

Materials	£2,027.40 (Pump x 1, TMV x 1, Shower Valves x 8)
Labour	£729.61
Total	£2,757.01

These works were funded from the 2010-2011 Repairs & Remedials budget but had not been provided for in the Estimates, therefore they were likely to cause an overspend in the Repairs & Remedials budget of approximately £2,757.

The Technical Manager stated that faults with the plumbing had been discovered and were being rectified, as there could be an increased risk of a Legionella outbreak if left unattended. Officers were currently carrying out a risk assessment in order to establish all necessary remedial works to the plumbing system in the Robinson Centre and would provide Members with an update on a regular basis.

RESOLVED: That Members note the potential overspend as a result of necessary but unplanned remedial works to the showers and plumbing.

LS/2010/70 : ROBINSON CENTRE – CHP DRY AIR COOLER

The Technical Manager advised that, following the problem with the Dry Air Cooler, preliminary investigative work had been carried out, which had revealed a large number of ruptures within the unit. These were beyond in situ repairs. Three options were currently being investigated and costed:

- 1) Removal of the unit from site and further investigation and repairs attempted by a local agent. The initial cost estimate for this option is £1,895.
- 2) Removal of the unit from site, shipping of the unit to a specialist heat transfer workshop in England and further investigation and repairs

attempted at their facilities. A cost estimate for this option is currently being sought.

- 3) Replacement of the unit. A cost estimate for this option is currently being sought.

Due to the fact that the full extent of the required repairs was unknown, there was no guarantee that repairs by the local agent would be possible or successful. The specialist in England had a greater range of capability for carrying out larger, more complicated repairs and/or replacement of parts, therefore Option 2 was provisionally the preferred option. Option 3 was the worst-case scenario option.

The Technical Manager commented that, as no cost estimates for Option 2 or Option 3 were available, it would be difficult to determine the preferred course of action. Members will be kept advised as more information becomes available.

Noted.

LS/2010/71 : ROBINSON CENTRE – DIVING PLATFORM (Minute LS/2010/53 refers)

The Technical Manager advised that, following the initial survey and tests carried out on the diving platform, short-term (repairs and continual monitoring), medium-term (replacement and/or re-enforcing of the decks) and long-term (complete replacement) options had outlined in the structural report.

The short-term repair and monitoring option had involved carrying out specialist concrete repairs to areas of the platform, carrying out remedial works to the handrails, specifically the base fixings, and putting in place a regime of inspection and monitoring.

Competitive quotations had been sought for the specialist concrete repairs, based on a specification prepared by the structural engineer, and the lowest quotation of £4,897 had been progressed. This cost had included approximately £2,000 for the provision of all required scaffolding. The quotation had been based on the known required repairs, but upon commencement of the concrete repairs, additional hidden cracks and underlying degradation had been uncovered. These additional repairs to address the underlying degradation and cracks had amounted to £1,960.

The total cost breakdown for the initial investigation and subsequent repairs and remedial works was as follows:

• Initial survey and report (Structural Engineer):	£1,172
• Initial material testing:	£750
• <i>Sub Total (2009/2010):</i>	<i>£1,992</i>

• Replacement rubber matting:	£2,365
• Materials for re-instatement of rubber matting: (edging / timber / fixings)	£700
• {Labour {CBC} (re-instatement of rubber matting)	£200 (approx)}
• Extension of Structural Engineer appointment: (for specifying concrete repairs, sourcing appropriate specialist concrete repair contractors in line with CBC procurement policy, co-ordinating and supervising concrete repairs and handrail repairs, checking and approving all repairs and re-instatements, reporting)	£1,998
• Specialist concrete repairs:	£6,672
• Specialist handrail repairs:	£1,700
• Re-painting of the platform (elastomeric paint):	£480
• Total:	£16,037

The initial survey and tests (£1,922) had been funded from 2009-2010 Maintenance budgets. The remainder of the cost (£14,045) will be funded from 2010-2011 Maintenance budgets.

In relation to this, £5,000 had been diverted from the Revenue Project budget (a project to replace a section of the water mains at the Robinson Centre has been deferred). The remaining £9,045 will be funded from the Reactive Maintenance & Remedial budget, which is £22,000 for 2010-2011.

An estimated overspend of £5,000 had been approved in April 2010, but this did not include structural engineers fees or the additional concrete repairs.

RESOLVED: That Members note the potential overspend of approximately £11,000 as a result of necessary but unplanned remedial works to the diving platforms.

LS/2010/72 : LOUGH MOSS – PLUMBING REMEDIALS (Minutes LS/2009/149 and LS/2009/102 refer)

The Technical Manager advised that the following extensive remedial works to the plumbing system at Lough Moss had been completed:

- The installation of a pressure booster set to pressurise the hot and cold water supply and provide a supply to the first-floor Health Suite area.
- The removal of a cold water storage tank and the installation of new sections of pipework connecting the pressure booster set to the sections of the plumbing system that were previously served by the cold water storage tank.

- The replacement of all Thermostatic Mixing Valves (TMVs) and the installation of additional TMVs.
- The installation of pressure-reducing valves to regulate and balance the pressure in various parts of the system, including the hot water storage tanks.
- The removal of numerous sections of redundant pipework and numerous malfunctioning components such as air eliminators and the replacement of these components.
- The installation of new valves to permit testing and servicing of TMVs.
- The disinfection of the remaining cold water storage tanks and entire down services (twice), following major portions of remedial works.

The total cost of the completed works was approximately £68,000.

In addition, the wall and floor of the Male Health Suite Changing area had required remedial works to rectify a leak. The wall and floor had been sealed and the wall re-tiled at a cost of approximately £2,500, provided for in the 2010-2011 Maintenance Project budget.

The root causes of the problems encountered within the plumbing installation were:

- Flawed design and installation of the plumbing installation serving the first floor Health Suite area. The original plumbing installation was designed and installed to serve the ground floor only. The additional plumbing installed to serve the first-floor Health Suite relied on the head of the cold water storage tanks, which were at the same height as the first floor.
- A series of remedial measures and afterthoughts to rectify the problems inherent with the flawed Health Suite design, which only served to mask the underlying problems.
- Lack of historical servicing and maintenance of TMVs.
- A series of piecemeal remedials and stop-gap solutions to remedy the lack of pressure at showers, eg local domestic booster pumps and air eliminators.

The initial estimate for the remedial works and the subsequently revised estimates had been developed without full knowledge of the extent of the deep rooted problems within the system.

The Technical Manager now sought approval for payment of all invoices relating to the works that were funded from the 2010-2011 Capital budget.

RESOLVED: That the Council be recommended to grant approval for payment of all invoices relating to extensive remedial works to the plumbing system at Lough Moss from the 2010-2011 Capital budget.

LS/2010/73 : LOUGH MOSS – HEATING AND HOT WATER PUMPS

The Technical Manager advised that all pumps had failed in the Lough Moss Centre due to old age and the full set had required replacement, at a cost of £9,800.

In the 2010-2011 Estimates, £4,000 had been provided for a survey of the ventilation system and execution of remedial works. It had been possible to divert this funding to the replacement of the pumps and the valves. The remainder could be funded from the existing Repair & Remedials budget. However, this might result in a slight overspend.

The Technical Manager sought approval for the expenditure as outlined in his report.

RESOLVED: That the Council be recommended to grant approval for the sum of £9,800 for the replacement of heating and hot water pumps in the Lough Moss Centre, with part-funding of £4,000 being provided through the diversion of funding intended for a survey of the ventilation system and the execution of remedial works in Lough Moss, and the remainder of £5,800 from the Capital budget.

ANY OTHER BUSINESS

LS/2010/74 : ROBINSON CENTRE – PROCUREMENT EXERCISE

The Technical Manager advised that he had carried out a procurement exercise in the Robinson Centre, which had the potential to result in savings of £6,000 per annum through the reduction of CO gas purchases.

Noted.

LS/2010/75 : TECHNICAL MANAGER

Councillor Hanvey offered his best wishes to the Technical Manager for his career break. He congratulated him on his good work, particularly the introduction of regular maintenance contracts in the Leisure facilities. Councillor Hanvey recognised that many failings in the past had been due to the lack of regular maintenance of machinery and equipment.

Councillor Drysdale concurred and stated that the Council's loss would be Australia's gain. He thanked the Technical Manager for all his good work and hoped that he would return.

Noted.

LS/2010/76 : ROBINSON CENTRE – SQUASH COURTS

The General Manager Leisure & Marketing advised that, during a recent application process for grants from Sport NI for the Robinson Centre, it had been discovered that the NIHE owned the land on which the squash courts had been built. The Council would now need to negotiate with NIHE in respect of obtaining title to the abovementioned land, either through purchase or adverse possession routes. He added that cognisance must be taken of efforts to lift the existing covenants on the site for which capital provision had been made.

RESOLVED: That the Council approve Officers pursuing various options to obtain clear title to the land, currently owned by the NIHE, at the Robinson Centre on which part of the facility has been built.

LS/2010/77 : CHAIRMAN

As this was his last meeting as Chairman of the Leisure Services Committee, Councillor Drysdale thanked Elected Members and Officers for their part in the progress made by the Committee during the year.

Noted.

There being no further business, the meeting ended at 8.55 p.m.

CHAIRMAN

CHIEF EXECUTIVE

Adopted by the Council this _____ day of
_____ 2010 with the exception of

Minute Nos. _____

MAYOR