

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 17 October 2011 at 6.00 p.m.

PRESENT: Alderman M Henderson (In the Chair)

ALDERMAN: G Robinson (until 7.00 p.m.)

COUNCILLORS: D Drysdale
C Hall
B Hanvey
T Jeffers (until 7.15 p.m.)
T Morrow
J Spratt (until 7.00 p.m.)
J White

IN ATTENDANCE: Director of Leisure Services, General Manager Leisure & Marketing (until 7.47 p.m.), Business Manager, DIIB Project Manager (from 7.00 p.m.) and Assistant Members' Services Officer.

APOLOGIES: An apology was recorded on behalf of Alderman Beattie.

LPB/2011/137: DECLARATIONS OF INTEREST (6.00 p.m.)

Members and officers were invited to declare any pecuniary and non-pecuniary interests (including gifts and hospitality) they should have in respect of items on this agenda. There were no declarations of interest.

Noted.

LPB/2011/138: MINUTES OF LEISURE PARK BOARD MEETINGS DATED 19 SEPTEMBER 2011 (6.02 p.m.)

It was proposed by Alderman Robinson, seconded by Councillor Drysdale and subsequently

RESOLVED: - That the minutes of the Leisure Park Board meeting held on 19 September 2011 be accepted as a true and accurate record of proceedings.

REPORT FROM THE DIRECTOR OF LEISURE SERVICES

LPB/2011/139: FINANCIAL TRADING ACCOUNTS (6.02 p.m.)

The Director of Leisure Services referred Members to the trading figures to the end of period 6. She reported that overall the facility was still showing a favourable variance year to date in relation to Net Cost.

She advised Members that she would be raising an item later in the meeting in respect of an unavoidable overspend in the security budget which had been created by the existing supplier going into liquidation.

Noted.

LPB/2011/140: STAGE 2 TENDER DOCUMENTATION FOR THE APPOINTMENT OF THE LEAD DESIGN TEAM AND COST MANAGER (6.08 p.m.)

The Director of Leisure Services reminded Members that permission had previously been granted to proceed with the second stage tender process for the appointment of a lead design team and cost manager for the redevelopment work of the Ice Bowl. She drew Members' attention to the Instructions to Tender documents and the Conditions of Contract and Scope document for the stage 2 process. She stated that both documents had been prepared by the legal advisors in liaison with management these documents were still being worked on earlier in the day, therefore the copies that Members had been issued were very much "working drafts".

She stated that Mr Steve Brown of Cleaver Fulton Rankin Solicitors would be attending the meeting later to take Members through the details of these extensive documents and to highlight and explain any amendments made

The Director of Leisure Services also suggested that it would be more appropriate to defer consideration of renaming the facility until later in the meeting.

RESOLVED: - Members agreed to defer consideration of item 3 (Naming of Redeveloped Centre) on the Director of Leisure Services report until the presentation had been made by Mr Steve Brown.

LPB/2011/141: THE BRIBERY ACT (6.12 p.m.)

The Director of Leisure Services advised that the Bribery Act came into effect on 1 July 2011. She reported that this was a new major piece of legislation that would tighten up the law on bribery and make it a corporate offence to fail to prevent bribery. She continued that at a corporate level work was underway to ensure policies were revised so as to promote and ensure compliance with the legislation. In addition to this relevant training for both

Officers and Members was also being organised. She stated that it would be important, that the Board in pursuing business arrangements with key stakeholders reflect the principles of the legislation.

Noted.

LPB/2010/142: CORPORATE BOX AT ODYSSEY (6.16 p.m.)

The General Manager reminded Members that they had the opportunity to avail of two corporate boxes at the Odyssey.

Following consideration of the various fixtures available it was

RESOLVED: - The General Manager to

- (a) Confirm the use of the corporate box for the first game on Saturday 21 January 2012 for the Belfast Giants v Nottingham Panthers game, it was agreed that this event could be used by the Mayor to invite individuals or organisation who had contributed to his charity fundraising;
- (b) ascertain at the next meeting if Members wished to confirm the second game on 16th March 2012 for the Belfast Giants v Sheffield Steelers game.

LPB/2011/143: REQUEST FOR ICE TIME BY FLEMING FULTON SCHOOL (6.23 p.m.)

The Director of Leisure Services reported that management had been approached by the Vice Principal of Fleming Fulton School. The school had requested that a section on the ice pad be made available to them at no charge, in order to film pupils for their Christmas Show. The main show "One Snowy Night" was scheduled to take place in the Waterfront Hall on 6 December 2011. The recording made at DIIB would be screened on the night as part of the show. It was anticipated that filming would take place on Tuesday 25 October between 10.00 a.m. and 12.30 p.m. which could be accommodated.

She stated that the necessary arrangements had already been put in place to ensure that any special needs for the users could be accommodated and added that a risk assessment would be completed prior to the event.

It was proposed by Councillor White, seconded by Councillor Hanvey and subsequently

RESOLVED: - Members of the Board approved the request from Fleming Fulton School to film on the ice rink, free of charge, on Tuesday 25 October 2011.

LPB/2011/144: TULLYCARNET COMMUNITY FOOTBALL CLUB (6.35 p.m.)

The Director of Leisure Services advised that correspondence had been received from Tullycarnet Community Football Club requesting specific team sponsorship. She stated that as Members would be aware, numerous sponsorship requests were received from different clubs. The Board had previously taken the decision not to sponsor one specific team given the precedent that this may set for other similar requests. She advised that given the number of sponsorship requests received management had actually drawn up a proposal to hold a specific Charity Event which would enable groups and clubs to raise funds. Members noted that the details of the proposal would be considered later in the meeting and following consideration it was

RESOLVED: - Members of the Board agreed to decline the request for sponsorship from Tullycarnet Community Football, given the precedent that it would set but noted that a proposal later in the meeting may be helpful to assist such requests.

LPB/2011/145: REVIEW OF PUBLIC SKATING SESSION PROCEDURES FOR ALL USERS (6.38 p.m.)

The Director of Leisure Services advised that following recent adverse publicity regarding opportunities for those with a disability to skate, a comprehensive review of procedures for all users, including those with disabilities had been undertaken by centre management. She continued, that the opportunity had been taken to consult with relevant stakeholders including the Council's Health and Safety Officer, the Director of Services for Disability Action N .I., the Ice Rink Managers Association, numerous other rinks and the Council's insurers.

She confirmed that the outcome endorsed the fact that the services available were largely accommodating to all users and that reasonable adjustment had been made, where possible to do so. There were, however, opportunities to improve upon the current procedures and as a result of this a number of operational changes had been made.

The Director stated that one very clear recommendation was that for valid health and safety reasons, the provision of ice sledges to disabled users could not continue. Therefore, she sought approval to dispose of the 4 sledges.

The Director of Leisure Services concluded that a revised risk assessment had been undertaken for the use of all aid appliances on the ice pad. This authorised the use of approved wheelchairs and the skating aid penguins during specific sessions. She reported that the facility website and promotional literature had been updated to reflect these changes and would

detail the sessions that would be more suitable to those requiring assistance on the ice pad.

Councillor Spratt praised the Director of Leisure Services for the professional manner in which she handled the media in respect of the negative publicity received regarding the above matter and also more recently during the incident involving the young child at the Robinson Centre.

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

RESOLVED: - Members of the Board approved the appropriate disposal of the sledges and noted the outcome of review of the ice pad for all users.

LPB/2011/146: INTERNAL AUDIT REPORTS RELATING TO AGED DEBT ON DIIB MICROCACHE SYSTEM (6.45 p.m.)

The Director of Leisure Services referred to the draft internal audit report which was tabled at the Council's Audit Sub Committee meeting held earlier in the day. She stated that overall the findings in respect of DIIB were positive and the status of the facility was found to be satisfactory. There were, however, a number of recommendations and these were progressing with the view to having all of the remedial actions completed by the end of October 2011. She continued that one particular recommendation related to an anomaly resulting from an apparent 'historic debt' profile report on Microcache.

She presented Members with the details of this anomaly, advising that it had occurred as a direct result in bookings not being administered 100% accurately for some years and as a result accounts for some users appeared to be unpaid when they had actually been paid. In summary, any 'debt' on the system was not actually representative of a financial loss to the centre but was showing as such because the booking had not been closed.

She reported that a review of the administration for bookings through Microcache had taken place and staff had been fully trained. A weekly internal report was now being produced to ensure that the new procedures were adhered to.

The Director of Leisure Services advised that a substantial level of historical alleged unpaid sales debt remained on the system and sought permission for this to be deleted.

Councillor Hall proposed that the Officer's recommendation be actioned. This proposal was seconded by Councillor Morrow and it was

RESOLVED: - Members of the Board recommended the apparent historical debt be removed from the Microcache system, to enable the Microcache report to be used to cross check with other relevant corporate information.

LPB/2011/147: OPEN CHARITY TENPIN BOWLING NIGHT (6.47 p.m.)

The Director of Leisure Services reminded Members of the discussion earlier in the meeting in respect of sponsorship requests from user groups and local community groups. As discussed earlier, such requests place the Board in the precarious position of, whilst willing to support such groups, being mindful not to set precedents.

Management had considered ways in which this dilemma could be addressed. The recommendation being made was to hold an annual Open Charity Tenpin Bowling Night to help such groups raise money, effectively empowering them to help themselves.

She explained that this would operate as follows:

- Each group (user group from the facility or local community group) would request to be included and allocated e.g. 4 lanes
- The user group would be responsible for selling the tickets for their specific lanes – the proceeds of which they would keep – e.g. 4 lanes @ 6 persons per lane charging £15.00 per person, less £5.00 to cover food, could generate £240.00 profit per user group
- Each participating group would be required to bring a small prize for a tombola draw

- The Council would absorb:
 - Lane hire
 - DJ
 - Extra staff costs
 - Loss of potential public income from that evening

She continued that although costing the facility approx £1,000.00, the benefits to the facility would be:

- One annual focus for addressing all future charity requests
- Provide DIIB user groups with a fund raising means which will help sustain their club and enable them to continue to hire the facility in future
- Secondary spend through Vending on the evening
- Repeat business from those attending – possibly through issue of '2 for 1' vouchers to all attendees
- Food would be charged at £5.00 per cover
- Alcohol (wine and beer) sales would generate a small profit – via tombola draw

Councillor Morrow proposed that the recommendation be approved, this was seconded by Councillor White.

RESOLVED: - Members of the Board granted permission to

- (a) hold an Open Charity Tenpin Bowling Night in an attempt to assist DIIB user groups and local community groups to fund raise. It was agreed that leisure centre facility user groups would take priority and also that the success of the venture would be reviewed following the event, with a decision to be taken as to whether it would then become an annual event;
- (b) absorb lane hire, DJ costs, extra staffing costs and the potential loss of public income revenue of approx £1,000.00 in total. It was agreed that management would select a date that would have least impact on the potential loss of revenue.

LPB/2011/148: TENANCIES AT DIIB - PERMISSION TO SIGN LICENCE (6.50 p.m.)

The Director of Leisure Services sought permission for the Mayor and herself to sign the Licence Agreement under seal, with the new tenant at DIIB, Warehouse NI.

RESOLVED: - Members granted approval for the Mayor and Director of Leisure to sign the Licence Agreement under seal, with the new tenant Warehouse NI.

LPB/2011/149: CHP REPORT (6.52 p.m.)

The Director of Leisure Services drew Members' attention to the latest CHP report in respect of DIIB.

Noted.

LPB/2011/150: COMPLIMENTARY TICKETS ISSUED BY DUNDONALD INTERNATIONAL ICE BOWL - APRIL TO SEPTEMBER 2011 (6.53 p.m.)

The Director of Leisure Services reported that as previously agreed, she was now tabling an update report on the number of requests for complimentary tickets for the period April – September 2011:

90 requests received where 2 of each activity were issued.	540
13 requests for family tickets where 4 of one activity issued	52
2 requests for more than 6 comps where 2 for1 issued instead:	25

Requests by CBC Councillors:

Cllr 1 16
Cllr 2 6

Cllr 3	18	
Cllr 4	12	
Cllr 5	6	
Cllr 6	6	
Cllr 7	4	68
Total issued through Admin:		685

Following a query from the Director of Leisure Services Members confirmed that it would not be necessary to provide further details on the requests.

Noted.

LPB/2011/151: BAN FROM FACILITIES (6.55 p.m.)

The Director of Leisure Services provided the details of an incident of theft from the Robinson Centre during April 2011, this issue had also been raised at the Leisure Services Committee and Golf Club Board. She recommended that the minor involved should be banned from all of Castlereagh's leisure facilities for a minimum of 12 months beginning October 2011, with the ban to be reviewed following this period. This would be subject to the release of the youth's contact details by the PSNI.

RESOLVED: - Members agreed that the minor involved in the theft from the Robinson Centre should be banned from Castlereagh's leisure facilities for a minimum period of 12 months beginning 1 October 2011, with the ban to be reviewed following this period.

LPB/2011/152: SECURITY PROVISION FOR DIIB (6.56 p.m.)

The Director of Leisure Services advised that this was the item that she had referred to during the trading accounts in respect of an overspend. She reported that on Friday 30 September 2011 management had been informed that the existing security provider had gone into liquidation. Due to the urgency of the matter management had contracted Mercury Security who had agreed to provide the service until the tender process could be further investigated. An additional monthly cost of £483.50 would be incurred which would equate to a year end overspend on the Security Budget of approximately £2,901.00 (6 months x £483.50).

The Director of Leisure Services stated that the provision of security services would be being raised at a forthcoming meeting of the Management Team as Management were keen to develop a more holistic approach throughout the entire Council as it was felt that greater economies of scale could be achieved.

Councillor Spratt stated that he had felt that this had already being looked at and requested that this matter be referred to the Management Team as a

matter of urgency. The General Manager explained the three categories of security provision and the history to the present arrangement, which had been greatly rationalised within Leisure Services.

RESOLVED: - It was agreed that

- (a) The Director of Leisure Services would raise the matter of security provision throughout the entire Council at the next meeting of the Management Team as a matter of urgency, with a view to looking at a more holistic approach for the Council;
- (b) Members noted and agreed to the year end overspend on the Security Budget of approximately £2,901.00 (6 months x £483.50) until such times as the tender process was undertaken and a new provider appointed.

ANY OTHER BUSINESS

LPB/2011/153: HOTEL SITE ENQUIRY (6.58 p.m.)

The Director advised that she had received an enquiry through Tughans Solicitors from a Performing Arts School regarding the hotel site. She asked Members whether they wished for her to enter into initial discussions. She stated that there may be a conflict in interest given that a multifunction room/performing arts studio had been included within the proposed facility criteria and deliverables 'wish list' and noted that it had also been referred to in the DETI application .

Following a query, the Director of Leisure Services stated she had spoken to the Council's Planning Officer regarding the application and she had confirmed that the Planning Service had still to make a determination.

Members asked that the Chief Executive chase up the application given the length of time that it had been submitted. They also agreed to hear a presentation from the proposed developer in respect of the performing Arts School

RESOLVED: - It was agreed

- (a) The Director of Leisure Services to ask the Chief Executive to chase up the application for the proposed Hotel Site;
- (b) that the Board would be willing to hear a presentation from the developer in respect of the performing Arts School proposal.

LPB/2011/154: LONGSTONE SCHOOL (6.59 p.m.)

The General Manager advised Members that a letter had been received from Longstone School requesting the hire of the Grandstand Seating at their annual Christmas Show.

Members were reminded that in previous years it had been agreed that Longstone School could self-collect and erect the grandstanding seating. This had been agreed subject to the school providing a disclaimer, to ensure that the Council was free from any responsibility or claims, which could potentially arise.

RESOLVED: - Members of the Board granted approval for Longstone School to self collect and erect the grandstand seating at their Christmas Show in December 2011, providing the school provided a disclaimer.

At 7.00 p.m. Alderman Robinson and Councillor Spratt left the meeting.

LPB/2011/155: PRESENTATION IN RESPECT OF REDEVELOPMENT PROPOSAL FOR DIIB (7.02 p.m.)

Mr Steve Brown from Cleaver Fulton Rankin (CFR) and the DIIB Project Manager entered the meeting at 7.02 p.m.

The Director of Leisure Services reminded Members, that permission had previously been granted to proceed with the second stage tender process for the appointment of a lead design team and cost manager, for the redevelopment work at the Ice Bowl. She explained that the Invitation to Tender (ITT) forms part of the procurement process being run by the Council to appoint a Lead Designer who would be expected to employ and lead a multi-disciplinary Integrated Design Team for the provision of design services.

Members then referred to the detailed tender correspondence that had been circulated with the Agenda. The DIIB Project Manager advised that this correspondence was still being amended late into the afternoon.

Mr Brown advised that as most Members were already aware the role of Cleaver Fulton and Rankin Solicitors is to act on behalf of the Council in administering the tender competition. He then referred specifically to Volume 1 – Instructions to Tenderers, he stated that these instructions were essential to ensure that all Tenderers wishing to submit tenders were treated equally. He then proceeded to take Members through the document drawing particular attention to a number of areas as follows.

At 7.15 p.m. Cllr Jeffers left the meeting.

He referred Members to the Complaints Procedure (item 1.6) which details that all complaints in the first instance will be through Cleaver Fulton and Rankin Solicitors. In the event that the Tenderer is not satisfied with the response, the correspondence detailed that a complaint should then be made through the DIIB Project Manager, should this not resolve the matter the complaint will then be referred by the Tenderer to the Director of Leisure Services.

Mr Brown then referred to item 1.13 – Procedure for Raising Clarification Requests relating to the Invitation to Tender. He reported that all Tenderers will be responsible for satisfying themselves that they have obtained all the information necessary for the preparation and submission of their Tender. To this end the Tenderers can request clarification of any points in the ITT about which they are uncertain; he drew Members' attention to the strict guidelines in place to ensure implementation of the procedure. In particular he highlighted the following main points:

- The Tenderer can submit a request but it must be via the e-mail address: DIIBtender@castlereagh.gov.uk
- a weekly response will be given to answer all requests via a Tender Circular, except in the instance that the request is marked as 'Confidential' due to the possibility of its content revealing commercially sensitive information specific to the Tenderers submission.

Mr Brown noted that in the event of a 'Confidential' request very specific guidelines must be met to ensure the necessity of the request being dealt with in this manner. Should the Council deem that the request could not be answered in a confidential manner, the Tenderer will be notified, and will have the opportunity to withdraw their request. The final date for raising requests for clarification will be seven working days before the closing date for the submission of the Tender.

He then referred to the Indicative Timetable for the Procurement Process which commences with the shortlisted tenderers being invited to a site visit on 26 October 2011; this will include a tour of the existing facilities. After the tour the Council will present a brief overview of the project and its objectives, the tenderers will then have the opportunity to ask questions and the Council will endeavour to provide answers that will then be issued under the Clarification Process to all tenderers.

Mr Brown advised that the tender process will ensure that all Tenders are evaluated fairly and to ensure the most economically advantageous tender, this will be determined on a combination of price and qualitative criteria. He advised that the Tenderers will be required to attend an interview and deliver a presentation. The Tenders will be evaluated against the criteria set out in the ITT Evaluation Matrix:

Section	Information Required	Evaluation Weighting
3	Technical Questionnaire: Subdivided as follows: T1 Team Resource T2 Methodology T3 CDMC T4 Budget control T5 Commissioning, Hand over and Operation Interview & Presentation Subdivided as follows: <ul style="list-style-type: none"> • Presentation – 50% • Interview Questions – 50% 	60% 5% 25% 5% 10% 5% 10%
4	Commercial Evaluation	40%
	Total	100%

He stressed the necessity for the answers to individual questions in the Questionnaire to be as comprehensive as possible. He stated that as a general guide, marks will be awarded for each question based on the quality of the response and he then drew Members' attention to the scoring methodology which ranges from 0-10.

Mr Brown then outlined the process in the event of a tie. He then referred to the Assessment Stages, as follows:

- Stage1 The Tenderer's submission will be checked for completeness and compliance
- Stage 2a The Tenderer's Technical and Commercial sections of the submissions will be separated and the Technical submission scored in isolation of the Commercial section
- Stage 2b If necessary discussions may be held with the Tenderer, these will be for the purposes of clarifying the content of their Tender only
- Stage 3 The Commercial section will be scored
- Stage 4 The Tenderer's Presentation and Interview will be scored
- Stage 5 The scores for Technical, Commercial and the Interview and Presentation will be combined and the total score for the Tenderer's submission calculated.

Upon completion of Stage 5, a tender recommendation report will be drafted and submitted to the Leisure Park Board, this will detail the process undertaken, the outcome and it will make a recommendation for the award of the contract.

The closing date for the submission of Tenders is 12:00 hours on the 28 November 2011. It is anticipated that all being well the tender process will conclude with the signing of the contracts on 30 January 2012.

Mr Brown then referred Members to Section 2 of the document – Project Briefing Document. He highlighted briefly the:

- Project Background
- Project Objectives and Constraints
- The Council's Vision Statement for DIIB
- Stakeholders and Reporting
- Site Location and the Proposed facilities
- Cost Management

He then referred to Section 3 – Technical Questionnaire Instructions. This correspondence refers in detail to the Methodology and Scope of the proposed project and provides advice to the Tenderer on cross referencing their answer to the relevant part of the Scope in order to ensure that as many points as possible are covered.

The General Manager left the meeting at 7.47 p.m.

Section 4 – Commercial Fee. Mr Brown advised that this section explains the background and sets out the price information required by the Council as part of the Invitation to Tender. The Director of Leisure Services advised that as a guide the construction value has been estimated at £30 million exclusive of VAT and fees but she stressed that this is merely an indicative figure. She added that the design life cost of the building is estimated to be in the region of 35 years. The DIIB Project Manager then took Members through example scoring figures and explained the process.

Section 5 – Presentation & Interview. Tenderers will be required to provide a presentation of no more than 30 minutes on the following topic:

“Drawing from the Questionnaire in Section 3 of the ITT highlight those aspects of your submission which demonstrates how you will successfully deliver the required services on this Project, and which differentiates your proposal from the other competitors”

Representation from the Tenderers will be limited to no more than five people. Questions to the panel will not be permitted apart from any point that requires clarification.

Volume 2 – Conditions of Contract. Mr Brown advised that this document specifies the services required by the Council together with any constraints on how the Consultant is to provide the Services. It commences by detailing the project background.

The Director of Leisure Services referred to the Scope, i.e. the Proposed Facility Criteria and Deliverables List, she stated that this is commonly known as the detailed 'wish list'. She noted that this was an extensive list but added that it should be considered as the minimum requirement of items/rooms etc to be incorporated and stressed that it is not to be considered as exhaustive as new developments may add too or supersede these requirements.

She continued that under the terms of the NEC Contract design adjustments could be made as the development progressed, however, any such adjustments will inevitably be costly. Management had opted therefore to detail an all inclusive 'wish list' which could be amended as necessary. This is the preferred option as management are acutely aware of the fact that penalties will not be incurred from the consultants for removal of projects whilst they will be applicable to any additional projects added. This approach will also enable the Consultants appointed to come up with the best design possible for the proposed redevelopment, which can then be altered as necessary when funding and affordability for the proposals become clearer.

Discussion ensued regarding various aspects of the redevelopment process. The Director of Leisure Services drew Members' attention to item 1.3 Project Objectives and Constraints and noted that it is imperative to the Council that the disruption effect on the revenue from DIIB is kept to an absolute minimum.

The DIIB Project Manager advised Members that at this stage a physical design model had not been requested as part of the tender process.

Members agreed that this would not be necessary due to the likely cost of such a model and agreed that an electronic 2D and 3D model would be acceptable.

Members thanked Mr Brown for his detailed overview, following which he left the meeting at 8.05 p.m.

After discussion it was proposed by Councillor Morrow, seconded by Councillor Hall and

RESOLVED: - that the Board authorise the DIIB Capital Project Manager to undertake any final amendments to the Invitation to Tender Documents and that they be issued to the select list of tenderers immediately.

LPB/2011/156: NAMING OF REDEVELOPED CENTRE (8.10 p.m.)

The Director of Leisure Services advised Members that consideration would need to be given, at an early stage during the redevelopment process, as to whether the existing name would remain or whether it would be an opportune time to rename the facility. She queried the suitability of the existing name given the variety of new facilities that would be on offer, which may include a GP's Surgery, swimming pool, football cages and climbing walls etc. She continued that a new name could help to communicate and promote the new image of the facility not only to customers but also to potential tenants, partners and sponsors and may help to enhance the facilities overall marketing attraction.

The Director of Leisure Services provided Members of recent examples of facilities that had been rebranded during rebuild/redevelopment stage:

- Grove Health & Wellbeing Centre
- Antrim Forum
- Amphitheatre Wellness Centre, Carrickfergus
- Plymouth Life Centre
- K2 Crawley
- Lagan Valley Leisureplex
- Victoria Square
- Forestside
- Aviva Stadium

Members noted that a full report on the matter would be tabled at a future meeting of the Board.

Noted.

As there was no further business the meeting ended at 8.20 p.m.

CHAIRMAN

MAYOR