

**LEISURE & DEVELOPMENT COMMITTEE MEETING
TUESDAY 13 MARCH 2018**

Table of Recommendations

| No | Item | Summary of key Recommendations |
|-----------|--|---|
| 3 | Minutes of meeting held Tuesday 13 th February 2018 | <i>Confirmed</i> |
| 4 | Community Festival Fund | <i>Approve</i> |
| 5 | Ballycastle Shared Education Campus Sports Facilities | <i>Approve principles within Heads of Terms</i> |
| 6 | Holiday and Leisure Parks Vacant Pitches | <i>Approve process</i> |
| 7 | Permissive Path Agreements – Glenariff | <i>Approve renewal</i> |
| 8 | Transfer of Council Lands | <i>Agree temporary transfer</i> |
| 9 | Portrush Community Leisure | <i>Business Case for decision in May/June 2018 for 2 Bowling Greens and a 3G Pitch</i> |
| 10 | Correspondence | <i>Note</i> |
| 11 | Consultations | <i>Nil</i> |
| 12 | Notice of Motion proposed by Councillor Stevenson, seconded by Alderman Campbell (Edward Street Social Centre) | <i>Amendment Lost</i> |

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| 13 | Notice of Motion proposed by Councillor Holmes, seconded by Alderman McKeown (Council Owned Company) | <i>Notice of Motion carried</i> |
| | | |
| 14 | Any other relevant business notified in accordance with Standing Order 12. (o) | |
| | Councillor Watton 14.1 Council have a total reappraisal of support we give to Community Rescue Service | <i>Withdrawn from the Agenda</i> |
| | Councillor Clarke 14.2 What progress has been made in restoring to their intended use the teaching facilities converted to storage space at Flowerfield Arts Centre? | <i>Director to respond to Councillor Clarke</i> |
| | | |
| | IN COMMITTEE ITEMS 15-18 INCLUSIVE | |
| 15 | Notice of Motion proposed by Councillor P McShane, seconded by Councillor C McShane | <i>Notice of Motion carried</i> |
| | | |
| 16 | Coleraine Harbour | <i>Information</i> |
| | | |
| 17 | Leisure Management Options and CLC | <i>Agree</i> |
| | | |
| 18 | Leisure & Development 2018/2019 Budgetary Position | <i>Defer consideration</i> |

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF
THE LEISURE AND DEVELOPMENT COMMITTEE
IN CIVIC HEADQUARTERS, COLERAINE ON
TUESDAY 13 MARCH 2018 AT 7.45 PM**

In the Chair: Councillor Duddy

Members Present: Alderman Hillis;
Councillors Baird, Blair, Clarke, Chivers, Clarke,
Deighan, Holmes, McCandless, MA McKillop,
Nicholl, A Mulholland and Stevenson

Officers Present: R Baker, Director, Leisure & Development
R Gillen, Coast and Countryside Manager
J Gray, Projects Director, SIB
N Harkness, SIB Project Manager
W McCullough, Head of Wellbeing and Sport
P O'Brien, Funding Manager
L Scullion, Community Development Manager
J Welsh, Head of Community and Culture

In Attendance: Councillor Fielding
Councillor Knight-McQuillan
Councillor P McShane

Public Gallery: Councillor Loftus
Councillor Beattie
Councillor Wilson

Press (1 no.)

Public (1 no.)

SUBSTITUTIONS

In accordance with Standing Order 22 (4) Councillor Blair substituted for Councillor Douglas; Councillor Nicholl substituted for Councillor C McShane.

The Chair ruled Councillors Fielding and Knight-McQuillan could not participate in the meeting as the provisions of Standing Order 22 (4) had not been met.

1. APOLOGIES

Apologies were recorded for Alderman Robinson, Councillors Douglas Mulholland, McCaul and C McShane.

2. DECLARATIONS OF INTEREST

Declarations of Interest were recorded for Councillor McKillop in Community Festival Fund as Chair of the Glenariff Improvement Group and Councillor Stevenson as Director in the Ullans Centre.

3. MINUTES OF MEETING HELD TUESDAY 13TH FEBRUARY 2018

Minutes previously circulated.

The Chair advised the Minutes of the meeting were adopted at 27 February Council meeting.

4. COMMUNITY FESTIVAL FUND

Report previously circulated.

Committee was provided with a report on the assessment of the applications received to the Community Festivals Fund (CFF) for 2018-19, and to provide recommendations in relation to grant awards to be made through the programme, subject to confirmation of funding from Department for Communities (DfC).

Recommendation:

- i. Approve, as indicative allocations, the recommended amounts for funding as detailed in Annex B, subject to securing Letter of Offer from DfC and final confirmed Council budgets.
- ii. If confirmation of funding is not received from DfC by 1st April issue letters of offer to events taking part in April, May and June, with the remainder of the letters of offer to be issued when confirmation of funding is received from DfC.

The Head of Community and Culture clarified the eligibility and assessment criteria, developed following objectives specified by the Department for Communities. Unsuccessful Applications would receive one-one support; ineligible applications were defined as those which were unsuccessful and would not proceed to the scoring stage.

AGREED – to recommend that Council Approve, (i) as indicative allocations, the recommended amounts for funding as detailed in Annex B (circulated), subject to securing Letter of Offer from DfC and final confirmed Council budgets;

(ii) If confirmation of funding is not received from DfC by 1st April issue letters of offer to events taking part in April, May and June, with the remainder of the letters of offer to be issued when confirmation of funding is received from DfC

5. BALLYCASTLE SHARED EDUCATION CAMPUS SPORTS FACILITIES

Report previously circulated.

Members were updated in relation to the need to indemnify DE for the design costs associated with the Council's facility requirements and to seek Member's approval (or amendments) for the principles contained within the attached Heads of Terms.

Members were encouraged to note the above (and attached) information, circulated, with specific reference to:

- The non-binding Heads of Terms (Annex A).
- The timelines for approval.
- The design cost indemnity required by DE in advance of the appointment of the ICT on 1st May 2018 target date.
- The formal Agreement is currently under development by DSO and this, along with actual costs (when available), will be presented to either the April or May Committee cycle for decision.
- A potential source of grant funding for the proposed phase two project.

It is recommended that Members:

- Approve the principles contained within the attached Heads of Terms or advise of any required amendments.

Councillor Baird sought assurance the facility would be fully available at weekends, in the evenings and after school. The Head of Wellbeing and Sport confirmed the community would have access to the facility from 5PM, term-time Monday to Friday, at weekends and during school holidays periods.

Councillor Duddy referred to terminology within the Terms, that "by 1st May 2018 DE hopes to appoint a Design Team", and sought clarification the timescale would be within the need for the community. The SIB Projects Officer referred to the risk posed by Department of Education, potentially, surrounding access to funding.

- * **Councillor Clarke arrived at the meeting at 8PM during consideration of the Item.**

Proposed by Councillor McKillop
Seconded by Councillor Chivers and

AGREED – to recommend that Council Approve the principles contained within the attached Heads of Terms.

6. HOLIDAY AND LEISURE PARKS VACANT PITCHES

Report previously circulated.

Approval was sought to use a standardised process regarding new occupation of vacant static caravan pitches.

When a static pitch becomes vacant it will be offered to the public via the Council's website. Expressions of Interest from interested customers will be processed and they will be invited to submit a bid to install a new static unit on that pitch for a period of up to 12 years on a single Licence Agreement, and by renewal of that Licence thereafter.

The successful bidder will be provided with a list of Council Approved Distributors who satisfy the Council's requirements for the delivery and installation of static caravan units, and the customer is free to choose a unit that meets their requirements from any such distributor. The resulting Purchase Agreement will be between the customer and the distributor. (The Council therefore will have no responsibility concerning warranty). Each agreed distributor will have signed their agreement to pay £3,000 +Vat for a pre-owned unit or £5,500 +Vat to Council for each new unit they sell that is then installed on a Council park.

This proposal presents additional income opportunities for the Holiday and Leisure Parks through two new sources:

- (i) The price a customer is willing to pay to secure a pitch on a park;
- (ii) The fee agreed with a distributor who sells a static caravan unit to that customer.

If an existing occupier is the successful bidder, they will be allowed to move their existing unit onto the new pitch subject to the current internal movement fee of £250. They must however relinquish any licence agreement that relates to their previously occupied pitch and this pitch will therefore become vacant for advertising to new occupiers.

It is recommended that the Leisure & Development Committee approve the process as described to ensure that Council parks operate at full capacity and generate an improved return on investment.

Councillor Deighan was concerned with the process and the potential for local people being outbid. Councillor Baird sought affirmation of public consultation and effective communication of the proposal.

The Head of Tourism and Recreation advised consultation had taken place and illustrated the proposed vacant pitch process via Powerpoint.

Proposed by Councillor Holmes
Seconded by Councillor Baird

- to recommend that Council approve the process as described to ensure that Council parks operate at full capacity and generate an improved return on investment.

The Chair put the motion to the committee to vote, by majority consent the motion was carried; 3 members voted against, there were no abstentions.

AGREED - to recommend that Council approve the process as described to ensure that Council parks operate at full capacity and generate an improved return on investment.

7. PERMISSIVE PATH AGREEMENTS – GLENARIFF

Report previously circulated.

Approval was sought to proceed with the renewal of a Permissive Path Agreement at Ulster Way, Glenariff.

Councillor McKillop gained confirmation from the Head of Tourism and recreation the Conservation Volunteers were in place.

Proposed by Councillor McKillop
Seconded by Councillor Baird and

AGREED – to recommend that Council approve the renewal of the Permissive Path Agreement between Council and Eddie Haughey at Glenariff and the Garron Plateau for a period of ten years. This agreement will be administered and managed by the Tourism and Recreation Coast and Countryside Unit.

8. TRANSFER OF COUNCIL LANDS

Report previously circulated.

The purpose of the report was to seek approval from Members for the temporary transfer of land to the Coleraine and District Motor Club Limited for the Vauxhall International NW200.

Council is currently in receipt of an application from the Coleraine and District Motor Club to enter into a similar relationship for the 2018 event, with areas of Council owned lands being temporarily transferred to facilitate trading activities, motorbike and car parking, the erection of scaffolding and grandstands, and other racing team and temporary building infrastructure necessary for the successful delivery of the event.

The schedule (circulated) provides a breakdown of the location of the lands, the duration of the transfer, the authorised purpose of the lands and the permitted trading dates and times for the authorised purpose. It is intended that this will form the substantive schedule to any agreement between Council and the Coleraine and District Motor Club.

Councillor Deighan, whilst stating his support for the event, the transfer of the land and everything that the event does, drew attention to Council being fully reflective in the transfer of costs in how Council supports the event. The Director of Leisure and Development clarified the Directorates were working together to fully capture portioning of costs, to ensure a true understanding of the wider service areas and facility provision; and that figures would be available for the 2017 period.

It is recommended that Council agree the proposed temporary transfer of Council lands to the Coleraine and District Motor Club for the 2018 Vauxhall International 'NW 200' event.

Proposed by Councillor Deighan
Seconded by Councillor Clarke and

AGREED – to recommend that Council agree the proposed temporary transfer of Council lands to the Coleraine and District Motor Club for the 2018 Vauxhall International 'NW 200' event.

9. PORTRUSH COMMUNITY LEISURE

Information report previously circulated.

The purpose of this report was to update Members on the preparation of 3 business cases for community leisure projects in Portrush and to recommend next steps.

Members were asked to note the recent progress on the development of the OBCs for community leisure facilities in Portrush with particular reference to:

- SIB financial and Associate Advisor support for an OBC for The Recreation Grounds.
- The appointment of a design team to prepare initial design options and cost estimates.

Councillor Clarke referred to extensive discussion and consideration that had already taken place for the community leisure facilities in Portrush, and in the

meantime the facilities in Portrush were deteriorating to an unacceptable and embarrassing level.

Given the clear direction of travel, Councillor Clarke pressed Council is more decisive and proposed to take a decision around a 3G Pitch Football Pitch at Parker Avenue, Portrush and 2 Bowling Greens and Ramore Head and that a report be brought back for decision in May this year.

Proposed by Councillor Clarke
Seconded by Councillor Stevenson

- to recommend that Council move to have a Business Case ready for decision in May/June 2018 for:

2no. Bowling Greens situated at Ramore Head Recreation Grounds and
1no. 3G Pitch at Parker Avenue.

Alderman Hillis supported the motion, stating frustration that the 2 facilities in Portrush had been out of use from before Christmas. Alderman Hillis also sought an update on the 2 Play Areas in Portrush. The Head of Wellbeing and Sport advised works were ongoing at Ramore Head and Dunluce Centre Parks and they would be open for the Easter season.

The Chair, considered the proposal and referring to recent Guidance issued, and Standing Orders, stated there was nothing to preclude the motion coming forward and ruled the motion would be taken.

The Chair put the motion to the Committee to vote, 8 Members voted for, 0 Members voted against, 0 members abstained.

AGREED - to recommend that Council move to have a Business Case ready for decision in May/June 2018 for:

2no. Bowling Greens situated at Ramore Head Recreation Grounds and
1no. 3G Pitch at Parker Avenue.

10. CORRESPONDENCE

Report previously circulated.

- Coleraine Business Improvement District
Formal notification to the Department for Communities of the intention to develop a Business Improvement District for Coleraine town centre;
- Northern Ireland Policing Board, From the Department of Justice on the appointment of independent members to the Northern Ireland Policing Board

AGREED – to recommend that Council note the Correspondence.

11. CONSULTATIONS

There were no consultation documents.

12. NOTICE OF MOTION PROPOSED BY COUNCILLOR STEVENSON, SECONDED BY ALDERMAN CAMPBELL

Councillor Stevenson spoke in support of his Notice of Motion and proposed it accordingly.

“That this Council officially takes on the ownership of Edward Street Social Centre and that, as finance permits, it carries out remedial work to bring it up to a standard that complies with health and safety and building regulations, enhancing its kitchen, toilet facilities, heating and interior. That Council continues to run the facility in the same manner it has over the past 34 years.”

Councillor Holmes queried the legal status, if Council took ownership of the building.

The Chair further advised any legal discussion would take place In Committee.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Councillor Holmes
Seconded by Councillor Deighan

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

* **Press left the meeting at 8.40PM.**

The Director of Leisure and Development clarified the current legal situation had not changed from that previous.

Councillor Stevenson amended the Notice of Motion, seconded by Councillor Blair:

Proposed by Councillor Stevenson
Seconded by Councillor Blair

- That this Council officially takes on the ownership of Edward Street Social Centre and that, as finance permits, it carries out remedial work to bring it up to a standard that complies with health and safety and building regulations, to

enhance its kitchen, toilet facilities, heating and interior; that a Business Case be drawn up and go through the 4-Stage Process. That Council continues to run the facility in the same manner it has over the past 34 years.”

Councillor Stevenson requested a recorded vote.

The Chair put the amended Notice of Motion to the committee to vote. 3 Members voted For, 6 Members voted Against, 4 members Abstained.

For: Councillors Blair, A Mulholland and Stevenson
(3)

Against: Councillors Chivers, Deighan, Duddy, Holmes, MA McKillop and Nicholl
(6)

Abstained: Alderman Hillis;
(4) Councillors Baird, Clarke, McCandless

The Chair declared the motion lost.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Councillor Holmes
Seconded by Councillor Deighan

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

* **Press re-joined the meeting at 9.07PM.**

13. NOTICE OF MOTION PROPOSED BY COUNCILLOR HOLMES, SECONDED BY ALDERMAN MCKEOWN

Councillor Holmes spoke in support of his Notice of Motion and proposed it accordingly. Alderman Hillis supported allowing Officers to investigate it.

Proposed by Councillor Holmes
Seconded by Alderman Hillis and

AGREED – to recommend that *“Council requests that Officers conduct a feasibility study on establishing a Council Owned Company (COCO) to operate and run the caravan park estates and report back to Council within three months.”*

AGREED - to change the Order of Business.

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

Report previously circulated.

14.1 Councillor Watton

‘Council have a total reappraisal of support we give to Community Rescue Service’.

The Director advised the above Item had been withdrawn and would be considered at the April committee meeting.

14.2 Councillor Clarke

What progress has been made in restoring to their intended use the teaching facilities converted to storage space at Flowerfield Arts Centre?

Councillor Clarke stated in January the paint Studio at Flowerfield Arts Centre had changed usage from teaching to a storage facility for Coleraine Museum collections. Councillor Clarke had expressed concern and had received confirmation from the Chief Executive that steps would be taken to reverse the actions, until a decision is taken otherwise. However, the space was still being used as a storage area and Councillor Clarke felt it was a public interest matter.

The Director of Leisure and Development advised he would respond to Councillor Clarke by the end of the week.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Councillor Deighan
Seconded by Councillor McKillop and

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

15. NOTICE OF MOTION PROPOSED BY COUNCILLOR P MCSHANE, SECONDED BY COUNCILLOR C MCSHANE

Councillor P McShane spoke in support of his Notice of Motion and proposed it accordingly, supported by Councillor Baird.

Proposed by Councillor P McShane
Seconded by Councillor Baird and

AGREED – to recommend, *“That this council under the access order have a duty to assert and protect all Public Right of Way (PROW) within the Borough. It is our belief that the National Trust have erected signs at parts of the World Heritage Site that could mislead the public into believing they (the public) do not a right of way to walk some of the most iconic parts of the site. We request this council under the access order fulfil their statutory duty, investigate and assert the PROW throughout the World Heritage Site.*

Councillor P McShane referred specifically to the following areas:

- from the back of the Grand Causeway to the Organ;
- the Shepherds Path next to the Causeway Centre and Car Park.

16. COLERAINE HARBOUR

Information report previously circulated.

The purpose of the report was to update Members on progress with the potential Coleraine Harbour Regeneration.

No discussion took place.

17. LEISURE MANAGEMENT OPTIONS AND CLC

Confidential report previously circulated.

The report:

- Updated members on the work of the Project Board.
- Sought approval for the key decision points where Committee and Council approval will be sought.
- Sought Member’s approval of the recommendations of the Project Board and the next steps regarding site selection and management options review; and
- Agree the baselining of costs.

The following next steps were recommended in order to progress the review of leisure management options:

- 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.

It is recommended that Members agree to use the 2018/19 budgets as the baseline for calculating likely Leisure subvention reductions and the contribution this would make to the affordability of Coleraine Leisure Centre.

AGREED – to recommend that Council agree to use the 2018/19 budgets as the baseline for calculating likely Leisure subvention reductions and the contribution this would make to the affordability of Coleraine Leisure Centre.

18. LEISURE & DEVELOPMENT 2018/2019 BUDGETARY POSITION

Confidential report previously circulated.

Having established a district rates position of 0% increase for the forthcoming 2018/19 financial period, the purpose of this report is to present savings and income generation proposals for Council's consideration, relevant to Leisure and Development Services.

It is recommended that Councillors are requested to consider the cost savings and income generation proposals, relevant to Leisure and Development Services, in order to achieve the district rates position of 0% increase.

* **Councillor P McShane left the meeting at 10PM.**

Committee posed questions to the Head of Tourism and Recreation and the Director of Leisure and Development on the detail behind the report.

Councillor Stevenson felt committee required a workshop and stated it would be useful to have other options available to additionally consider.

Proposed by Councillor Stevenson
Seconded by Councillor Clarke and

AGREED – to recommend that Council defer consideration.

The Director of Leisure and Development clarified a workshop would be held at the earliest available opportunity.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Nicholl
Seconded by Councillor A Mulholland and

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

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 10.15PM.

Chair

Unconfirmed