

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the Castlereagh Hills Golf Club Board meeting held, in committee, in the Castlereagh Hills Golf Club on Friday, 15 October 2010 at 10.00 a.m.

PRESENT:-

ALDERMEN: Alderman J White

COUNCILLORS: Councillor J Spratt (in the chair)
Councillor M Copeland
Councillor B Hanvey
Councillor G Robinson

IN ATTENDANCE:- Director of Leisure, General Manager Leisure & Marketing, Operational Services Manager, Parks Manager, Capital Projects Officer, Business Manager, Club Secretary/Manager and Assistant Members Services Officer

APOLOGIES: Alderman Norris and Councillor Chambers

GCB/2010/239.1 : DECLARATIONS OF INTEREST

Councillor Copeland declared an interest in any item relating to the new feature entrance on the basis that he was very familiar with the contracting company undertaking the work.

GCB/2010/240 : MINUTES OF CASTLEREAGH HILL GOLF CLUB BOARD MEETINGS HELD ON 17 SEPTEMBER 2010 (copy previously circulated)

RESOLVED: that the minutes of the Golf Club Board meeting of 17 September 2010 be accepted as true and accurate record of the proceedings with the exception of Minute No GCB/2010/214 which was deferred for consideration until later in the meeting.

THERE WERE NO MATTERS ARISING FROM THE MINUTES

GCB/2010/241 : MINUTES OF THE MEETING OF THE CASTLEREAGH HILLS GENERAL COMMITTEE HELD ON 2 JULY 2010 (copy previously circulated)

Noted.

GCB/2010/242 : MINUTES OF THE MEETING OF THE CASTLEREAGH HILLS GENERAL COMMITTEE HELD ON 3 SEPTEMBER 2010 (copy previously circulated)

Noted.

REPORT FROM THE DIRECTOR OF LEISURE SERVICES

REPORT FROM THE OPERATIONAL SERVICES MANAGER

GCB/2010/243 : FINANCIAL TRADING ACCOUNTS – OPERATIONAL SERVICES

The Operational Services Manager tabled the financial trading account. The Chair referred to the excellent condition of the course and congratulated officers on their work.

Noted.

GCB/2010/244 : REVIEW OF WORK COMPLETED ON COURSE THROUGHOUT THE PREVIOUS MONTH

The Operational Services Manager updated Members on works completed during the previous month, as follows:

- Application of slow release fertilizer to first 9 fairways. This would last for approximately 10-12 weeks giving the turf good colour and nutrients necessary to maintain the playing surface
- All internal hedges were cut while the ground was capable of taking the weight of a tractor and long arm flail.
- In order to deal with subsidence at the 4th green, an area at the top of the bunker was prepared and grass sown. It was envisaged that the new grass would tie the soil together preventing further subsidence.
- Work on constructing the new frost tees was progressing with 6 completed and 3 to be completed.

Noted.

GCB/2010/245 : ANTICIPATED IMPROVEMENTS/WORKS FOR FORTHCOMING MONTHS

The Operational Services Manager reported on anticipated improvements/works for forthcoming months as follows:

- High profile shrub areas between fairways would be systematically strimmed out with any close planted shrubs and trees thinned or moved to leave room for remaining plants to mature
- Additional planting would be carried out along the new fence at No 2 fairway to provide additional screening to further dissuade golfers from hitting golf balls in that locality
- Strimming of sheughs would commence, weather permitting
- On 4 October cattle had come onto the course but had been removed before any damage was done. Staff were currently in the process of checking all perimeter fencing for security and rectifying any problem areas.

Councillor Robinson joined the meeting at 10.05 am

GCB/2010/246 : COURSE CLOSURE DURING MONTH

The Operational Services Manager presented a report on closures during the month and it was noted that the course had remained open every day except for one occasion when the back 9 holes had been closed due to inclement weather conditions.

In response to a query by Alderman White regarding drainage works to the remaining holes, the Parks Manager advised that there was still drainage and sand slitting works to be carried out. The Capital Projects Officer advised that this work was in the capital works programme but that it did not form part of the current contract. The Parks Manager advised that the best time to carry out this work was in the Spring. On that basis the Director of Leisure Services sought the Board's approval to commence the tender process for this work so that it could proceed in Spring 2011. She clarified that the tender would include improvements to the drainage infrastructure and sand slitting works.

The General Manager Leisure & Marketing reminded Members that different soil conditions on the back 9 holes meant that, while this work would improve course conditions, it would not have the same impact as on the first 9 holes.

RESOLVED:

- (a) to note the report on course closures during the preceding month
- (b) that the Council authorise officers to commence the tender exercise with regard to drainage and sand slitting works on the remaining holes now,

with a view to conducting the work in the Spring and informing the Capital Estimates for 2011/12.

GCB/2010/247 : PROPOSED NEW FEATURE ENTRANCE (Minute Nos GCB/2010/214 and GCB/2010/240 refer)

The Director of Leisure Services drew Members' attention to the fact that, when this issue had been discussed at the previous Board meeting, Councillor Copeland had left the meeting leaving 3 Members in attendance. As the meeting could be considered to have been inquorate for the period of this discussion, she asked Members to review the issue and consider whether they wished to confirm the decision taken. After discussion it was

RESOLVED:

- (a) That approval be granted for the tender submitted by Phillips Contracts Ltd to provide a new feature entrance to Castlereagh Hills Golf Club for the sum notified in the report.
- (b) That approval be granted to appoint Martin (NI) Ltd for the sum notified in the report, should Phillips Contracts Ltd withdraw from the contract.
- (c) That approval be granted for the Mayor and the Acting Chief Executive to sign the contract documents.

REPORT BY THE CAPITAL PROJECTS OFFICER

GCB/2010/248 : SAFETY FENCE AT NO 2

The Capital Projects Officer reported on discussions with the contractor regarding a tear in the safety fence at No 2 hole. He advised that the contractor was maintaining that the tear was a result of vandalism and was therefore a matter for insurers. He advised that the contractor had indicated that he intended to repair the fence by the 'patch method' but he had been advised that this was unacceptable to the Council. It had also been pointed out to the contractor that defects liability period had not yet expired.

The officer reported that a temporary repair had been carried out in the interim period. The Director of Leisure Services stated that the Council should set a deadline for completion of the repair to the fence given the ongoing allegation of nuisance to an adjacent property. The Capital Projects Officer undertook to progress this.

RESOLVED: that the Capital Project Officer advise the contractor in writing of a deadline for completion of the repair to the safety fence at No 2.

GCB/2010/249 : CAPITAL PROJECTS – 8TH/12TH GREENS

The Capital Projects Officer reported that work was progressing on 8th/12th greens and that, subject to continued cooperation from CRL and favourable weather conditions, the contractor would be in a position to offer the new 12th green for acceptance in the next few weeks.

Noted.

GCB/2010/250 : OUTSTANDING SNAGS – MEMBERS ROOM REFURBISHMENT

The Capital Projects Officer reported that work relating to the outstanding snags in the Members Room refurbishment had now been completed.

Noted.

GCB/2010/251 : PROPOSED NEW FEATURE ENTRANCE

The Capital Projects Officer reported that he and the Course Manager had met with the contractor undertaking the construction of a stone face entrance wall, speed restriction measures and electrical supply to the 1st tee ranger's hut. He advised that a 10% bond was required from the contractor and that the contract would not be live until this had been received by the Council. He stated that a sample panel of the stone face had been erected at the entrance and a number of issues had yet to be resolved including the wording to be inset into the wall.

The General Manager Leisure & Marketing advised that one of the recommendations relating to the new licence agreement currently being negotiated was that the club and the facility should have different names. He suggested that, until this issue was resolved, it would be best to delay any decision on the wording for the entrance wall.

The General Manager referred to other golfing facilities where a precedent had been established for the club and the facility to operate under different names. The Director of Leisure Services advised that the Council had to coordinate the needs of club members, pay and play customers and the restaurant and she emphasised that it was important to publicise the fact that both the course and the restaurant were open to everyone.

Reference was made to a facebook page set up by some club members that was entitled "Castlereagh Hills Golf Club". In response to Members' queries, the Director of Leisure Services advised that the Council could not control the name or content of a facebook site.

RESOLVED: that officers be authorised to continue to progress the works relating to the entrance area but that the wording of the stone inset be delayed until the licence agreement had been finalised.

GCB/2010/252 : LATENT DEFECTS – CRACKED TILES

The Capital Projects Officer advised that, due to the retirement of senior staff, the contractor had requested additional time to resolve latent defects. He reported that a meeting with the contractor was being held this week and he would report back to the next Board meeting.

Noted.

GCB/2010/253 : LATENT DEFECTS – STEPS AT REAR OF BUILDING/FLAGGED AREA AT RESTAURANT REAR EXIT

The Capital Projects Officer advised that he was seeking quotations from 2 companies who were on the Council's approved list of contractors and that he would report back to the Board. He indicated that this work would be billed to Leisure Services and it was noted that this might lead to an overspend at year end.

Noted.

REPORT FROM THE DIRECTOR OF LEISURE SERVICES

GCB/2010/254 : COMPLAINT RELATING TO 15 MANN'S ROAD

The Director of Leisure Services sought retrospective approval from the Board to appoint Senior Counsel in relation to the alleged nuisance at an adjacent property. She reported that this had been considered necessary following receipt of a letter from the other party's solicitors detailing the possibility of an injunction being served on the Council.

The Director advised that she had had positive discussions with the complainants on the matter. She also advised that an expert opinion was being obtained in relation to options available to the Council to resolve the problem. In response to a query by Councillor Spratt, she advised that the expert was an experienced course architect. She indicated that it might be necessary to reduce the hole to a par 3 by moving the tee box to the position that had been used for a temporary tee box when works were being completed previously. Alderman White suggested that an alternative position for the tee box might be where the mature trees had been removed from the middle of the fairway. The Director suggested that club members should be advised of these issues so that they are fully aware

of the need to make such changes, should these become necessary at a later stage.

After discussion it was

RESOLVED:

- (a) that retrospective approval be given to the appointment of Senior Council to provide legal advice regarding the alleged nuisance at Manns Road.
- (b) that the Board also approve the appointment of an expert to advise on the short term needs to mitigate against an injunction and address the allegation of nuisance, the medium term needs of providing a permanent solution to the alleged nuisance and any long term compensatory works to the wider course and any other perceived initial design flaws with the course.
- (c) that officers update and liaise with club members regarding this matter

GCB/2010/255 : JEFFERS BAR AND GRILL

RESOLVED: that this matter be deferred for consideration “Staff in Committee” later in the meeting.

REPORT FROM THE GENERAL MANAGER LEISURE & MARKETING

GCB/2010/256 : LICENCE AGREEMENT

The General Manager Leisure & Marketing reported that officers had met with the Council’s solicitors on 5 October 2010 to discuss the Licence Agreement and the new draft Constitution. He advised that a draft side letter had also been produced outlining the intent to remove the discounts given to previous Gilnahirk members over a three year period. It was noted that 20 copies of these three documents had been presented to the Honorary Secretary for discussion and circulation at the Club Council meeting on 6 October and it was confirmed that club council members would report back with their comments to their club council meeting on Wed 3rd November 2010.

The Manager undertook to keep the Board informed regarding feedback from the club council.

RESOLVED: that Board approve the first draft of the Licence Agreement, the new proposed Constitution and the legal side letter.

GCB/2010/257 : IMPOSITION OF A BAN FROM THE FACILITY

The General Manager Leisure & Marketing reported that, following a series of anti-social incidents at the Ice Bowl over a number of years, the Leisure Park Board had approved a ban on Doyle Youth Club from the premises with immediate effect. He recommended that this ban be extended to all of the Council's leisure facilities.

RESOLVED: that the Board approve a ban on Doyle Youth Club from the Golf Club.

REPORT FROM THE BUSINESS MANAGER

GCB/2010/267 : CLUB HOUSE COMPLAINTS/RESPONSES/COMPLIMENTS

The Club Secretary/Manager referred to a letter of apology to a local resident from the Director of Leisure Services (copy previously circulated). She advised that this followed a complaint from the resident regarding an approach by officers from the Council regarding the possibility of the Council purchasing land.

The Club Secretary also referred to a letter from a club member in relation to a number of issues/recommendations (copy previously circulated). She advised that, following receipt of this correspondence, officers had taken the following actions:

- A copy of the sponsorship suggestions had been forwarded to the Council's Marketing Section
- Branded pitch repair tools were now on sale at reception
- A copy of the letter was forwarded to the Honorary Secretary

Noted.

GCB/2010/268 : REQUEST FOR COMPLIMENTARY TICKETS

The Club Secretary/Manager reported that a request had been received from Tullycarnet Primary School (copy previously circulated) for items for a fundraising event. It was noted that the Golf Professional was conducting tri-golf sessions at this school.

RESOLVED: that the Board agree to provide the school with some complimentary tickets for its fundraising event.

Noted.

GCB/2010/269 : CHGC MEMBERSHIP

The Club Secretary/Manager presented a detailed report on membership statistics as at 30 September 2010.

Noted.

GCB/2010/270 : REVIEW EXIT FORMS

The Club Secretary/Manager presented a report detailing results of review exit forms for Members' information.

Noted.

GCB/2010/271 : BUGGY AND TROLLEY HIRE

Members received details of income regarding buggy and trolley hire for September 2010

Noted

GCB/2010/272 : NUMBER OF STAFF USING THE COURSE

Members received an update on the staff using the course.

Noted.

GCB/2010/273 : GOLF PROFESSIONAL COMPETITION ASSISTANCE

The Club Secretary/Manager advised that, in order to maintain his PGA status, the Golf Professional needed to enter 2+ competitions per year. Members were asked to consider approving an allowance of £250 to be included in the 2011/2012 estimates to assist with entry fees and associated travel costs.

Councillor Copeland enquired whether there would be any implications for the Golf Professional once the licence agreement between the Council and the club came into effect. The Club Secretary/Manager undertook to investigate this issue further.

RESOLVED:

- (a) that the Board approve the inclusion of £250 in the 2011/2012 estimates in respect of the Golf Professional's competition entry fees and associated travel costs.
- (b) that the Board approve the expenditure of £250 in the 2010/2011 in respect of the Golf Professional's competition entry fees and associated travel costs

- (c) that officers be asked to investigate whether the change in the relationship between the Council and the golf club would have any effect on the Golf Professional

GCB/2010/274 : GLADSTONE TRAINING – MICROCACHE SYSTEM

The Club Secretary/Manager advised that, due to increased operational controls, it had been identified that golf club staff required more in-depth training in the use of the microcache system. She advised that the club had a training budget of £740 for the current year.

The Manager reported that there were some issues with the microcache system and she would like to have a representatives from Gladstone Training to tidy up the system and make sure that staff knew how to use it effectively. She advised that she had received a quote for this in the sum of £790.

RESOLVED: that the Board approve a training session by Gladstone Training in relation to the microcache system at a cost of £790.

**REPORT FROM THE GOLF PROFESSIONAL
(presented in his absence by the Club Secretary/Manager)**

GCB/2010/275 : PREVIOUS MONTH'S LESSONS PROGRAMME/INCOME REVIEW

The Board was presented with a detailed report on income generated by golf lessons in September 2010.

Noted.

GCB/2010/276 : GOLF PROFESSIONAL WINTER PROGRAMME

The Club Secretary/Manager reported on events/activities being planned for the Winter season. She referred to the C-Saw project already mentioned earlier in the meeting that would involve coaching sessions for the over 60s. She also reported that the Golf Professional would be organising 2 sets of coaching sessions for children with disabilities. She advised on a project whereby the Golf Professional would link up with Breathe Fitness to provide fitness/golf sessions. She reported that coaching sessions on the driving range were being organised and that the first session was fully booked.

Alderman White congratulated the Golf Professional on his hard work in developing the coaching side of the club's activities and he referred in particular to his excellent relationship with local schools.

Noted.

ANY OTHER BUSINESS

GBC/2010/277 : WINTER MARKETING ACTIVITIES

The Club Secretary/Manager referred to the implications of the licensing agreement on the club's membership packages. She advised that, while the details of this were being progressed, it was important to ensure that there was no disruption to marketing activities.

The Manager advised that she had researched winter promotional packages being offered by other clubs and suggested the following packages for the club:

- Golf and Meal Deal – Wednesday – Friday:
9 hole round of golf plus £5.00 voucher for restaurant @ £14.50 per person
18 hole round of golf plus £5.00 voucher for restaurant @ £20.00 per person

- Monday-Tuesday only – 18 holes of golf for £15.00 per person
- 9 holes of golf for £10.00 per person

- Winter Saver – 4 rounds of 18 holes for £50 per person- Mon – Fri only

She advised that these packages would be on offer from 1 December 2010 until the end of February 2011.

RESOLVED: that the Board approve the winter promotional packages detailed above.

GCB/2010/278 : ENERGY EFFICIENCY FUNDING

The General Manager Leisure & Marketing reported that officers had identified a possible grant opportunity to obtain funding for energy efficiency measures. He advised that this could involve the erection of a wind turbine similar to but smaller than the one erected at Lough Moss and that planning permission would be necessary. He advised that further information was needed to assess whether this funding would be economically advantageous to the Council. However, as the deadline for applications for funding for 2011/2012 was 12 November 2011, he sought the Board's approval for officers to investigate and, if appropriate, to progress this funding opportunity.

RESOLVED: that the Board agree that officers

- (a) investigate further and, with the permission of the Chairman, engage an expert to ascertain the viability of the site and the application

- (b) if appropriate, progress a funding application on behalf of the club for energy efficiency funding.

GCB/2010/279 : ACCIDENT AT GOLF CLUB

Reference was made to a recent accident near the golf club entrance when a member of staff had been injured by a transit van. In response to Members' queries, the Park Manager advised that the staff member was recovering well. Members congratulated the Club Secretary/Manager and the Course Manager for taking control of the incident and passed on their best wishes to the member of staff who had been hurt in the accident.

Noted.

The Operational Services Manager, Parks Manager, Capital Projects Officer and Member Services Officer left the meeting at 11.25 a.m.

STAFF IN COMMITTEE

GCB/2010/280 : CATERING PROVISION

The Director of Leisure tabled a detailed report on the Impact of Outsourcing the Restaurant. After much discussion, it was;

RESOLVED: that the Board:

- (a) Note that the cost to the Council of providing a restaurant has dropped from an average of £219,395 per annum over the 5 years prior to outsourcing, to an estimate in FY 11/12 of £17,089.
- (b) Note the savings to the Council in outsourcing the restaurant in the FY 09/10 has already off-set the cost of purchasing the drinks licence – which remains an asset of the Council
- (c) approve that officers progress a review of the Catering Agreement and Licence with the proprietor to take effect from 1 September 2010 and to remain in force for 12 months
- (d) approve no longer charging other departments within Castlereagh Borough Council for use of the Conference Room, in an effort to encourage use of the restaurant – to be reviewed in 6 months

As there was no further business, the meeting concluded at 12.05 p.m.

CHAIRMAN

CHIEF EXECUTIVE