

## **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 4 March 2010 at 7.00 p.m.

**PRESENT:** Councillor V McCoy  
(in the Chair)

**ALDERMEN:** J Norris MBE

**COUNCILLORS:** M Copeland  
Mrs S Duncan  
B Hanvey

**IN ATTENDANCE:** General Manager Leisure & Marketing, Business Manager and Assistant Members' Services Officer

**APOLOGIES:** Alderman White, Councillors AM Beattie, J Beattie, Bunting, Drysdale, Tosh and Walker; Director of Leisure, Area Manager Leisure

**TABLED : MINUTES OF THE LEISURE SERVICES COMMITTEE MEETING HELD ON 4 FEBRUARY 2010 (copy previously circulated)**

### **MATTERS ARISING FROM THE MINUTES**

**LS/2010/23 : CHP PLANT AT THE ROBINSON CENTRE (Minute No LS/2010/21 refers)**

The General Manager Leisure & Marketing reported that the Technical Manager's report regarding the costs for the CHP at the Robinson Centre would be brought back to the next Leisure Services Committee along with an end of year summary of the CHP plant performance.

Noted.

**LS/2010/24 : INTERNET KIOSKS (Minute No /S/2010/22 refers)**

The General Manager Leisure & Marketing reported that the Economic Development Officer had applied for grants for an internet kiosk at Lough Moss but that it would be a couple of months before officers would be in a position to confirm if the application had been successful.

Noted.

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

**LS/2010/25 : TRADING ACCOUNTS – LOUGH MOSS CENTRE, BELVOIR  
ACTIVITY CENTRE AND ROBINSON CENTRE**

The Business Manager took Members through the detail of the trading accounts to the end of January 2010.

Noted

**REPORT FROM THE TECHNICAL MANAGER**

**LS/2010/26 : REVIEW OF WIND TURBINE AT LOUGH MOSS**

Details of the consumption and cost of electricity at Lough Moss (April 2009 to date) were summarised as follows:

MONTH	GRID ELECTRICITY CONSUMPTION (kWh)	GRID ELECTRICITY BILL £	Wind turbine output (kWh)	GROSS SAVINGS FROM WIND TURBINE £
Apr 09	21343	1,977.98	8692	805.54
May 09	20464	1,822.47	7867	700.61
June 09	24266	2,129.81	5945	521.79
July 09	20672	1,496.95	8624	624.50
Aug 09	21774	1,560.90	7015	502.88
Sept 09	25691	1,831.06	8538	608.52
Oct 09	26383	2,595.89	8316	818.23
Nov 09	27856	4,141.42	7833	1,164.55
Dec 09	27998	4,274.07	5468	834.72
Jan 10	26719	4,016.32	6447	969.09
<b>TOTALS</b>	<b>243166</b>	<b>25,846.87</b>	<b>74745</b>	<b>7,550.45</b>

Members welcomed the fact that financial savings were being realised due to reduced overall consumption and from wind turbine generation.

Noted.

**REPORT FROM THE AREA MANAGER**

**LS/2010/27 : CAR PARKING OPTIONS AT THE ROBINSON CENTRE**

Members were reminded that, due to the increased demand for parking along Montgomery Road and the limited parking within the confines of the Robinson Centre itself, officers had been asked to look at the possibility of using the area to the rear of the centre as a possible car parking area. It was reported however that the following factors had to be taken into consideration:

- Current restrictive covenants on the site.
- The tar macadam like surface might not be suitable for the weight and volume of traffic and a weight bearing test would be required.
- Security fencing, floodlighting and CCTV would be required.
- There would be a planning issue in respect of access via Clonduff.
- Access via the side of the centre would be limited and a traffic control system would be required.
- There would likely be pedestrian access issues to be resolved.
- The local community would be losing a “kick-a-bout” pitch and possibly a planning issue with the floodlighting.

A location map and google map had been previously circulated for Members' information. It was reported that officers were looking at the possibility of increasing the number of car parking spaces at the front of the complex and were currently trying to establish what land the Council actually owned. The Planning Officer was also investigating the planning issues that might be involved. Councillor Copeland identified the owner of the grassed area of land to the front of the complex. The General Manager Leisure & Marketing indicated that officers would update the Committee when further information was available.

Noted.

#### **LS/2009/28 : EASTER CLOSURES**

It was recommended that, as in previous years, the Robinson, Lough Moss and Belvoir Centres close on Easter Sunday, Monday and Tuesday and that centre staff would take directed leave where applicable.

RESOLVED: that the Council approve the closure of the Robinson, Lough Moss and Belvoir Centres on 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> April 2010.

#### **LS/2009/29 : SHINE A LIGHT**

Members were reminded that the Shine a Light Charity had asked for a slot in the learner pool at the Robinson Centre to facilitate the charity offering swimming lessons to children with cancer. It was reported that the charity had verbally accepted a slot between 0950 and 1030 on a Sunday morning and a booking form had been posted out to confirm the required dates and times. No start date had yet been confirmed.

In response to a query by Councillor Duncan, the General Manager Leisure & Marketing advised that this was one of several charities that used the leisure facilities and that subsidised rates were provided.

Noted.

### **LS/2010/30 : EZE FITNESS PERFORMANCE**

Members were advised that the Eze Fitness partnership continued to go from strength to strength with the main body of membership located at the Robinson Centre where there was in excess of 2,000 members.

It was reported that, while total new membership sales were down, the retention rate had improved resulting in a net gain of 485 members and 14% increase in the membership base. It was anticipated that a joint refurbishment, which was being recommended by officers at a later item on the agenda, would attract a bigger membership base, increase retention and ultimately increase income to both partners.

Noted.

### **LS/2010/31 : FLAME AWARDS 2010**

Members were advised that the FLAME Awards (Fitness Leadership and Management Excellence) recognised and celebrated excellence and best practice within the health and fitness industry. They provided clubs and centres with a rigorous independent assessment to help benchmark the facility and they honoured people who made a profound contribution to their communities and organisations. The FLAME awards were an opportunity to earn one of the industry's most prestigious titles.

It was reported that Eze Fitness had facilities in other areas of the UK but had chosen to nominate the Robinson Centre fitness facility for the Operator of the Year award, largely due to the success of the centre. Criteria that would be taken into consideration included:

- Managing “member relationships”
- Engaging with local communities/potential members.
- Managing and developing employees.
- HR policy and procedures.
- Health and safety regime.
- Code of practice compliance.

The nomination of the Robinson Centre for this prestigious award indicated the importance of the CBC partnership to Eze Fitness and in particular the confidence that Eze Fitness had in the Robinson Centre as its showcase facility.

RESOLVED: that the Council support Eze Fitness in pursuit of the prestigious Operator of the Year award.

### **LS/2010/32 : ROBINSON CENTRE REFURBISHMENT**

It was reported that, as Members were aware, Breathe would be undertaking a period of investment and refurbishment at all 3 sites beginning with the Robinson Centre in April. This coincided with the 6<sup>th</sup> anniversary of the Eze Fitness/CBC

partnership and the investment included a cosmetic uplift of the fitness suite and health suite reception area and replacement cardio-vascular equipment, TVs and cardio-theatre.

Members were also aware from a recent tour of the facility that some areas of the complex required a cosmetic uplift. Reference was made to the Committee's decision in November 2009 that officers should prepare a schedule of work required at the Robinson Centre together with costings and report back to the Committee (Minute No LS/2009/163 refers). It was reported that Breathe/Eze Fitness was keen to dovetail their refurbishment plans with potential refurbishment to be carried out by the Council. This would minimise the down time that two separate refurbishments would cause and would allow for a more impressive re-launch once the work had been completed.

A schedule of works with the work priced at contract rates had been drawn up by the Technical Manager and was tabled at the meeting. It was noted that the overall cost of the works was estimated at approximately £40k. Members were advised that capital provision had been made in 2009-10 estimates for this refurbishment and this could be ring fenced.

It was reported that the proposed refurbishment included work to the male and female wet changing areas, male health suite changing room/toilets, sauna-spa area and access corridors to both the swimming pool and health suite changing rooms. Members were advised that the contractors had indicated that they could start at short notice.

Members recognised the importance of ensuring that the Robinson Centre facilities did not deteriorate to such an extent that existing business would be affected or that it became more difficult to attract new business.

It was recommended that the Committee authorise the indicated expenditure to allow the detailed schedule of works to progress with immediate effect and to coincide with the Eze Fitness refurbishment programme. Members stated that any decision by the Committee to authorise expenditure or proceed with works would have to be ratified by Council.

**RESOLVED:**

- (a) that the Council be strongly recommended to authorise expenditure of approximately £40,000 in respect of refurbishment works at the Robinson Centre with a view to commencing work with immediate effect.
- (b) that this matter also be referred to the forthcoming Finance & General Purposes Committee

**LS/2010/33 : CASTLEREAGH PRIMARY SCHOOLS CROSS COUNTRY EVENT 2010**

The General Manager Leisure & Marketing reported that the Castlereagh heat of the annual Primary Schools Cross Country Event would be held on

Wednesday 24 March 2010 at Lough Moss Leisure Centre. This event was geared towards P6 and P7 pupils with teams consisting of 8 boys and 8 girls and normally involved 10 schools and 160 participating children.

Members were advised that the south east area regional final for the top three teams (both boys and girls) and top three individuals from the local heats would again be held in the Billy Neill Soccer Centre of Excellence on Thursday 22 April 2010. This would give schools in Castlereagh an opportunity to compete with the other 4 councils in the south eastern area involving 250 children.

It was reported that, to complete the pathway, the top four teams and individual winners from the regional final would qualify for a National Cross Country Final involving teams and individuals from the SELB, NEELB, WELB and BELB. The regional final on 11 May 2010 would be hosted in a venue within the Western Education Library Board area and it was anticipated that over 320 children would participate.

Members were advised that the Deputy Mayor had agreed to present the trophies and medals at the Castlereagh Heats and there was an open invitation for any Elected Members to attend. The first race was scheduled for 1030 hours with presentations at approximately 1115 hours.

Noted.

#### **LS/2010/34 : IFA GRASS ROOTS UPDATE**

The General Manager Leisure & Marketing reported that the IFA Grass Roots Programme had had another successful year and, aside from the income that the programme had generated directly for the Council in the form of facility hire, the Grass Roots Officer had been successful in accruing through various coaching courses and associated activities. It was noted that the IFA had agreed to invoice the Council in March being part payment of the Council's Grass Roots Officer salary contribution as agreed in the Heads of Agreement. The balance would be invoiced in September and the Grass Roots Programme would have generated sufficient income by then to ensure that there was no burden on the Council. This was the same arrangement as in the 2009/2010 financial year.

**RESOLVED:** that the Council be recommended to authorise the payment in respect of the Council's contribution to the Grass Roots Officer's salary, with the balance being paid in September again out of income generated through the programme.

#### **LS/2010/35 : CHILD PROTECTION UPDATE**

The General Manager Leisure & Marketing reported that the departure of the designated Child Protection Officer had left a gap in training provision as there was no one within the Council suitably trained to deliver training to regulated and unregulated staff. Members were advised that the next "train the trainer" course would comprise 8 monthly sessions beginning in September 2010 and

ending in May/June 2011. It was proposed to send two Leisure Services members of staff on the course with the training costs being met from HR's corporate training budget. This would then allow in-house training within the Leisure Directorate.

It was reported that the Management Team had also agreed to train up each of the designated officers within their respective directorates so as to ensure that there was sufficient provision across the whole Council to deliver in-house regulated, non regulated and scenario type training. This would ensure that, in the event of the NSPCC or the VDA not being able to deliver such training or in the event that there were insufficient numbers of staff to be trained by external bodies, in-house staff could provide the training.

In the meantime it was recommended that training for both regulated and non-regulated staff be sourced from the Volunteer Development Agency who would tailor courses to suit the Council's requirements, have a scenario based element and tie in with the Council's Child Protection policy. Members were advised that, following consideration by the Leisure Services Committee, the matter would be referred to the Finance & General Purposes Committee for consideration and approval for payment out of the Corporate training budget.

**RESOLVED:**

- (a) that the Council be recommended to authorise officers from each Directorate to be trained as 'Train the Trainers' in Child Protection training so as to ensure that there was sufficient provision across the whole Council to deliver in-house regulated, non regulated and scenario type training.
- (b) that the Council be recommended to authorise training for both regulated and non-regulated staff to be sourced from the Volunteer Development Agency who would tailor courses to suit the Council's requirements, have a scenario based element and tie in with the Council's Child Protection policy.
- (c) that the cost of both recommendations above be met from the Corporate training budget

**LS/2010/36 : EXPRESSION OF INTEREST IN RENTING THE ROBINSON CENTRE CAFÉ**

The General Manager Leisure & Marketing reported that, since the closure of the Robinson Centre café in July 2008, a small number of individuals had expressed an interest in renting the café area for the purposes of providing a catering operation. It was anticipated however that, if the Council agreed to this, there would be an issue in that the current corporate vending operation would directly compete with a catering operation in some areas of food/beverage provision.

Members considered a report on the vending income at the Robinson Centre for 2007/2008 and 2008/2009 (copy previously circulated).

Members were advised that it was unlikely that renting or franchising the café area would attract an income comparable with that being achieved by the vending operation. Renting the area out to a third party might also limit the area's availability as a viewing gallery for parents with children in lessons.

RESOLVED: that approval be given to officers to prepare a standard reply diplomatically rejecting any current and future expressions of interest in provision of a catering operation in the former café area of the Robinson Centre.

## **REPORT FROM THE GENERAL MANAGER**

### **LS/2010/37 : BELVOIR ACTIVITY CENTRE – LETTER OF COMPLAINT**

The General Manager Leisure & Marketing reported that a letter of complaint (copy previously circulated) had been received regarding the hiring of Belvoir Activity Centre by a local band in July and October each year.

Members noted that the letter was anonymous and it was not therefore possible to contact the sender to discuss the issue. In response to Members' queries, the General Manager advised that the PSNI had raised no objection to the band's application for a licence to serve alcohol at the event. He also confirmed that Council officers had met with the band prior to the event to discuss the Council's requirements.

Members considered that any complaint sent to the Council should not be ignored but felt that the Council should proceed with caution in view of the fact that the complaint was an anonymous one.

After discussion it was

RESOLVED: that officers be asked to:

- (a) Liaise with PSNI to enquire whether they had any further information or concerns regarding this matter.
- (b) Raise the letter with the organisers ahead of their next event.
- (c) Clarify the policy on receipt of anonymous complaints.

### **LS/2010/38 : C-SAW LOGO**

A copy of the C-SAW logo had been previously circulated to Members. They were advised that this would be used throughout the project and would ensure that the brand image was not lost during the RPA process and the renaming of Councils.

With regard to the C-SAW project, Members referred to two open days held at Lough Moss and Belvoir which were very well supported. The General Manager Leisure & Marketing reported that the official launch of the C-SAW

project would take place in May 2010. He advised that the first set of courses were fully booked. He also indicated that a lot of the courses were free to users.

Noted.

### **ANY OTHER BUSINESS**

#### **LS/2010/39 : ROBINSON CENTRE ECONOMIC APPRAISAL**

The General Manager Leisure & Marketing reported that 14 completed tenders had been received back and would be assessed by officers. He sought the Committee's approval to report directly to Council on this matter in order to expedite the process.

RESOLVED: that, in order to expedite matters, the report on tenders received in respect of the Robinson Centre be brought directly to Council.

#### **LS/2010/40 : ROOF REPAIRS – LOUGH MOSS & BELVOIR**

The General Manager Leisure & Marketing referred to previous decisions by the Committee regarding roof repairs at Lough Moss and Belvoir (Minutes Nos LS/2009/102 and LS/2009/148 refer). He advised that a detailed survey of the roofs had been carried out and the costs quoted for repairs were significantly higher than anticipated, particularly at Lough Moss. He advised that Belvoir roof repairs would cost approximately £3,600 and Lough Moss would cost approximately £25,000. The General Manager advised that these costs would most likely have to come out of revenue expenditure and, while it was expected that the Council overall would have an underspend at the end of the financial year, it was not known if it would be sufficient to cover the costs of the roof repairs. The General Manager reported that the repairs needed to be carried out as a matter of urgency.

RESOLVED:

- (a) that the Council be strongly recommended to give approval to proceed as a matter of urgency with roof repairs to Belvoir & Lough Moss Centres
- (b) that this matter be referred to the Finance & General Purposes Committee for its consideration and means of funding from the underspends from other Departments.

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

\_\_\_\_\_  
CHAIRMAN

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CHIEF EXECUTIVE

Adopted by the Council this \_\_\_\_\_ day of  
\_\_\_\_\_2010 with the exception of  
Minute Nos. \_\_\_\_\_

\_\_\_\_\_  
MAYOR