

**LEISURE & DEVELOPMENT COMMITTEE MEETING
TUESDAY 08 MAY 2018**

Table of Recommendations

No	Item	Summary of key Recommendations
1	Apologies	<i>Councillor McLean</i>
2	Declarations of Interest	<i>Alderman Hillis – Portrush ReVitalise Letter of Offer</i>
3	Minutes of Meeting held Tuesday 10 April 2018	<i>Confirmed</i>
4	Leisure and Development Business Plans 2018/2019	<i>No decision reached</i>
5	Causeway Coast and Glens Heritage Trust	<i>Withdrawn</i>
6	Tourism events Grant Funding Programme	<i>Approve with recommended amendments</i>
7	Museums Options Appraisal	<i>Approve with the exclusion of Item 1.1, 1.2 and 1.6</i>
8	ReVitalise Portrush Letter of Offer	<i>Approve</i>
9	Heritage Lottery Fund European Year of Cultural Heritage Scheme	<i>For information</i>
10	Commemoration	<i>For information Director of Leisure and Development</i>

		<i>to provide further details as outlined</i>
11	Correspondence	
	11.1 Proposed Amendment to the Control of Traffic (The Dark Hedges)	<i>Noted</i>
12	Consultations	<i>None</i>
13	Matters for Reporting to Partnership Panel – Local Government Side	<i>None</i>
14	Review of Leisure Management Options and Coleraine Leisure Centre: Draft Prospectus for Market Sounding	<i>Approve</i>
15	Any Other Relevant Business (in accordance with Standing Order 12 (o))	<i>None</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF
THE LEISURE AND DEVELOPMENT COMMITTEE
IN CIVIC HEADQUARTERS, COLERAINE ON
TUESDAY 8 MAY 2018 AT 7:00 PM**

In the Chair: Councillor Duddy

Members Present: Aldermen: Hillis and Robinson
Councillors: Baird, Chivers, Clarke, Deighan,
Douglas, Fielding, Holmes, MA McKillop,
C McShane, M Knight-McQuillan, A Mulholland
and K Mulholland

Officers Present: R Baker, Director of Leisure and Development
P Thompson, Head of Tourism & Recreation
W McCullough, Head of Sport and Wellbeing
P Beattie, Head of Prosperity and Place
R Gillen, Coast and Countryside Manager
J Welsh, Head of Community & Culture
N Harkness, SIB Project Manager
H Perry, Museums Manager
D Allen, Committee & Member Services Officer

In Attendance: Press (1 no)

The Chair offered condolences to the family of Councillor Barney Fitzpatrick who had passed away at the weekend and invited Council to observe one minute's silence.

SUBSTITUTIONS

Councillor Fielding replaced Councillor Stevenson and Councillor Knight-McQuillan replaced Councillor McLean for the transaction of business for the evening.

1. APOLOGIES

Apologies were recorded for Councillor McLean.

2. DECLARATIONS OF INTEREST

Declarations of Interest were recorded for Alderman Hillis relating to Item 8 - Portrush ReVitalise Letter of Offer.

3. MINUTES OF MEETING HELD TUESDAY 10 APRIL 2018

The Chair advised the minutes of the above meeting were adopted at the Council Meeting 24 April 2018.

AGREED – that the minutes of the meeting held Tuesday 10 April 2018 be confirmed as a correct record.

4. LEISURE AND DEVELOPMENT BUSINESS PLANS 2018/2019

Report circulated.

As Council enters the final year of the 2015 – 2019 term, this plan provides a focus for officers responsible for delivering the services aligned to:

- Sport and Wellbeing
- Community and Culture
- Tourism and Recreation
- Prosperity and Place
- The Funding Unit

The plans for each of the aforementioned service areas are developed based upon:

- The emerging actions from the Community Planning Process
- The Council's Corporate Plan
- Endorsed service area strategies
- Relevant Central government strategies and policies
- Council decisions and direction from the 2017 / 18 period

The purpose of the annual business plan is to:

- Give a clear sense of what the service is for and the challenges it faces
- Show how it is supporting Council's priorities
- Show how it is contributing to the efficiency drive and transformation of service delivery
- Show how it is aligning its resources to meet the challenges ahead
- Help us to hold ourselves to account and ensure we deliver for Council and its residents
- Bring key information together in one place about the service, which Members, staff and stakeholders can understand

It is recommended that Council consider and approve the proposed business plans for the 2018/2019 period, including financial position,

providing a focus for officers responsible for delivering Leisure and Development Services.

Councillor K Mulholland was concerned that the agreed 0% rate increase was having an impact on front line services.

In response to a query raised by Alderman Hillis the Director of Leisure and Development informed Members that the Business Plans set out work priorities and should the decision be deferred for one month this would create a degree of uncertainty to do the work and gain an outcome.

Proposed by Councillor K Mulholland
Seconded by Alderman Hillis

- to recommend that Council consider and approve the proposed business plans for the 2018/2019 period, including financial position, providing a focus for officers responsible for delivering Leisure and Development Services.

Councillor Deighan was in support of the recommendation.

Councillor Clarke felt that more explanation was needed on the detail and more balance was needed in the report. He suggested that a presentation be given by each of the Heads of Services in order for Members to be able to understand the content of the whole document; discussion to be held over two meetings.

Amendment

Proposed by Councillor Clarke
Seconded by Councillor Fielding

- to recommend that two meetings be arranged for Members to receive a presentation from each of the Heads of Services in respect to their proposed Business Plans for 2018/2019 and to allow Members to propose questions.

Councillor C McShane highlighted a typing error in the report and advised of the correct spelling to be 'Ould Lamma Fair'.

The Chair put the amendment to the Committee to vote; 6 Members voted for, 9 Members voted against and 0 Members abstained.

The Chair declared the amendment **lost**.

The Chair put the substantive motion to the Committee to vote; 6 Members voted for, 6 Members voted against and 0 Members abstained. The Chair applying his casting vote, voted against the motion and declared the motion **lost**.

Councillor Baird requested that Members be allowed to put questions to each of the Heads of Services during the current meeting. The Chair stated that a vote had already been taken and as no decision had been agreed upon this would be considered for a decision at the May Council Meeting.

Alderman Hillis raised a Point of Order; as this could not be referred to a Standing Order it was rejected.

Councillor Holmes proposed that the Committee suspend Standing Orders to allow Heads of Services to be questioned for 15 minutes on each business proposal. The Chair referred Members to Standing Order No 27 - *'The ruling of the Mayor/Chair as to the interpretation, construction or application of any of these Standing Orders or as to any proceedings of the Council, shall not be challenged at any meeting of the Council'*.

5. UPDATE ON ACTIVITIES AND FUNDING OF THE CAUSEWAY COAST AND GLENS HERITAGE TRUST

Report circulated.

The Director of Leisure and Development requested that this item be withdrawn for further information to be received.

6. DRAFT PITCHES INVESTMENT STRATEGY

Report circulated.

The Causeway Coast and Glens Facilities Strategy 2015 highlights the level of over and under supply of a range of sports facilities across the Borough. This assessment was limited to a study of the current supply in comparison to the population size and geographic dispersal. The issues of the condition of the current provision and local demand factors were not included in this initial high-level study and both have the potential to change the level of unmet demand at a local level.

In February 2017 Council agreed to commission a more detailed Facility Audit and Pitch Strategy to include 8 different outdoor facility types:

- Association football
- Rugby
- Gaelic games
- Cricket
- Tennis
- Hockey
- Outdoor bowls
- Multi-use games areas; and
- Small sided games/kick about areas

After an open procurement process Otium Leisure Consultancy was appointed to complete this work.

The Draft Investment Strategy has been the subject of a S75 Screening exercise and it is recommended that there is no apparent need for a full Equality Impact Assessment (EQIA). Never the less, officers recommend that once the Draft Investment Strategy has been considered and received indicative approval by Committee and Council, it should be exposed to a S75 compliant, 12 week public consultation. A further assessment of the need for an EQIA will be made after responses have been reviewed.

Furthermore, the Draft Investment Strategy will be updated in light of consultation responses and thereafter presented to Committee and Council for formal adoption and implementation of the strategic recommendations (where affordable).

It is recommend that Members:

- Give indicative approval for the Draft Pitches Condition Survey & Investment Strategy
- Approve officers to initiate a S75 compliant, 12 week public consultation on the Draft Investment Strategy (excluding cost estimates); and
- Agree that officers update the Strategy in light of consultation responses for final consideration and approval by Committee and Council.

Members raised the following issues:

- (i) Item 7 - the exclusion of Portrush Football club and need for increased training facilities; the report should be amended to include all venues. The Head of Wellbeing and Sport informed Members that this would be covered under the first section in Annex A.

- (ii) Significant under provision for Gaelic games. The Head of Wellbeing and Sport clarified that CC&GBC provides a vast majority of football pitches but Gaelic pitches were provided by local clubs.
- (iii) Item 8 - Council should consult with clubs to identify need for facilities and equipment improvements. The Head of Wellbeing and Sport referred Members to Item 22 of Annex A.
- (iv) There was a gender imbalance in association football. The Head of Wellbeing and Sport informed Members that this imbalance had been targeted through schools and the Everybody Active Programme.
- (v) Ballycastle had been portrayed as a casual tennis facility. Ballycastle hosts a big tennis tournament each year and the report should be amended to reflect it being a more professional tennis court.
- (vi) The top 5 Bowling Greens were owned by private clubs and should be supported by Council. The Director of Leisure and Development informed Members that any sporting group would be able to apply to the Capital Grant Fund.
- (vii) The exclusion of Cushendall FC; they have no pitch to train or play home matches on. The Head of Wellbeing and Sport confirmed that an application had already been submitted to the Capital Grant Fund and also confirmed that Cushendall FC would be included in the amended report.
- (viii) Ballymoney United Football Club had not been mentioned. The Director of Leisure and Development informed Members that Ballymoney Show Grounds were mentioned on page 44 of main report.
- (ix) Exclusion of Roemill Road tennis courts Limavady. The Director of Leisure and Development referred Members to page 179 of main report.
- (x) The pitch at Limavady Grammar School should be open to all sporting clubs – multi 3G pitch. The SIB Project Manager to inform Members of the reference to the relevant page in the main report.

- (xi) There was a huge gap in investment between GAA/Association Football; this needed be followed up.

The Chair put the motion to the Committee to vote; 7 Members voted for, 6 Members voted against and 0 Members abstained.

The Chair declared the motion **carried**.

AGREED - to recommend that Members:

- Give indicative approval for the Draft Pitches Condition Survey & Investment Strategy
- Approve officers to initiate a S75 compliant, 12 week public consultation on the Draft Investment Strategy (excluding cost estimates); and
- Agree that officers update the Strategy in light of consultation responses for final consideration and approval by Committee and Council.

7. MUSEUM OPTIONS APPRAISAL

Report circulated.

The purpose of the report is to present the findings from the Museums Options Appraisal Report and to offer options and recommendations for Council's consideration and approval. This report was previously tabled in January 2018 but was rescheduled pending a further workshop for Councillors.

The Cultural Strategy 2016-21 identified a requirement to carry out an analysis of need and options appraisal for museums facility provision within Causeway Coast and Glens Borough Council. The overall objective of this was to ensure Museum Services have sustainable museum facilities to deliver on the aims of the strategy including:

- Enhancing our museum assets for local people and visitors
- Investing in creative learning and skills development
- Bringing together the many, and at times contentious, histories and identities of our area
- Ensuring increased participation in and access to heritage by marginalized and excluded groups
- Protect and enhance collections, provide access to collections for our communities and visitors and deliver programming and support community outreach and engagement.

In response to the Terms of Reference, Blueprint Development Consultancy and Associates were appointed by council in 2017 to undertake the audit and options appraisal. **(Annex C)** This included looking at facilities, the current positions challenges and opportunities, and from this propose a series of options which will support a *sustainable* model for museums within the Borough. Following on from a Notice of Motion made in August 2016 regarding Ballymoney Museum, part of the audit also required consideration of the options for the development of a permanent Road Racing Museum in Ballymoney while retaining local community museum provision.

The report was initially tabled in January 2018, but deferred to accommodate an additional workshop on the report findings. The workshop was due to take place in early March but was rescheduled due to adverse weather conditions and will take place on the 3 May 2018. The workshop findings, not available at the time of this report being compiled, will be reported to committee as part of this item.

It is recommended that Council approve the Museums Options Appraisal Report, and accept the recommendations included within the report.

Councillor Clarke stated that the report had been compiled ahead of the Museums Workshop held on Thursday 3 May and therefore did not contain any comments/views that had been discussed/raised by Members. He also commented that that concerns raised by Members in January 2018 had not been actioned as indicated by the Chief Executive.

Issues raised included:-

- Closure of one of the teaching facilities at Flowerfield in order to be used as storage of Coleraine Museum collection. Members suggested alternative storage solutions be pursued.
- Closure of Green Lane Museum in Limavady. Members suggested the development of a voluntary programme as is currently being operated at the Ballycastle Museum.
- Shesburn House already operating at capacity for meetings and therefore no room available for the storage of museum collections.

Proposed by Councillor Clarke
Seconded by Councillor Fielding

- to recommend that Council approve the Museums Options Appraisal Report, and accept the recommendations included within the report but with the **exclusion** of the following sections:

- 1.1 Retain the use of Flowerfield as an interim storage solution
- 1.2 Relocation to Sheskburn, Ballycastle and make resources available to secure the collection therein and
- 1.6 Closure of Green Lane Museum

The Chair put the motion to the Committee to vote. The Committee voted unanimously. The Chair declared the motion **carried**.

The Chair confirmed that the report would be amended with the exclusions as detailed above before being presented to the full Council Meeting in May.

8. REVITALISE PORTRUSH LETTER OF OFFER

Report circulated.

ReVitalise is a scheme funded by the Department for Communities, aimed at improving business frontages in towns across Northern Ireland. Similar schemes have run in Coleraine, Limavady, Ballycastle and Ballymoney.

The Department for Communities has forwarded a Letter of Offer valued at £488,237.55 to complete the proposed Portrush ReVitalise scheme. The offer is part of the Portrush Regeneration Programme funding. No financial contribution from Council is required.

Grant assistance will be available to enhance the external facades of approximately 130 business premises in the immediate Portrush area. The maximum grant for each applicant will be £5,000. A 10% financial contribution towards the total cost of each project is required from each applicant. The Scheme will be completed by April 2019. A Steering Group of Elected Members, Portrush business representative nominations and officers will manage the scheme.

It is recommended that Council accept the Letter of Offer for £488,237.55 from the Department for Communities.

AGREED - to recommend that Council accept the Letter of Offer for £488,237.55 from the Department for Communities.

9. HERITAGE LOTTERY FUND EUROPEAN YEAR OF CULTURAL HERITAGE SCHEME

Information report circulated.

Members are informed that Council has been successful in its application to the Heritage Lottery Fund European Year of Cultural Heritage Scheme. The project will receive £56,500 for 'Sea Gods Shipwrecks & Sidhe Folk – a treasure trail revealing the rich Causeway heritage'

Cultural Services along with other Council departments will work in partnership with the University of Ulster and Big Telly on the project that will draw visitors into lesser known areas off the Causeway Coastal Route and inspire visitors to uncover the connections between the landscape, local folklore and iconic treasures that are held in our museums. Through public engagement, eight sites that represent the hidden gems of the Causeway heritage, along with their associated myths and legends, will be selected. The project is to run to December 2019.

The information report was noted.

10. COMMEMORATION PROJECTS FUNDING

Information report circulated.

Every year Council agree the annual programme of grants for the incoming year.

In September 2017 the Funding Unit Manager presented 17 Grant Programmes to Council for the 2018-19 period. Council agreed 16 of the 17 programmes, requesting more information on the parameters of a Commemoration Fund.

The Culture, Arts & Heritage Grant Scheme has been designed to best support, promote and develop cultural, arts and heritage events, projects and activities. It has been devised to support local community and voluntary groups to promote and develop projects which broaden cultural access throughout the council area.

Organisations applying to the Culture, Arts and Heritage Grant Scheme have to demonstrate how their organisation contributes to any one of the following Culture, Arts and Heritage Aims identified in the Causeway Coast and Glens Borough Council's Culture, Arts and Heritage Strategy 2016-2021.

Grants are available for up to 100% of the total project costs to a maximum of £1,000.00.

The Culture, Arts and Heritage Grants Programme is a rolling fund and remains open throughout the year or until the fund has been expended.

In reply to a query raised by Councillor Knight-McQuillan the Director of Leisure and Development confirmed that the Cultural, Arts and Heritage Programme could facilitate any commemorative projects seeking grant aid in the 2018-2019 period.

The Director of Leisure and Development confirmed that further information would be brought back to the Committee on the following:

- exact value of money allocated to the fund
- clarification on how commemorative events now apply to this grant when previously excluded
- value of maximum award
- clarification if groups can apply under both Arts and Commemoration

The information report was noted.

11. CORRESPONDENCE REPORT

11.1 Proposed Amendment to the Control of Traffic (The Dark Hedges)

Committee noted the correspondence schedule, circulated.

12. CONSULTATIONS

There were no consultations listed.

13. MATTERS FOR REPORTING TO PARTNERSHIP PANEL LOCAL GOVERNMENT SIDE

There were no matters for reporting to the Partnership Panel.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Douglas

Seconded by Councillor A Mulholland

AGREED - that the Committee proceed to conduct the following business 'In Committee'.

* Press left the meeting at 8.51pm.

14. REVIEW OF LEISURE MANAGEMENT OPTIONS AND COLERAINE LEISURE CENTRE: DRAFT PROSPECTUS FOR MARKET SOUNDING

Confidential report circulated.

Members were presented with a confidential report to consider the option of Market Sounding to gain a better understanding in the level of interest in, and value of, the outsourcing options for the Management of the Council's tier one and tier two leisure facilities.

At the Leisure and Development Committee meeting on 10th October 2017, Members approved an updated Terms of Reference for a Project Board (PB) to oversee the review of leisure management options and the redevelopment of Coleraine Leisure Centre. The PB has now met five times and some Members, officers and union representatives have attended site visits to view leisure facilities and hear of management arrangements in a range of facilities in GB.

In March 2018 Committee and Council agreed next steps in relation to the options appraisal for the shortlisted leisure management options of:

- In-house transformed
- Council owned company (CoCo)
- Outsourced

The following next steps were agreed by Committee and Council:

- Using an evidence based approach, analyse the affordability implications of the status quo (in-house transforming) versus the shortlisted options of:
 - Council Owned Company; and
 - Outsource to a Leisure Trust
- Work with leisure staff, unions, HR and finance to prepare a project plan and estimated net subvention savings for an In-house Transformed option
- Prepare a draft prospectus for market testing for an outsourced option
- Use information from other CoCos to estimate possible net subvention reductions

Having received recommendations in March 2018, the Leisure and Development Committee and Council agreed the following key decision points:

- Site selection
- Preferred management option
- Approval of the OBC: allows procurement processes to begin
- Final Tender Report (for all major capital or revenue contracts) and Full Business Case (FBC): allows contracts to be awarded
- Post Project Evaluation including Final Account: Evaluates the project in relation to time, cost, quality and performance objectives

It is recommended that Members:

- Give specific consideration to the Opportunity Section (7) in the draft Prospectus and give approval to or make suggestions in this regard
and
- Approve the Project Board to finalise the draft Prospectus and proceed to a market sounding exercise

AGREED - to recommend that Council:

- Give specific consideration to the Opportunity Section (7) in the draft Prospectus and give approval to or make suggestions in this regard
and
- Approve the Project Board to finalise the draft Prospectus and proceed to a market sounding exercise.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor Chivers
Seconded by Councillor Holmes and

AGREED - that the Committee proceed to conduct the following business 'In Public'.

15. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (O))

There was no other relevant business.

The Chair thanked the Vice Chair, Leisure and Development Team and Committee Member Services Team for their help throughout the year, prior, during and after the Leisure and Development Committee Meetings.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8.55pm.

Chair