

## **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 15 August 2011 at 6.00 p.m.

### **PRESENT:**

#### **ALDERMEN**

J Beattie MBE  
M Henderson MBE (In the Chair)  
G Robinson

#### **COUNCILLORS:**

J Cochrane  
C Hall  
B Harvey  
T Jeffers  
T Morrow  
J White

#### **IN ATTENDANCE:**

General Manager Leisure & Marketing, DIIB  
Project Manager and Assistant Members' Services  
Officer.

#### **APOLOGIES:**

The only apology was from the Director of Leisure  
Services.

### **LPB/2011/105 : DECLARATIONS OF INTEREST**

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/2011/106 : MINUTES OF SPECIAL LEISURE PARK BOARD MEETING DATED 26 MAY 2011**

It was proposed by Councillor White, seconded by Councillor Morrow and

RESOLVED: - That the minutes of the Leisure Park Board meeting held on 26 May 2011 be accepted as a true and accurate record of proceedings.

### **LPB/2011/107 : MINUTES OF LEISURE PARK BOARD MEETING DATED 27 JUNE 2011**

It was proposed by Councillor White, seconded by Councillor Morrow and

RESOLVED: - That the minutes of the Leisure Park Board meeting held on 27 June 2011 be accepted as a true and accurate record of proceedings.

### **MATTERS ARISING**

#### **LPB/2011/108 : BELFAST GIANTS – HEROES SUMMER SCHOOL 2011 (Minute ref: LPB/2011/72 refers)**

Members noted that the launch of the Heroes Summer School had taken place earlier in the day with the Mayor in attendance.

Noted.

#### **LPB/2011/109 : CHP REPORT (Minute No LPB/2011/85 refers)**

The General Manager reported that a report on CHP savings would be provided for the Board at its September meeting.

Noted.

#### **LPB/2011/110 : ADVERTISING HOARDING ON HOTEL SITE (Minute ref: LPB/2011/87 refers)**

The General Manager reported that, as previously requested, officers had tested the market to investigate whether a better rental could be achieved for the proposed advertising hoarding on the hotel site but had not found any other interested party.

Noted.

#### **LPB/2011/111 : TENANCY UPDATE (Minute ref: LPB/2011/89 refers)**

During the discussion, Alderman Robinson declared an interest in this item on the basis that he was a member of the Hanwood Trust Board.

The General Manager reported that expressions of interest in the tenancy of the empty shop unit at DIIB had been sought and sealed bids had subsequently been requested. He advised that one bid had been received from Warehouse NI, a hockey shop, which was an existing tenant at Hanwood Business Park. He advised Members of the details of the rental offer. The General Manager reported that officers had considered the operation of an in-house coffee shop on the site but it was felt that staffing costs would mean that this would not be profitable for the Council. He reported that a pool table and games machine had been located in the shop area at present so that the unit was not lying vacant and was generating a small level of income.

The General Manager expressed the view that having a tenant in the shop was the preferred option. In response to Members' questions, he advised that, due to the redevelopment proposals, the tenancy agreement would be

on a rolling 12 month contract, drawn up by the Council's solicitors. He also advised that, before finalising the agreement with the tenant, appropriate checks would be carried out and safeguards put in place regarding rental payments.

After discussion it was proposed by Councillor White, seconded by Alderman Robinson and

RESOLVED: that the Board agree to lease the shop to Warehouse NI at the agreed rent, subject to appropriate checks and safeguards.

**LPB/2011/112 : UNDERPASS PROJECT (Minute No LPB/2011/90 refers)**

The General Manager reported that the Council's Arts Officer had been liaising with the Dream Scheme regarding the underpass project. He advised that, although it was planned to complete the project by the end of the summer, the Council had not yet received sketch proposals for the mural. He asked that the Board consider giving executive powers to the Chair and/or Vice-Chair to view and approve the sketches/concepts based on the Castlereagh Leisure theme, so that the project might remain on schedule.

In response to a query by Councillor Morrow, the General Manager advised that the additional caravan park directional signs had been ordered and were due to be delivered shortly.

RESOLVED: that the Board give executive powers to the Chair and/or Vice-Chair to view and approve the sketches/concepts based on the Castlereagh Leisure theme for the underpass project in order that the project be completed by the end of the summer.

**LPB/2011/113 : BELFAST GIANTS ANNUAL AGREEMENT (Minute No LPB/2011/93 refers)**

The General Manager reported that the Bribery Act had come into force on 1 July 2011. He advised that officers were checking whether there would be any implications for the Council in its having use of a corporate box at the Odyssey on two occasions during the incoming season. He indicated that he would report back to the Board at its meeting in September.

Noted.

**LPB/2011/114 : BORE HOLE (Minute No LPB/2011/101 refers)**

The General Manager reported that several quotations had been received in respect of a feasibility survey relating to bore holes at 3 sites, Lough Moss, Robinson Centre and DIIB, and that costs would be in the region of £995 + VAT. He advised that the Ulster Hospital had already carried out a similar feasibility survey and would be drilling a bore hole in the near future.

Noted.

**LPB/2011/115 : CORPORATE VENDING CONTRACT (Minute No LPB/2011/102 refers)**

The General Manager advised that Britvic, the company recently awarded the vending contract, had offered to provide a tour of their facilities for any Members who might be interested. Alderman Robinson and others indicated that they would be interested in accepting the invitation.

RESOLVED: that the Board accept the invitation from Britvic for a tour of their facilities and that this be arranged for early September.

Councillor Cochrane arrived at 6.20 pm

**REPORT FROM THE DIRECTOR OF LEISURE SERVICES**

**LPB/2011/116 : UPDATE ON THE APPOINTMENT OF LEGAL PROCUREMENT ADVISOR**

Members considered a report tabled at the meeting regarding the appointment of a legal procurement advisor for Stage 2 of the redevelopment of the Ice Bowl. It was reported that the Stage 1 pre-qualifying questionnaires for the appointment of the lead design team and cost manager were now complete. It was noted that this concluded the services of the existing legal procurement advisor.

As approved by the Board, a new tender had been issued for a legal advisor for Stage 2 which would conclude the appointment of the lead design team and cost manager and the same scoring matrix had been used as for Stage 1. It was reported that the final scores (out of 500) were as follows:

Cleaver Fulton Rankin	467	
Quigg Golden		454
McGrigors	452	

Members noted that capital provision of £50k had been made available to finance such services in this financial year (Minute No LPB/2011/08 refers) and it was anticipated that this was a sufficient reserve.

It was noted that the legal advisor involved in the Stage 1 process had not been successful in winning the tender for Stage 2. In answer to a question, the General Manager advised that, whereas a legal challenge could not be ruled out, due process had been carried out in appointing the Stage 2 legal advisor.

The DIIB Project Manager answered Members' queries regarding the tendering process which resulted in the most economically advantageous tender for the Council.

After discussion, it was proposed by Councillor Morrow, seconded by Alderman Robinson and

RESOLVED:

- (a) that the Board appoint Cleaver Fulton & Rankin to complete the Stage 2 process for the lead design team and cost manager
- (b) that the Board approve the contingency rates as detailed in the schedule for any additional hours required to complete stage 2.
- (c) that the board approve the retention of Cleaver Fulton & Rankin for all legal services for the duration of the project at the tendered hourly rates subject to an annual review.

### **LPB/2011/117 : TRADING ACCOUNTS**

The General Manager referred Members to the trading accounts for the period up to July 2011. He pointed out that figures showed a favourable variance for the month of £17,963. In the year to date, expenditure for the period was less than estimated; however some of this could be explained by profiling.

Councillor White referred to the favourable variance in income for July but stated that he thought this could have been larger given the increased footfall of visitors in the summer months. The General Manager stated that adult skating was well ahead of the estimated figure for the month but indicated that the profiling for club skating over the summer months did not reflect usage during that period as club skating stopped over the summer months. In response to a question, he also advised that lessons were condensed to 5 consecutive days as people were less inclined to sign up for 6 week courses due to holiday plans. He stated that the profiling issue had been raised with the Council's Finance Section but it had proved difficult to get it changed.

Councillor Morrow stated that staff should be commended for their effective control of costs so that a downturn in income had not resulted in a loss to the facility.

RESOLVED:

- (a) that the trading accounts for the period to July 2011 be noted.
- (b) that the Board ask the Council's Finance Section to review the profiling of monthly income and expenditure to ensure that it reflects the need of the Centre.

### **LPB/2011/118 : CONCLUSION OF STAGE 1 TO APPOINT THE LEAD DESIGN TEAM AND COST MANAGER**

The General Manager reported that stage 1 of the appointment of a lead design team and cost manager had now concluded. He advised that six firms

had qualified to proceed to stage 2 for cost manager and five firms had qualified to proceed to stage 2 as lead designer. Stage 2 would commence upon the appointment of a legal procurement advisor.

Noted.

### **LPB/2011/119 : REQUEST FOR CONTINUED FUNDING**

It was reported that the Business Manager for Leisure Services had requested permission to continue with study towards a CIPFA professional qualification and sought the Council's support.

Members were advised that the actual financial support required each semester would depend on the number of modules taken but, as with all staff academic requests, Council funding was capped at £1,000 per financial year. It was reported that provision had been provided for within the 2011/12 estimates. The officer had successfully completed the first two terms of the course to date.

RESOLVED: that the Board approve continued financial support to the Business Manager to progress her CIPFA Professional Qualification.

### **LPB/2011/120 : BUSINESS PLANS**

Members considered the draft facility business plan (which incorporated the marketing plans) for the Ice Bowl (copy previously circulated). They noted that the draft Leisure Strategy had been approved in June 2011 with a view to finalising the facility plans to support the key objectives and cross cutting themes contained therein. A copy of the value creation map to support the overall leisure strategy had also been circulated for Members' information.

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

RESOLVED: that the Board approve the 2011-2012 facility business plan for Dundonald International Ice Bowl.

### **LPB/2011/121 : WORLD POLICE AND FIRE GAMES (WPFG) 2013 UPDATE**

The General Manager reported that Sport NI had now confirmed that DIIB was one of the shortlisted venues for both the ice hockey and tenpin bowling events. It was anticipated that eight days' rink hire (of approximately 12 hours per day) would be required to run the ice hockey tournament and three days' bowling centre hire (of approximately 12 hours per day) would be required for the staging of the bowling tournament.

He reported that management had provided Sport NI with an estimate of costs for both events based on potential loss of income (£23,000 for rink hire and £7,000 for bowling centre hire). Sport NI had been informed that prices

quoted were only an approximation and were subject to change as planning progressed.

The General Manager suggested that, due to the prestige of the games and dependant upon Sport NI's response, the Board might wish to consider the option of the Council offering financial support to the WPFPG or might wish to consider hosting a civic reception or similar. Alderman Robinson stated that officers should provide more detail as to the type or amount of support considered appropriate. It was felt that any additional support by Council could be considered nearer to the time of the event.

In response to a query, the General Manager advised that the event would not interfere with the DIIB redevelopment schedule and the facilities would be fully operational during the period of the event. Alderman Beattie expressed concern that any slippage in the redevelopment scheduling would have a big impact on events such as this.

Noted.

Alderman Robinson left the meeting at 6.30 pm

#### **LPB/2011/122 : SPORTS MATTERS – CORRESPONDENCE FROM DCAL**

Members were referred to the recently approved Leisure Services Strategy and, in particular, the specific references to the Sports Matters – Northern Ireland Strategy for Sport and Physical Recreation 2009-2019. The Board considered a letter from DCAL (copy previously circulated) seeking local authorities to furnish DCAL with extracts from their corporate and departmental business plans showing future actions, proposed investments and partnerships that align Sports Matters.

Members were advised that the Leisure Services Strategy reflected the overarching principles of Sports Matters and reference to it was included in the introduction as follows:

The purpose of this strategy document is to outline the vision and objectives for the Leisure Services Directorate in the context of the Council's corporate plan for the period 2011-2015. The leisure strategy will not only contribute to the overarching strategy of Castlereagh Borough Council but will be steered by other relevant strategies such as the Northern Ireland Strategy for Sport 2009-2019 among other significant policies.

It was reported that DCAL were keen that such excerpts were collated by SOLACE and returned to DCAL for consideration by the Sports Matters Monitoring Group. The General Manager reported that, although the letter had been issued earlier in the year, it had not been previously presented to Council. He advised that a response would still be relevant insofar as it showed the Council's support for the strategy. He recommended that the

Board approve a letter being issued to SOLACE reflecting the content of the Council's leisure strategy.

Councillor White queried why responses to the DCAL letter were being coordinated by SOLACE and not NILGA and suggested that the response should be forwarded to NILGA.

RESOLVED: that the Board approve the issue of a letter to SOLACE and NILGA reflecting the content of the Council's leisure strategy.

### **ANY OTHER BUSINESS**

#### **LPB/2011/123 : ICE RINK MANAGERS ASSOCIATION**

The General Manager reported that the Ice Rink Managers Association was a national body that met on a quarterly basis. He sought the Board's approval for the DIIB Operations Manager to attend one meeting per annum in order to maintain contacts and keep up to date on developments on best practice. He stated that costs of attendance would be covered by the current budget.

RESOLVED: that the Board approve the attendance by the DIIB Operations Manager at one meeting per year of the Ice Rink Managers Association.

#### **LPB/2011/124 : ACTION FOR HEARING LOSS**

Councillor Cochrane referred to the DIIB redevelopment and asked if the Board would consider an approach by Action for Hearing Loss to discuss the main issues they had regarding the use of leisure facilities. She indicated that a charter mark was available for premises that were deaf friendly and she suggested that the Council could be one of the first in Northern Ireland to be awarded this charter mark. The General Manager advised that he would be happy to include this in the brief to the design team and any other accreditations from disabled groups which might assist in marketing the facility as inclusive to all.

RESOLVED: that the Board authorise officers to liaise with Action for Hearing Loss with a view to incorporating deaf friendly measures in the DIIB redevelopment proposals and to consider any other accreditations from disabled groups which might assist in marketing the facility as inclusive to all.

As there was no further business the meeting ended at 6.50 p.m.

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**CHAIRMAN**

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**MAYOR**