

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the Leisure Park Board held, in committee, in the Board Room at Dundonald International Ice Bowl on Monday 20 September 2010 at 6.00 p.m.

PRESENT: Alderman J White (In the Chair)

ALDERMAN: J Beattie

COUNCILLORS: J Bunting (from 6.35 p.m.)
D Drysdale (Deputy Mayor)(from 6.35 p.m.)
G Robinson
S Skillen
J Spratt

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

APOLOGIES: An apology was recorded from Alderman Henderson and also from Councillors Harvey and Long.

LPB/2010/102: MINUTES OF LEISURE PARK BOARD MEETINGS DATED 21 JUNE AND 22 JUNE 2010

It was proposed by Councillor Spratt, seconded by Councillor Beattie and subsequently

RESOLVED: - That the minutes of the Leisure Park Board meetings held on 21 and 22 June 2010 be accepted as a true and accurate record of proceedings.

MATTERS ARISING

LPB/2010/103: TENANCY OF UNIT AT DIIB (LPB/2010/17 & LPB/2010/86 REFERS)

The General Manager updated Members on the current situation regarding this tenancy. He stated that as previously requested, the situation was being reviewed on a monthly basis. The tenant has been unsuccessful in clearing the outstanding debt but the current weekly rental charge was being paid on time and in full.

Following detailed consideration the General Manager recommended that an independent rent review be carried out. Members suggested that this be undertaken by the District Valuer, but Management advised of the recent costly bills for this service along with huge time delay in receiving a response.

Following discussion it was

RESOLVED: - Members of the Board

- (a) agreed that a formal rent review of the front unit be carried out by an independent valuer but that in the interim Officers would continue to try and recover the outstanding debt;
- (b) expressed concern at the charges being applied by the Land & Property Service for phone calls and also at the delay in replying to queries. The Director to liaise with the Council's Planning Officer to obtain further information, with a view to tabling these matters at a future meeting of council for consideration by Members.

LPB/2010/104: MAYOR'S CHARITY TENPIN BOWLING 2010 (MINUTE REF: LPB/2010/91 AND LPB/2010/42 REFERS)

The General Manager confirmed that the above event had been heavily subsidised by the Board. He stated that the Mayor's Office was prepared to consider the possibility of holding a 'Charity Golf Day' or 'Skateathon' as an alternative fundraising event.

Councillor Spratt stated that this should be a decision for the Mayor and added that the success of any charity event often depended on the actual charity and their involvement and participation.

Members agreed to consider the Board's financial support further when the Mayor had decided what charity event would be organised.

Noted.

LPB/2010/105: MINUTES OF SPECIAL LEISURE PARK BOARD MEETING DATED 15 SEPTEMBER 2010 (COPY TABLED AT MEETING)

Given that the minutes had just been tabled at the meeting it was

RESOLVED: - That consideration of the above minutes would be deferred until the end of the meeting, to enable members to consider the contents in more detail.

LPB/2010/106: DECLARATIONS OF INTEREST

Councillor Robinson declared an interest in the Hanwood Trust, should any reference be made to it during the meeting.

Noted.

REPORT FROM THE DIRECTOR OF LEISURE SERVICES

LPB/2010/107: ATTENDANCE AT MAY MEETING OF REPRESENTATIVES FROM PSNI MINUTE REF: LPB/2010/54 AND LPB/201081 REFER.

The Director of Leisure reported that the subject of antisocial behaviour problems had been discussed at recent meetings of the DPP and again prior to tonight's Board meeting. She referred to the ongoing work by Police in liaising with community groups and schools in an attempt to resolve some of the problems.

The Director then referred to the review of the Leisure Strategy for 2011-2015. She stated that this strategy would be being discussed later in the meeting but in essence a new approach was being adopted in the reviewed strategy.

A number of cross cutting themes which would promote play and leisure would be identified so as to allow participation in sport/physical activity to reach its full potential. The role that participation in sport could potentially play is well recognised having proven itself to be a tool in the bridging of communities and building respect amongst participants.

The aim of the revised Leisure Strategy would be to try and build specific programme work which was theme led, into respective facility business plans. She continued that at this stage it was envisaged that Leisure would work closely with the CSP and DPP to try and improve areas of antisocial behaviour for example, which is only but one area of opportunity to develop this theme led approach.

Noted.

At this stage in proceedings Councillors Bunting and Drysdale entered the meeting.

LPB/2010/108: TRADING ACCOUNTS

The Business Manager took Members through the detail of the trading figures up until the end of period 5. She advised that there was an overall favourable variance showing compared to the estimates, however, the centre was showing a significant decline in income which had been offset by savings in expenditure. This decline in income was across the board but was particularly evident in areas of secondary spend – catering, vending and video gaming. She also highlighted an underachievement in Indianaland which was largely due to the direct competition within the Eastpoint Development. Whilst the bowling centre was behind profiled budgeted income year to date, it was showing signs of recovery, management felt this was largely due to the closure of the bowling at the Odyssey which has had a positive impact on DIIB.

Councillor Drysdale stated that he felt there was huge potential for the bowling centre to secure additional business if corporate events were organised, this had been one of the areas that the Odyssey bowling had specialised in.

Following discussion, the Director of Leisure Services confirmed that the facility did have a restaurant licence but explained that this meant that alcohol could only be served with a substantive plated meal (not finger food). Members agreed that this would be a worthwhile option to explore but stated that if alcohol was being served it would be important to ensure that this would be managed properly, given the family nature of the facility. The Director undertook to investigate the possibility of running corporate events within the bowling section.

The Business Manager reported that the water bills were currently sitting £2000.00 over the annual budget. She explained that the bill issued was an estimated reading, based on the same period the previous year, this would have been during the period when there had been a significant leak at the facility. The Acting Technical Manager was currently sorting this problem and ensuring that the Water Service obtained an accurate reading from the new meter. Staff had also been instructed to take monthly meter readings with immediate effect.

Councillor Robinson requested that the Business Manager furnish him with the total expenditure and income for the whole DIIB facility over the last 10 years.

Members noted the financial update provided and it was

RESOLVED: -

- (a) the Director of Leisure Services to investigate the potential for corporate events in the bowling section and report back to a future meeting of the Board with her recommendations;
- (b) the Business Manager to forward Councillor Robinson the total expenditure and income figures for the DIIB facility for the last 10 years.

LPB/2010/109: INCREASE IN THE STANDARD RATE OF VAT TO 20 PER CENT

The Director reported that as Members would be aware the standard rate of VAT would be rising from 17.5% to 20% per cent on the 4 January 2011. This rise would either have to be absorbed by the Council or passed on to the consumer.

Therefore, it was being recommended that the annual pricing review for Leisure Facilities be brought forward and would also take effect from the 4 January 2011, rather than the customary 1 April 2011. She added that Leisure Services and the Golf Club Board had also agreed to adopt this approach.

RESOLVED: - Members approved that the annual pricing review would take effect from 4 January 2011 and that this would include the increase in VAT from 17.5 % to 20%.

REPORT FROM THE ACTING MARKETING MANAGER

LPB/2010/110: MARKETING PLAN UPDATE PROGRESS REPORT

The General Manager drew Members' attention to the Progress Report for April – August 2010.

Noted.

REPORT FROM THE GENERAL MANAGER

LPB/2010/111: IMPOSITION OF A BAN FROM THE FACILITY

The General Manager reported that following a series of anti-social incidents at the facility over a number of years, but culminating on Tuesday 20 July 2010, management with the approval of the Chair, had written to DOYLE Youth Club banning them from the premises, with immediate effect

RESOLVED: - Members of the Board granted retrospective approval for DOYLE Youth Club to be banned from the premises, following a series of anti-social incidents. This ban would now be extended to all of the Council's leisure facilities.

LPB/2010/112: SPORTS MATTERS – NI STRATEGY FOR SPORT AND PHYSICAL RECREATION 2009 - 2019

The Director referred Members to the above report. She urged Members to take the time to read her report, particularly the key elements that should be considered and used in guiding the services as delivered by the Council as a whole. She stressed the need for any Council to have a unified approach to the promotion of physical activity , and in the case of Castlereagh , particularly so should the opportunity become available for funding opportunities from central government to support the roll out of strategies which promote the physical exercise agenda..

Noted.

LPB/2010/113: SPORT NI - SPORT MATTERS - CAPITAL AND EQUIPMENT PROGRAMME 2010

The General Manager reported that he had attended a Sport NI presentation on 26 July 2010, which explained the unscheduled release of Sport NI grants for capital and equipment. He reported that unfortunately local authorities were ineligible to apply, but sport governing bodies and clubs could apply.

The Officer continued, that after consultation with the Chair, contact had been made with the NI Tenpin Bowling Federation (NITBF) to encourage them to apply for a new lane oiler (approx £30,000.00). If the NITBF were successful in obtaining the 100% grant, then Sport NI would request that an access agreement was drawn up between the NITBF and DIIB for a minimum period of 5 years.

The Officer confirmed that as part of the legal agreement, the equipment must remain in the building. This would strengthen the links between the NITBF and DIIB and should help ensure that all future major events were held at DIIB.

RESOLVED: - Members of the Board agreed that

- (a) Officers should provide NITBF with assistance in obtaining their Sport NI Sport Matters Capital & Equipment Grant for a new lane oiler;
- (b) if successful, officers be granted authority to engage a solicitor to draw up an access agreement between the NITBF and DIIB with a minimum of 5 years remaining from 1 December 2010;
- (c) the Director of Leisure and/or the General Manager Leisure and Marketing be granted authority to sign the access agreement on behalf of the Council and bring it retrospectively to the Board.

LPB/2010/114: REQUEST TO HOLD CHARITY COFFEE MORNING

The General Manager outlined the details of a request from a staff member to hold a charity fund raising coffee morning in aid of the NI Hospice, on Thursday 16 September 2010. He reported that the Chairman's permission had been sought and therefore retrospective approval was being requested.

RESOLVED: - Members of the Board granted retrospective approval for a members of DIIB staff, to host a charity fund raising coffee morning, in aid of the NI Hospice on Thursday 16 September 2010.

LPB/2010/115: MARIE CURIE CANCER CARE FUNDRAISING EVENT

The General Manager reported that the acting Sales and Bookings Co-ordinator had requested free use of the function suite and upstairs kitchen to host a fund raising event in aid of Marie Curie Cancer Care. The event was scheduled to take place on Friday 12 November 2010 from 7.30 pm to 11.45 p.m. and would include a table quiz, disco and supper. All other costs would be covered by the organisers with a number of staff having offered their time, outside of working hours, to assist in the preparation and running of the event.

Members wished the staff well in the organisation of this fundraising event.

RESOLVED: - Members of the Board granted free use of the function suite and upstairs kitchen to the Sales and Bookings Co-ordinator, to host a fund raising event in aid of Marie Curie Cancer Care, on Friday 12 November 2010.

LPB/2010/116: BELFAST GIANTS ANNUAL AGREEMENT

The General Manager advised that with the agreement of the Chairman, he had met with representatives from the Belfast Giants to discuss the terms for the annual reciprocal agreement. He then highlighted several amendments to the previous agreement, as follows:

- the price charged to the Belfast Giants for training sessions and matches had been raised by 5%;
- the Ice Bowl had only taken one advertising rink panel at the Odyssey this year (saving £750.00);
- the Giants had agreed to pay for their 48 sheet advert in the DIIB rink if they wished to retain it;
- the Board would have use of one corporate box at the Odyssey on two occasions in the coming season during Belfast Giants matches.

RESOLVED: - Members of the Board granted retrospective approval for the contents of the annual agreement with Belfast Giants. The General Manager agreed to bring a list of games to the next meeting for Members to decide on a suitable date to use the corporate box.

LPB/2010/117: ICE SKATING / HOCKEY CLUB PRICES

The General Manager reported that after consultation with the Chairman he was now seeking retrospective approval to raise the price of the hourly ice rink hire to established clubs on long term bookings by 5%, from £110.00 + VAT per hour, to £115.50 + VAT. Similarly the rate at the weekend would rise from £150.00 + VAT to £157.50 + VAT per hour. He stated that this would be the first increase in several years.

RESOLVED: - Members of the Board granted retrospective approval for a 5% price rise on the hourly ice rink hire to established clubs on long term bookings.

LPB/2010/118: INCIDENT – 16 AUGUST 10

The General Manager reported that as Members would probably be aware, a cross community exchange programme (East Belfast Area Project), which included children from east Belfast, west Belfast and Germany had had their bus stoned as they passed Tullycarnet on the 16 August 2010. This event had received press coverage.

After consultation with the Chairman, he advised that an offer had been made to the group to return for a complimentary visit. The group organiser was most grateful for the offer but unfortunately their itinerary had prevented them returning.

Noted.

LPB/2010/119: BELFAST GIANTS HEROES PROGRAMME

The General Manager reported that the Belfast Giants Heroes programme had been successfully held during the week 9-13 August 2010.

Noted.

LPB/2010/120: DIIB INTRUDER ALARM SYSTEM – UNPLANNED EXPENDITURE

The General Manager reported that the alarm system at the facility had broken and due to its age was beyond repair, and had therefore had to be replaced at a cost of £2300.00.

He asked Members to note that this unforeseen expenditure may result in an overspend in the year end budget.

Noted.

LPB/2010/121: CARAVAN PARK HOOK UP POINTS

The General Manager confirmed that as previously agreed, an application had been made to the DETI grant from the European Sustainable Competitiveness Programme for NI 2007-13, to assist with the cost of replacing the caravan park hook up points. He reported that the tender evaluation for this capital project had been approved by Council in July, if successful the grant would be for 50% of the project saving the Council approx £15000.00

Noted.

LPB/2010/122: DIIB RE-DEVELOPMENT

The General Manager reported that the DIIB Project Manager and he had met with representatives from DETI to advance an application for grant funding from the European Sustainable Competitiveness Programme for NI 2007-13 to assist with the cost of the DIIB Re-development.

He stated that the application had now passed to Stage 2. A full update was provided in the minutes of the Special Meeting of the Leisure Park Board, held on 15 September 2010.

Noted.

LPB/2010/123: CASTLEREAGH COMMUNITY SAFETY PROGRAMME

The General Manager advised that following a request from Councillor Skillen, and after consultation with the Chairman of the Board, retrospective approval

was being sought for use of the grassed area adjacent to the Caravan Park on Saturday 21 August 2010.

RESOLVED: - Members of the Board granted retrospective approval for the 'Team Challenge' element of the Castlereagh Community Safety Programme – Summer Splash, which was held on the grassed area adjacent to the Caravan Park on Saturday 21 August 2010, free of charge.

LPB/2010/124: CAMPING AND CARAVAN CLUB

The General Manager reported that an approach had been made by the Camping and Caravan Club, requesting pre planned organised dates at favourable rates for members of their club.

The General Manager stated that initially they would be intending to bring 8 – 10 caravans over a non peak weekend period, with the potential to grow to 15+ caravans. He advised that this would be an excellent opportunity to increase usage at the caravan park during off peak periods, with the added benefit of the potential for secondary spend at DIIB. The suggested dates would be early March, mid April (excluding Easter), mid September and October (excluding Halloween).

RESOLVED: - Members of the Board granted retrospective approval to permit Camping and Caravan Club members to avail of special weekend rates. These would be a pre-arranged dates during off peak periods, at a special rate of £16.00 per caravan, per night, or £30.00 per caravan for two consecutive nights.

LPB/2010/125: DUNDONALD ICE SKATING CLUB TASTER SESSIONS AND CHRISTMAS ICE SHOW. (Appendix 6)

The General Manager advised that Dundonald Ice Skating Club (DISC) had received funding from Castlereagh Borough Council's Community Festivals Fund. This funding would permit the Club to cover the cost of inviting local community groups to taster sessions during their regular ice skating sessions throughout the year and would also enable them to run a Christmas Ice Show.

The Officer then outlined the details of a letter received from DISC, requesting financial support from DIIB. He stated that it was management's view that the benefit of supporting the Christmas Ice show would outweigh the costs involved in supporting the event.

Following consideration it was

RESOLVED: - Members of the Board

- (a) agreed to waive the skate hire charge for twelve children over eight taster sessions;
- (b) granted DISC free ice time, from 10.00 a.m. – 11.30 a.m. on the 16 December 2010, to enable them to hold an additional show;

- (c) further agreed that DISC be granted free use of Lattecinos and that snacks and refreshments be provided free of charge to the participants;
- (d) agreed to share the cost of printing and advertising the Christmas Ice Show with DISC (approximately 1000 in house flyers).

LPB/2010/126: DIIB REFRIGERATION PLANT – REQUEST FOR CAPITAL OVERSPEND

The General Manager referred to the recent replacement of the ice rink refrigeration plant. He requested that additional funding be made available to provide the hardware and software to enable the plant installation service company to have remote access to the rink plant room to monitor the system, and make any necessary adjustments to the settings, diagnose and repair faults. He outlined in detail the advantages of having this remote access.

He stated that the cost for these works would be approximately £3,500.00. The consultant engineer, Williams & Shaw, had considered the costs and advised that they were fair and reasonable.

RESOLVED: - Members of the Board approve the additional capital spend of £3,500.00, to install a remote monitoring system for the new refrigeration plant.

LPB/2010/127: GAS DETECTION SYSTEM AT DIIB, LOUGH MOSS, BELVOIR ACTIVITY CENTRE & ROBINSON CENTRE

The General Manager reported that new legislation had now made it an essential requirement that any facility with a gas boiler must have an approved gas protection system installed.

He stated that £20,000.00 had been allocated in the capital estimates for 2010/11 to complete the work, although the exact cost would not be known until tenders had been received. Being above the trigger level for a public tender, he sought permission to prepare tender documents for the following approximate scope of works/project requirements.

1. Tenderer/contractor to assess options and recommend new units
2. Contractor to provide and install all associated Electrical and Mechanical works
3. Contractor's new installation to be suitable for and linked to CBC's BEM's system
4. Contractor to test and commission all of his own works

RESOLVED: - Members of the Board agreed

- (a) that Officers progress with the tender for the installation of Gas Detection System at DIIB, Lough Moss, Belvoir Activity Centre & Robinson Centre, in line with the resolution from the September Leisure Services Committee;
- (b) the tender evaluation scoring matrix on the basis of a 75% price 25% quality to ensure 'best value' for CBC.
- (c) that the tender evaluation would to be brought to full Council as the tender related to both the Leisure Park Board and Leisure Services Committee.

LPB/2010/128: REPLACEMENT OF ICE CUTTING MACHINE (MINUTE REF: LPB/2010/26 REFERS)

The General Manager referred Members to a previous minute regarding the decision to replace the Olympia Ice Machine. He stated that he wished to progress with the replacement immediately, due to the lead time for the delivery of such plant. Financial provision had been made within the capital plan.

He reported that the tender would be structured to take account of the salvage value of the existing machine along with the post commissioning servicing required for up to 5 years.

RESOLVED: - Members approved that Officers proceed to tender for the replacement of the ice cutting machine at DIIB, with the following weighting criteria - Cost -55% and Engineering reliability - 45%.

LPB/2010/129: ENGAGEMENT OF LEISURE AND EVENT MANAGEMENT PLACEMENT STUDENT FOR LEISURE SERVICES

The General Manager reported that a request had been received from the University of Ulster (Coleraine), to place a student studying on the BSc Leisure & Event Management course, for 48 weeks on a voluntary basis (37 hour week).

The Officer advised that students undertaking unpaid placements were still required to pay their fees to the University during their placement year. It was normal practice that the student would be paid the equivalent amount of their fees, in stage payments, throughout the year as recognition for their work. The student could also be recruited as a Relief General Assistant which would provide the opportunity to receive paid shifts as and when required by the facility.

RESOLVED: - Members of the Board agreed to

- (a) the employment of a Leisure and Event Management placement student for 1 year on a voluntary basis;
- (b) pay the student £1600.00, in stage payments, throughout the year, towards their university fees, out of the FY salaries and wages underspend due to gapping policy.
- (c) recruit the student as a Relief General Assistant thus providing the opportunity to receive paid shifts as required.

LPB/2010/130: STAFFING MATTER

The General Manager advised that he wished the Technical Supervisor to assist management with the estimates for the facility in the absence of the Technical Manager, who Members would recall was on a career break. He requested that he be paid an honorarium for this role. Following consideration it was

RESOLVED: - Members of the Board agreed that it would be beneficial for the Technical Supervisor to be involved in the estimates process, given his 'in house' experience and agreed to pay an honorarium to point 32. It was further agreed that the acting Technical Manager's hours would be reduced to 30 hours a week to reflect his reduction in duties.

LPB/2010/131: MINUTES OF SPECIAL LEISURE PARK BOARD MEETING DATED 15 SEPTEMBER 2010 – DEFERRED FROM EARLIER IN THE MEETING

RESOLVED: That the minutes of the above meeting be adopted as a true and accurate record of the proceedings, subject to the following amendments:

- (i) Minute ref: LPB/2010/100 Page 6 – Insert additional sentence at the end of point 8, as follows:
 - “Councillor Robinson requested that his concern be recorded on the proposals for the possible inclusion of a gym and five aside cage football, in that he felt that it could potentially conflict with other Council sponsored projects”.
- (ii) Minute ref: LPB/2010/100 Page 10 – insert additional resolution at the end as follows:
 - (h) “That the Leisure Parks Board’s opposition to the proposed development of a filling station on the lands at Eastpoint be recorded”.

**MATTERS ARISING FROM MINUTES OF SPECIAL LEISURE PARK
BOARD MEETING HELD ON 15 SEPTEMBER 2010**

LPB/2010/132: REDEVELOPMENT OF DIIB (Minute ref LPB/2010/100 refers)

Councillor Robinson clarified the Council's role as Superior Landlord in respect of the Eastpoint Development. He stressed that any variation from the intended use for which the site had been designated should be such that it should not compete or compromise DIIB business and indeed any other project which the Council had financially supported. He further added that he felt that the Board had already clearly indicated their opposition to the application for a filling station on the Eastpoint site.

Members reiterated that this was still the Board's position and clarified that, as Superior Landlord, the Board reserved the right to ensure that any future development would meet the Board's wishes in terms of leisure development.

Councillor Robinson also referred to the need for additional car parking at the facility as part of the redevelopment proposals. He stated that he felt that it was important that additional car parking was provided within the boundary of DIIB, possibly to the rear of the existing facility. Members concurred that provision of additional overflow car parking at Eastpoint would not be convenient or safe for families, and reiterated that the ethos of DIIB was a family facility.

The Director of Leisure stated that all proposals regarding car parking would be tabled at a future meeting for further consideration.

Noted.

ANY OTHER BUSINESS

LPB/2010/133: CLIENT BRIEF

The General Manager sought permission to advertise for expressions of interest from interested partners for the development of:

- An indoor climbing wall and external high ropes adventure course

He stated that it would be helpful to have this experience to assist with the design brief.

RESOLVED: - Members granted permission for the General Manager to advertise for expressions of interest, from interested partners, for the development of an indoor climbing wall and external high ropes type facility and as necessary any further partners which would inform and assist the development of the client brief .

As there was no further business, the meeting ended at 7.45 p.m.

CHAIRMAN

MAYOR