

## **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, 18 March 2011, at 10.10 am

**ALDERMEN:** Alderman M Henderson  
Alderman J White

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

**IN ATTENDANCE:-** Director of Leisure Services, General Manager Leisure & Marketing, Club Secretary/Manager, Operational Services Manager, Parks Manager, Capital Projects Officer, Health & Safety Officer and Members' Services Officer

**APOLOGIES:** Alderman Norris and Councillors Chambers, Copeland and Drysdale

### **GCB/2011/83 : DECLARATIONS OF INTEREST**

Councillors Robinson and Spratt and the Director of Leisure Services declared an interest as they had received requests for complimentary tickets. The Director of Leisure declared an interest in respect of Methodist College Belfast.

Noted.

### **GCB/2011/84 : MINUTES OF CASTLEREAGH HILL GOLF CLUB BOARD MEETINGS HELD ON 24 FEBRUARY 2011 (copy previously circulated)**

RESOLVED: That the Minutes of the Golf Club Board meeting of 24 February 2011 be adopted as true and accurate record of the proceedings.

### **GCB/2011/85 : MINUTES OF THE MEETING OF THE CASTLEREAGH HILLS GOLF CLUB GENERAL COMMITTEE HELD ON 4 FEBRUARY 2011 (copy previously circulated)**

Noted.

### **GCB/2011/86 : MINUTES OF THE MEETING OF THE CASTLEREAGH HILLS GOLF CLUB GENERAL COMMITTEE HELD ON 4 MARCH 2011 (copy previously circulated)**

Noted.

## **MATTERS ARISING FROM THE MINUTES**

### **GCB/2011/87 : FIRST ADVANCE (Minute GCGC/2011/38 refers)**

The Director of Leisure Services sought approval for payment of the first advance to the golf club in the sum of £3,621.28, to be released on 1 April 2011.

RESOLVED: That approval be granted for payment of the first advance to the golf club in the sum of £3,621.28, to be released on 1 April 2011.

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

### **REPORT FROM THE OPERATIONAL SERVICES MANAGER**

### **GCB/2011/88 : FINANCIAL TRADING ACCOUNTS – OPERATIONAL SERVICES (copy tabled at the meeting)**

The Parks Manager tabled the financial accounts for Members' consideration. He pointed out that there was an overspend in the materials budget and referred to the February Board meeting, when he had advised that expenditure of materials for additional works at No 2 fairway would result in an overspend. He further advised that there were still outstanding invoices regarding transport.

Noted.

### **GCB/2011/89 : REVIEW OF WORK COMPLETED ON THE COURSE THROUGHOUT THE PREVIOUS MONTH**

The Parks Manager updated Members on works completed during the previous month as follows:

- Fairways and approaches had been reshaped to follow contours
- Landscaping of new path, including soiling up path edges, seeding and tree planting
- Woodland areas had been refurbished to No 4 fairway

The Parks Manager stated that all fairways had been cleaned, thinned out and sprayed with selective in order to allow the grass to grow cleaner. He advised that work to the woodland areas at the remaining fairways would continue in the next year.

Noted.

**GCB/2011/90 : ANTICIPATED IMPROVEMENTS/WORKS FOR THE FORTHCOMING MONTHS**

The Parks Manager reported on anticipated improvements/works for the forthcoming months as follows:

- Gaping up beech hedging at the perimeter fence at the Upper Braniel Road
- Worm killer to be applied to all tees and approaches
- Vertidrainage and decompacting programme to commence on fairways
- Mulching around trees on course
- Landscaping of the hill at No 12 green

The Parks Manager advised that all greens were in good condition but the trees at the new 12<sup>th</sup> green required landscaping.

Noted.

**GCB/2011/91 : COURSE CLOSURE DURING THE MONTH**

The Parks Manager presented a report on closures during the month. He advised that the course had been closed on four days due to heavy rain.

Noted.

**GCB/2011/92 : COMPLAINTS / RESPONSES / COMPLIMENTS**

Members were advised that no complaints, responses or compliments had been received in February 2011.

Noted.

**GCB/2011/93 : COMMUNICATION / WORKS CONDUCTED IN LIAISON WITH THE GREENS COMMITTEE**

There had been no communication / works conducted in liaison with the Greens Committee.

Noted.

**REPORT FROM THE CAPITAL PROJECTS OFFICER**

**GCB/2011/94 : SAFETY FENCE AT NO 2 – OUT OF DEFECTS**

The Capital Projects Officer advised that work on ground levels beneath the safety fence at No 2 hole had been completed, including planting round the new lower section of the fence.

Noted.

**GCB/2011/95 : CAPITAL PROJECTS – PAR 5, 8<sup>TH</sup> & 12<sup>TH</sup>**

The Capital Projects Officer advised that the remaining tree planting had been completed and the hand-over documents had been received and were acceptable.

Noted.

**GCB/2011/96 : NEW FEATURE ENTRANCE**

The Capital Projects Officer advised that stone work at the entrance was now complete, rendering to the rear of the wall was underway, spraying of the ground for planting was due to commence and the grass was being prepared for coating. Furthermore, the main contractor had submitted detailed proposals of lettering for the signage and a meeting with the manufacturer had also taken place.

Councillor Spratt commented on the quality of the work.

Noted.

**GCB/2011/97 : INSTALLATION OF MAIN DRAINS AND SAND SLITTING**

The Capital Projects Officer reported that, following an advertisement for tenders for the installation of main drains and sand slitting in the Belfast Telegraph on Friday, 11 February 2011, and on the Council's website, eight tenders had been submitted by the deadline of Friday, 4 March 2011.

All tender documents had been assessed in accordance with the Council's tender evaluation criteria and all had been arithmetically correct. Two of the tenders had failed to complete the mandatory questionnaire and relevant experience section and had, therefore, been excluded from the process. The Capital Projects Officer recommended to award the tender to Bloomingdale Nurseries Ltd, as they presented the best value to the Council. In the event that Bloomingdale Nurseries Ltd would withdraw, the Capital Projects Officer recommended to award the tender to Earney Contracts Ltd.

The contract period for the work was estimated to last for seven weeks, with work to commence on 4 April 2011 for a two-week period and then return on site on 8

August 2011 to complete the sand slitting. The Capital Projects Officer confirmed that provision had been made in the 2011/2012 financial year.

Following discussion, it was proposed by Alderman White, seconded by Councillor Spratt and

RESOLVED:

- (a) That Bloomingdale Nurseries Ltd be awarded the tender for the installation of main drains and sand slitting, with the work due to commence on 4 April 2011.
- (b) That, in the event that Bloomingdale Nurseries Ltd would withdraw from the tender, Earney Contracts Ltd be appointed to carry out the work.

Alderman Henderson joined the meeting at 10.20 am.

#### **GCB/2011/98 : ENTRANCE DOORS**

The Capital Projects Officer advised that the colour for the entrance door had been determined and the contractor had indicated that the doors should be installed by 18 March 2011.

Noted.

#### **GCB/2011/99 : LATENT DEFECTS**

The Capital Projects Officer advised that Scott Wilson URS had concurred that the settlement evident to the paving should be treated as a latent defect and they had recommended that the Council should take further action against the contractor. The Capital Projects Officer went on to say that he had written to the contractor to advise them of the Council's intention to seek compensation.

The Director of Leisure Services advised that the of pursuing this case was likely to be considerable and there was a risk of recoverability, therefore she recommended that the Council cover the cost, if necessary, of installing a pin curb at the front of the club house once the paving became unsightly. However, at present this was not the case and there did not appear to be a health and safety risk.

The Golf Club Secretary/Manager stated that there was also a flagging area at the front of the club house.

Following discussion, it was

RESOLVED:

- (a) That a pin cub be installed at the settlement evident to the paving at the front of the club house once the paving became unsightly or there was a health and safety risk, with the funding being provided by the Council.
- (b) That Officers obtain quotations for the repairs to flagging at the front of the club house.

**ANY OTHER BUSINESS**

**GCB/2011/100 : LINK PATH FROM 1<sup>ST</sup>/2<sup>ND</sup> & 9<sup>TH</sup> HOLES**

The Capital Projects Officer advised that a new link path from 1<sup>st</sup>/2<sup>nd</sup> and 9<sup>th</sup> holes had been installed.

Noted.

**REPORT FROM THE HEALTH & SAFETY OFFICER**

**GCB/2011/101 : REPORT REGARDING THE INSULATION OF THE WATER TANKS FOR WATERING THE GREENS TO REDUCE THE RISK OF LEGIONELLA PROPAGATION**

As requested at the January Golf Board meeting, the Health & Safety Officer provided further information in respect of some elements of his previous report. He tabled a paragraph from the Approved Code of Practice L8 regarding the prevention of Legionella.

- 56 The primary objective should be to avoid conditions which permit Legionella bacteria to proliferate and to avoid creating a spray or aerosol. It may be possible to prevent the risk of exposure by, for example, using dry cooling plant, adiabatic cooling systems or point-of-use heaters (with minimal or no storage). Where this is impractical, the risk may be controlled by minimising the release of droplets and by ensuring water conditions which prevent the proliferation of Legionella bacteria. This might include engineering controls, cleaning protocols and other control strategies. Decisions should be made about the maintenance procedures and intervals, where relevant, on equipment used for carrying out the control measures. Legionella bacteria may be present in very low numbers in many water systems but careful control will be prevent them from multiplying.

- 57 In general, proliferation of Legionella bacteria may be prevented by:
- (a) avoiding water temperatures between 20°C and 45°C – water temperature is a particularly important factor in controlling the risks;
  - (b) avoiding water stagnation, which may encourage the growth of biofilm;
  - (c) avoiding the use of materials in the system that can harbour or provide nutrients for bacteria and other organisms;
  - (d) keeping the system clean to avoid the build-up of sediments which may harbour bacteria (and also provide a nutrient source for them);
  - (e) the use of a suitable water treatment programme where it is appropriate and safe to do so;
  - (f) ensuring that the system operates safely and correctly and is well maintained.

The Health & Safety Officer also provided the following information:

### **1. Will insulation work to help control the Legionella bacteria**

The current structure of the water tanks consists of a corrugated iron surface that conducts heat from direct sunlight and surrounding air temperatures during the summer months by insulating the tanks with a low conductive material placed upon the iron surface, inhibiting its ability to absorb heat and transfer that to the water contained within so that the mains water temperature remains lower than the required propagation temperature for Legionella.

### **2. The exact temperatures of the water tanks**

The Technical Manager of Technical & Environmental Services undertook the logging of temperatures during August 2010. Water temperatures peaked in the tank beside the 17<sup>th</sup> Green to 27 degrees and were consistently in the 20-45 degree bracket for over seven days in early August. The 17<sup>th</sup> Green tank would be at greater risk of high summer temperatures, affecting the temperature of the water due to the smaller capacity of water that it holds.

### **3. Dip slide results**

Water tests were performed on the tanks as per the Council's Legionella Control contract in October 2010. The results indicated that the water in the tank at the 17<sup>th</sup> Green had a colony count that registered 100 per ml of water and was within the approved limit, but the water at the mains location was 100,000 per ml and

over the limit. The tank at the 9<sup>th</sup> Green test indicated the colony count within the water was 100,000 per ml and over the limit, while the water at the mains was within the approved limit.

#### **4. What is the risk**

The risk posed by the tanks is rated at medium (quantified at 420) in the Approved Code of Practice during the most recent risk assessment. During the assessment the water samples were taken and found to be within the acceptable colony count in January. If the water test results for October 2010 had been used in the assessment algorithm, the risk would be over high middle (quantified at 1,320).

#### **5. What are other councils doing**

Following investigation, other councils are currently not performing controls such as insulation. Banbridge District Council uses a similar tank to water bowling greens and performs weekly draining of the tank to control the risk.

#### **6. Are there other possible treatments/controls**

Other treatments for the water would be to fit UV filter lamps that would kill the bacteria. The cost of purchasing and installing UV filters would be similar to the cost of insulation plus the ongoing cost to run them and maintain them.

To drain the tanks weekly is another control to ensure the water is frequently changed during the risk months. Currently the tanks drain 85% water when used but are not always used through the period. For this measure the two tanks must be drained completely. The cost of draining and refilling the tanks with fresh mains water is calculated at £99.27 per drain for the two tanks. The irrigation system can be set to ensure that all the tanks are drained, but weather conditions may not make this possible if the course is wet.

During the ensuing discussion, Councillor Spratt stated that the main risk was with the smaller tank at the 17<sup>th</sup> green at the top of the hill and that this should be insulated only and he suggested that Officers should monitor the second tank for a minimum of one year.

#### **RESOLVED:**

- (a) That approval be granted to insulate the smaller water tank at the 17<sup>th</sup> green and that Officers monitor the larger water tank at the 9<sup>th</sup> green for a minimum period of one year.
- (b) That approval be granted to accept the quotation from Tipping Mechanical for the insulation of the smaller water tank at the 17<sup>th</sup> green.

The Health & Safety Officer left the meeting at this point.

## **REPORT FROM THE DIRECTOR OF LEISURE SERVICES**

### **GCB/2011/102 : GUIDANCE ON ISSUE OF COMPLIMENTARY TICKETS**

The Director of Leisure Services advised that frequent requests were being received from members of the public, either acting in an individual capacity or on behalf of recognised organisations/charities, for complimentary tickets for fundraising events. She added that the impact on the operational booking of the facility was seldom affected, due to the almost infinite capacity to cope with small additional numbers, and the marketing value of such small tokens could not be underestimated. However, the Director of Leisure Services sought Members' views in respect of regularity and probity.

During the ensuing discussion, Members felt that management should exercise discretion and consider each application for complimentary tickets on its own merit but there should be a consistent approach.

RESOLVED: That two tickets be issued in response to written requests for complimentary tickets, asking for assistance with fundraising activities, with the Director of Leisure Services reserving the right to assess requests for additional tickets, and that each request be dealt with on its merits.

### **GCB/2011/103 : UPDATE ON LICENCE AGREEMENT WITH THE GOLF CLUB**

The Director of Leisure Services tabled details of attempts to date to progress the Licence Agreement with the Golf Club. She suggested that Officers meet with the club and invite representatives of the GUI and the ILGU to the meeting.

Following some discussion, it was

RESOLVED: That Officers meet with members of Castlereagh Hills Golf Club, along with representatives of the GUI and the ILGU, in order to try and progress the option of a Licence Agreement.

## **REPORT FROM THE BUSINESS MANAGER (presented by the Director of Leisure Services)**

### **GCB/2011/104 : FINANCIAL TRADING ACCOUNTS**

The Director of Leisure Services advised that the trading accounts to the end of February 2011 showed favourable positions and this had not been affected by adverse weather conditions.

Councillor Robinson noted his appreciation of all the good work carried out by staff.

Noted.

### **REPORT FROM THE GOLF CLUB SECRETARY/MANAGER**

#### **GCB/2011/105 : HILLS RESTAURANT LTD BAR AND RESTAURANT**

The Golf Club Secretary/Manager advised that, currently, there was no update.

Noted.

#### **GCB/2011/106 : SHUTTERS AT RECEPTION**

The Golf Club Secretary/Manager advised that she had contacted Savages to enquire when they would be on site to quote for an upgraded shutter in the reception area, but she had not received a reply, therefore she recommended to accept the quotation from Reliant Shutters. She added that there would be an additional cost of £170 over and above monies reimbursed as part of the claim. This might lead to an overspend to accommodate this sum paid.

Following discussion, it was

**RESOLVED:** That approval be granted to accept the quotation from Reliant Shutters to install the shutters in the reception area and note an additional sum of £170 above monies recovered from the claim.

#### **GCB/2011/107 : ALARM CALL-OUTS**

The Golf Club Secretary/Manager provided details of two call-outs to the facility in February as follows:

5 February 2011	Alarm would not set 10.30 pm
24 February 2011	False activation LHS door 001

The Golf Club Secretary/Manager further advised that there had been a concerning number of call-outs in the past number of months, and the Technical Manager was investigating the matter.

Noted.

**GCB/2011/108 : CLUBHOUSE COMPLAINTS / RESPONSES / COMPLIMENTS**

The Golf Club Secretary/Manager reported that there had been no formal complaints / responses / compliments.

Noted.

**GCB/2011/109 : REQUESTS FOR COMPLIMENTARY TICKETS**

The Golf Club Secretary/Manager advised that a request for complimentary tickets had been received from Braniel Community Centre to hold a special day celebrating 50 years of memories of Braniel Community Centre. She continued to say that she had received a thank-you letter from the Deputy Mayor for the donation / assistance towards the Charity Valentine's Quiz.

Councillor Spratt had received a request for complimentary tickets from the Principal of Moneyreagh Primary School towards a fundraising event.

Councillor Robinson had received a request for complimentary tickets from a Cancer charity towards a raffle they would be holding.

The Director of Leisure Services had received a request for complimentary tickets from Methodist College Belfast towards their Hockey Fundraising Tour.

RESOLVED: That a four-ball ticket be awarded to each of the following: Braniel Community Centre, Moneyreagh Primary School, Cancer charity and Methodist College Belfast.

**GCB/2011/110 : CASTLEREAGH HILLS GOLF CLUB MEMBERSHIP**

The Golf Club Secretary/Manager provided details of current membership statistics and stated that some exit forms had been received for members leaving on 1 April 2011. She confirmed that information would be collated on this feedback and presented to the Board as an overall review following completion of the renewals process.

RESOLVED: That the Golf Club Secretary/Manager collate a summary of exit forms and provide feedback following the membership renewals process.

**GCB/2011/111 : REVIEW EXIT FORMS**

Noted.

**GCB/2011/112 : BUGGY AND TROLLEY HIRE**

The Golf Club Secretary/Manager reported that the following income had been received in February 2011:

- Buggy hire 18 holes           £35.00
- Buggy hire 9 holes            £0.00
- Trolley hire                     £56.00

The Golf Club Secretary/Manager also sought Members' views regarding either a reduction of 50% or 25% for those club members and pay-and-play golfers who held a disability blue badge and a 50% reduction during a three-month rolling period of recuperation for those club members who required a buggy due to injury. A monitoring procedure would be put in place and would be reassessed after the initial three-month discounted rate.

During the ensuing discussion, Councillor Robinson felt that the blue badge scheme was open to fraud, therefore he felt that checks should be carried out in this respect. The Golf Club Secretary/Manager suggested that photographic identification could be required as proof.

Following some further discussion, it was

RESOLVED: That approval be granted for a 25% reduction (rounded up) for buggy and trolley hire for those club members and pay-and-play golfers who held a disability blue badge and also for a three-month period for those club members who required a buggy during recuperation following an injury (£10 for 18 holes and £5 for nine holes honoured to those golfers who qualify for this category of payment), to be reassessed following the initial three-month period.

#### **GCB/2011/113 : NUMBER OF STAFF USING THE COURSE**

The Golf Club Secretary/Manager reported that no staff members had used the course during February 2011.

Noted.

### **REPORT FROM THE GOLF PROFESSIONAL**

#### **GCB/2011/114 : CASTLEREAGH CHALLENGE CUP**

The Golf Club Secretary/Manager advised that the Golf Professional had contacted and subsequently met with representatives from Tesco Newtownbreda in order to obtain sponsorship for the Primary School competition. Tesco Newtownbreda had now confirmed support in the sum of £250 as well as the provision of Healthy Eating sessions.

Noted.

**GCB/2011/115 : PREVIOUS MONTH'S LESSONS PROGRAMME / INCOME REVIEW**

The Golf Professional provided details of income generated from lessons and coaching during February 2011.

The Golf Club Secretary/Manager stated that the club now had 59 members and the club received many requests for information, therefore there was currently no need to further promote the club.

Alderman Henderson referred to previous consideration of employing a further staff member to assist the Golf Professional with Juvenile development. The Director of Leisure Services replied that this proposal of support had been passed to the club through the General Committee. She was aware that the matter was being considered but as yet she had received no response. However, if required, there would be sufficient income to cover the cost of an additional staff member. She further stated that, at the last Golf Club General Committee meeting, the response from club members had been positive in respect of support for the Juvenile Coaching programme. Alderman White added that, at the AGM, the club had been informed that Juvenile coaching was important for the club.

Alderman Henderson also advised that Malone Golf Club offered special rates for members of the PSNI and the Armed Services and he sought Members' views whether this could be introduced at Castlereagh Hills Golf Club. Councillor Spratt agreed that this might be worthwhile, as there were societies in every club. The Golf Club Secretary/Manager advised that the Marketing Department had secured an article in the PSNI magazine and promotional leaflets had also been sent to the PSNI, therefore the golf club had a relationship with them.

Noted.

**ANY OTHER BUSINESS**

**GCB/2011/116 : ROYAL WEDDING**

The Golf Club Secretary/Manager sought Members' views in respect of not charging bank holiday rates on the day of the Royal wedding bank holiday in order to celebrate the occasion.

Following some discussion, it was

RESOLVED: That approval be granted not to charge bank holiday rates on the day of the Royal wedding in order to celebrate the occasion.

**GCB/2011/117 : THANKS TO STAFF**

Councillor Spratt offered his thanks and appreciation to all staff members at the golf club for their hard work throughout the previous year.

Noted.

**GCB/2011/118 : LICENCE AGREEMENT**

Councillor Spratt felt that there was urgency to reach agreement with golf club members in respect of the Licence Agreement.

Noted.

**GCB/2011/119 : FORMER HEAD CHEF**

Alderman Henderson advised that a former head chef at the Golf Club restaurant was suffering from cancer and had been admitted to hospital.

Noted.

**GCB/2011/120 : MARKETING MANAGER**

Councillor Spratt advised that the Marketing Manager's husband had recently lost two close family members and he asked that Officers forward the Council's sympathy. The Director of Leisure Services replied that she had already done so on behalf of the Golf Club Board.

Noted.

**STAFF IN COMMITTEE**

The Parks Manager, Operational Services Manager, Capital Projects Officer and the Members' Services Officer left the meeting at this point.

As there was no further business, the meeting concluded at 11.00 am.

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CHAIRMAN

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CHIEF EXECUTIVE