

**Leisure & Development Committee Tuesday 9<sup>th</sup> February 2016**

**Table of Key Recommendations**

<b>No</b>	<b>Item</b>	<b>Recommendation</b>
3.	Declaration of Interest	<i>None</i>
4.	Minutes of Meeting held 12 <sup>th</sup> January 2016	<i>Approved</i>
5.	Presentation – National Trust, Glenmona House Project Cushendun and Cushendun Buildings Preservation Trust, the Old Church Project	<i>Note</i>
6.	Cushendun Old Church Project	<i>Assess the Business Case and bring back to Council for further consideration.</i>
7.	East Strand Legal Position	<i>Approve the proposed settlement agreement.</i>
8.	Garvagh Development Trust	<i>Maintains grant support of £9,000 to Garvagh Development Trust for the 2016-17 period.</i>
9.	Tourism Large and Small Events Funding	<i>Defer to Council meeting.</i>
10.	Airways Analysis and Future Development	<ol style="list-style-type: none"> <li>1. <i>Approve the amended strategy, aims and developments plans for Airwaves 2016 to 2019.</i></li> <li>2. <i>Approve the extension of the Consultant Airshow Director to 2019 on existing terms.</i></li> </ol>
11.	Glenariff Caravan Park	<i>Defer to Council meeting.</i>
12.	Landfill Community Fund and Policy	<ol style="list-style-type: none"> <li>1. <i>Agree the recommended policy for Landfill Communities Fund.</i></li> <li>2. <i>Procure the services of a recognised Environmental Body to administer the Landfill Communities Fund post March 2016.</i></li> </ol>
13.	Dervock Community Facilities	<i>Noted</i>

14.	Notice of Motion submitted by Councillor Callan, Councillor Douglas and Councillor Wilson (referred from Council Meeting 26 <sup>th</sup> January 2016)	<i>Amended motion carried.</i>
15.	Dunluce Centre and Site Development Brief	<i>Approve the draft Development Brief.</i>

## **Leisure & Development Committee**

Minutes of the Meeting of Causeway Coast and Glens Borough Council Leisure & Development Committee, held in Council Chamber, Civic Headquarters, Coleraine on Tuesday 9<sup>th</sup> February 2016 at 7.00 pm.

**In the Chair:** Councillor M A McKillop

**Members present:** Aldermen Hickey and Mullan  
Councillors Clarke, Douglas, Holmes, Knight-McQuillan, McCandless, McCorkell, McGlinchey, McLean, Mulholland, Nicholl, Stevenson, Wilson

**In attendance:** R Baker, Director of Leisure & Development  
J Welsh, Head of Community & Culture  
W McCullough, Head of Leisure, Well-being & Sport  
P Thompson, Head of Tourism & Recreation  
L Scullion, Community Development Manager  
J Gray, Strategic Programme & Projects Manager  
P O'Brien, Funding Unit Manager  
A Finney, Committee & Member Services Officer

National Trust:  
E Mulholland, Project Officer  
F Devlin, Countryside Manager

Cushendun Building Preservation Trust:  
K English, Secretary  
M Morgan, Chairperson  
M Rintoul, Project Development Officer

J Golden, Quigg Golden LLB

Councillors Baird, Callan and Duddy

Press (3no.)  
Public (1no.)

### **1. Congratulations**

The Chair congratulated Ruairi Óg on reaching their first All Ireland senior hurling final. Commiserations were extended to Eoghan Rua and Loughgiel Shamrocks. Councillor Nicholl also congratulated the teams on their achievements.

### **2. Apologies**

Apologies were recorded for Alderman Hillis.

### **3. Declarations of Interest**

There were no Declarations of Interest.

### **4. Minutes of the Meeting held on Tuesday 12<sup>th</sup> January 2016**

It was AGREED: **that the minutes of the Leisure & Development Committee Meeting held on 12<sup>th</sup> January 2016 and ratified by Council on 26<sup>th</sup> January 2016, be confirmed as a correct record.**

### **5. Presentation – National Trust, Glenmona House Project Cushendun and the Cushendun Buildings Preservation Trust, Old Church Project**

The Chair welcomed Ms Esther Mulholland and Mr Frank Devlin from the National Trust to the meeting. Ms Mulholland gave a presentation on the Glenmona House Project. Information was provided on the unique opportunity, if Council was so minded, for the two stakeholders to form a working partnership for the benefit of the Borough. The history of Glenmona House, the proposed project and how it relates to both the Council's strategy and Cushendun and Knocknacarry Village Plan were explained.

The Chair thanked Ms Mulholland for the presentation which was followed by Members' questions and comments.

The Chair welcomed Ms Katy English, Ms Monica Morgan and Ms Melanie Rintoul from the Cushendun Building Preservation Trust (CBPT) to the meeting.

Members received a presentation on the background of the CBPT and the Old Church Project. Information was provided on the project aims, how the needs of the local community would be met, the economic opportunities of the project, its predicted sustainability and funding secured to date.

The Chair thanked the representatives from CBPT for their presentation which was followed by Members' questions and comments.

### **6. Cushendun Old Church Project**

The Director of Leisure and Development Services presented the report previously circulated and summarised as undernoted;

***The Purpose of this report is to consider the proposal to convert Cushendun Old Church into a community hub with a heritage and cultural focus.***

***Cushendun Old Church is a deconsecrated Church of Ireland church situated in Cushendun. The building is derelict and on the Buildings at Risk Register. Cushendun Building Preservation Trust (CBPT) was established with the aim of restoring the building and give it a new life as a multi-purpose venue, creating a community hub with a heritage and cultural focus.***

***A Business Plan has been developed around a variety of proposed uses for the building, including community use and commercial hire, fundraising events, merchandise sales and visitor donations. Central to the business plan is hire of the Old Church for weddings.***

***CBPT has secured funding for over 75% of the total budget (including non-capital costs). The total capital costs of the project is £404,061. A Stage One application to Heritage Lottery Fund (HLF) was successful and, subject to a successful Stage Two bid, a total of £263,000 has been secured towards the capital costs. Identification of a full funding package is required before HLF will consider a Stage Two detailed application.***

***CBPT is actively trying to complete the funding shortfall and are requesting that Causeway Coast and Glens Borough Council consider a request from CBPT for funding of £100,000 to help bring the project to completion.***

***A Business Plan Summary is attached (Annex A, previously circulated). Representatives from Cushendun Building Preservation Trust will be in attendance and make a presentation at the meeting.***

**It was recommended** that officers assess the Business Case against Council's Investment Criteria and following assessment that the project is brought back to Council for further consideration.

It was proposed by Councillor Mulholland seconded by Alderman Mullan and **AGREED: to recommend to Council that officers assess the Business Case against Council's Investment Criteria and following assessment that the project is brought back to Council for further consideration.**

- \* National Trust and Cushendun Building Preservation Trust representatives left the meeting.

Alderman Hickey proposed seconded by Councillor McLean and **AGREED: that the meeting be continued 'In Committee'.**

## **7. East Strand Legal Position**

Members received a short presentation on the background of the East Strand project, its failings, a financial summary, the dispute process and its outcome. Mr James Golden and Council officers then responded to Members' questions and comments.

**It was recommended** that Council approves the proposed settlement agreement.

It was proposed by Councillor Holmes seconded by Councillor Nicholl and AGREED: **to recommend that Council approves the proposed settlement agreement.**

Alderman Hickey proposed seconded by Councillor Mulholland and AGREED; **that the meeting be continued 'Out of Committee'.**

\* Councillor McGlinchey left the meeting.

## **8. Garvagh Development Trust**

The Head of Community & Culture presented the report circulated and summarised as undernoted;

***The purpose of this report is to consider the options for grant funding the Garvagh Development Trust for the period 16/17.***

***A request has been received from Garvagh Development Trust that Council continues to grant aid the group, in order that they may provide accessible community facilities to promote and support community activity, enabling community development and good relations activities in Garvagh and the surrounding rural area. The centre, located in Main Street Garvagh, has been in receipt of funding from the legacy Council of Coleraine since its establishment in 2001, in order to provide a wide range of community facility provision in the absence of a Council operated community centre for the town.***

***As part of the grant aid review for Causeway Coast & Glens Borough Council, the following recommendation was put to Council in April 2105 :-***

***Recommendation is to award funds to Garvagh Development Trust based on the funds awarded through Coleraine BC in previous years with a graduated reduction in funding to the project year upon year (Year 1 - 10%, Year 2 – 30%, Year 3 – 50%) to bring supporting Council funds available to a level of the maximum grant aid (£2,000 p.a.) accessible through the Community Development Support Grant currently administered through Council's Community Support Plan.***

***Council approved the award of funds of £9,000 to Garvagh Development Trust for the operation of the centre in Year 1 (2015-16), excluding the option to reduce the budget from 2016.***

***As part of agreement to fund, the centre delivers the following services on behalf of Causeway Coast and Glens Borough Council;***

- ***The promotion and support of community activity for all sections of the community.***

- ***The provision of a physical resource which provides opportunities for the delivery of a range of social, recreational, educational and environmental activities to all sections of the community, providing equality of opportunity in all aspects of the centres activities, in particular with regard to access and participation.***
- ***Pursue and access additional sources of income to contribute to the overall sustainability of the organisation.***

***In line with Council's Grant Funding Policy the group has been encouraged to apply to the Community Development Support Grant 2016-17 (maximum £2,000) currently open for application on Council's on-line funding hub and closing on 29<sup>th</sup> January 2016. There is the only grant programme commensurate with the Garvagh Development Trust activities.***

***In addition it is too early for monitoring information for the complete year 2015-16 to be available. The Table Figure 1 (previously circulated) shows user data from 2014-15 with numbers attending /using the centre in the period April – Sept 2015.***

#### **Recommended funding in the period 2016-17**

Option 1: To award funds of up to £6,300 for the 2016-17 period to Garvagh Development Trust based on the previous 2015 recommendation to apply a graduated reduction in funding to the project year upon year - Year 2 – 30%, Year 3 – 50% - to bring supporting Council funds available to a level up to the maximum grant aid available in Year 4 (£2,000 p.a.) accessible through the Community Development Support Grant currently administered through Council's Community Development Strategy. This option would be an alternative to taking the group through Council's grant application process.

Option 2: To take the request through Council's grant application route i.e. through the Community Development Support Grant currently open and administered through Council's Community Development Strategy. (maximum available £2,000.00)

**It was recommended** to Approve Option 1.

Councillor Knight-McQuillan commented on the importance of the shared facilities provided by Garvagh Development Trust to the local community and the units which support employment. Councillor Knight-McQuillan felt that the grant support should be maintained at £9,000 for 2016-17 and a review of funding for future years which is more sustainable for the group. Councillor Holmes concurred with the comments made, adding that current level of funding should be held until there is a review of community centres and Town Halls.

It was proposed by Councillor Knight-McQuillan seconded by Councillor Holmes: **to recommend that Council maintains grant support of £9,000 to Garvagh Development Trust for the 2016-17 period.**

Further discussion was held on the matter with Councillor Mulholland advising that Sinn Féin would be abstaining until the Council meeting so that they could hold discussions as a group.

The Chair put the motion to the vote, 12 Members voted for, no Members voted against and there were 2 abstentions. The Chair declared the motion carried.

## **9. Tourism Events Grant Programme**

The Head of Tourism and Recreation presented the report previously circulated and summarised as undernoted;

***The purpose of this report is to recommend grant awards to be made through the Tourism Events Grant Programme for the period from 1<sup>st</sup> April 2016 – 31<sup>st</sup> of March 2017.***

***At the Leisure and Development Committee in November 2015 the Council agreed an approach for the future management and development of the Council's Tourism and Recreation Events remit. As part of the functional delivery and the supporting role by Council, the Tourism and Recreation Event Fund is to be administered as a competitive process for established and new event organisers who meet the broad aims and objectives of the Destination Management Strategy.***

***Although 2016/17 budgets have yet to be approved by Council, the presentation of this report is necessary as approval is being sought for events that are taking place in April 2016. Officers have therefore taken the 2015 / 2016 Event Funding budget as a baseline for assessment purposes.***

***With assistance from the Funding Unit Manager and by using Council's online funding Hub, invitations to the competitive process were issued. An advertisement was placed in the Coleraine Chronicle and Coleraine Times week beginning 7<sup>th</sup> December giving details of the new process and dates and locations for four information roadshows. The roadshows were organised to provide assistance and guidance for applicants to the Councils grant funding programmes. A demonstration on how to apply via the online funding hub was made at all roadshows. The Tourism and Recreation large and small events process opened Monday 14<sup>th</sup> December and closed Friday 22<sup>nd</sup> January. The assessment panel met on Monday 25<sup>th</sup> and Tuesday 26<sup>th</sup> January to score the applications.***

***Small Tourism Events Fund - Events with a budget less than £15,000, which attract visitors to the Borough, takes place over 2 days and includes overnight stays. Events must have a start and end date and run for consecutive days.***

***Applicants will be required to prove that their event attracts visitors /overnight stays from outside the Borough.***

***Large Tourism Events Fund – Events with a budget greater than £15,000, which attract more than 1,000 visitors, takes place over at least 2 days generating overnight stays. Events must have a start and end date and run for consecutive days. Applicants will be required to prove that the event attracts visitors /overnight stays from outside the Borough. The large events must also demonstrate how they will promote the Causeway Coast and Glens Borough Council area to our key visitor segments.***

***A total of 25 grant applications were received, 12 for the small tourism event grant programme and 13 for the large tourism event grant programme. Two events were deemed ineligible as part of the pre assessment eligibility checks. A pass rate of 65% was applied as a minimum threshold for potential award of funding. A summary of the applications received is detailed in Annex A (previously circulated).***

***On assessment the total applications that scored 65% or above have requested £376,670.00, representing £103,413.00 more than last year's total budget allocation.***

***Council officers had initially made the planning assumption that the budget allocation for event funding for the next 12 months will not exceed the 2014 / 2015 figure.***

***In light of the pressure and oversubscription on the funding, officials have attempted to apply a fair and equitable approach to reducing the monies applied for.***

***Officers would recommend that considering the number of successful applications and the pressures to allocate funding accordingly, that no applicant who has received funding from the Council as part of the 2015/16 process, should receive an amount greater in this year's round of funding.***

***A sliding scale of a percentage reduction should be applied to all successful applications as detailed in Annex A (previously circulated).***

***That £30,000 from the Tourism Marketing Budget for 2015/2016 is allocated in lieu of Event Funding for the Circuit of Ireland. Officers have sought advice and believe that this event can bring significant benefits for the Causeway Coast and Glens Area, and that by working in partnership with Tourism NI and Tourism Ireland the return on expenditure through international media exposure represents a sound investment.***

***With the significant pressure on limited resources Council officers have endeavoured to find a process that delivers the requirements for encouraging and facilitating events across the Council area. In addition the recommendation***

***to fund the Circuit of Ireland represents an excellent opportunity to profile our Borough to a wide international market and promote it as a fantastic holiday destination.***

**It was recommended that:**

1. Council approval is sought for the proposed approach whereby award of funding is provided as detailed in Annex A, previously circulated.
2. Council approval is sought to allocate £30,000 from the Tourism and Marketing Budget to finance the Circuit of Ireland Rally in April 2015.
3. Based upon the need for our external event providers to achieve future financial sustainability, it is further recommended that those major events, which were scored in the higher bracket (80% or higher), are provided with the stipulated annual award for a 3 year term. The 3 year term is subject to:
  - a. Annual post event evaluation and continued criteria eligibility.
  - b. Any 'across the board' budgetary cuts applied by Council.

Relevant events are:

- NW200.
- Armoy Rod Race.
- Super Cup.
- Riverfest.
- The Royal Scottish Pipe Band Association of NI.

Council officers clarified Members' queries relating to funding allocated to the Foyle Cup, the budget set and the possibility of additional funding being available within the budget.

Councillor Clarke highlighted that events such as NW200 drive increased business into the Council area and if Council was to reduce funding it would be contradictory.

Following further discussion and clarity on funding it was proposed by Councillor Clarke, seconded by Councillor McLean: **to defer a decision on Tourism Events Grant Programme until the Council meeting to allow Council officers the opportunity to identify any potential head room within the budget.**

## **10. Airwaves Post Event Analysis and Future Development**

The Director of Leisure and Development presented the report, previously circulated and summarised as undernoted;

***The purpose of this report is to present Council with the post event analysis of Airwaves 2015, and to recommend further development plans for 2016-2019.***

**Previously known as the Northern Ireland International Air Show (NIIA), the first show took place in 1992. At that time the NIIA aimed to raise awareness of Northern Ireland's aviation history and promote and extend the tourism season. However, by 2012 there was a strong consensus that the opportunities to meet those aims were not being maximised with a number of key weaknesses being identified;**

- **The content of the flying display and ground activity was weak and tired.**
- **The event lacked commerciality.**
- **Poor use of digital media.**

**In February 2014 Council approved plans to reinvent and reinvigorate the Airshow.**

**Firstly Council agreed the appointment of a Consultant Airshow Director - Sqn Ldr Paul Sall from RAF Waddington, who had a proven track record of delivering RAF and commercial air shows. Sqn Ldr Sall in turn formed and managed a team of technical experts to secure the air assets, manage the flying display, provide air traffic control and advise on all aspects of aviation safety.**

**Secondly, Council approved plans to rebranded the event as 'Air Waves' and relocate all elements from West Bay to the East Strand area of Portrush.**

**Council's aims for the Airwaves, were revised to;**

- **Promote NI/Portrush as a key tourist destination.**
- **Promote the Northern Ireland International Airshow Portrush as Council's signature event.**

**The specific aims and objectives were to:**

- **Engage with the local / national / international industry / MOD to raise the profile of the event.**
- **Interactive (innovative) and engaging day out for all members of the family.**
- **Provide a 4-5 hour air display.**
- **Quality corporate and enthusiast experience.**

**The changes to the air show in Portrush generated immediate success. Over 200,000 spectators descended upon Portrush's eastern shoreline in September 2015 for two days of thrilling flying displays by some of the world's most famous aviation attractions.**

**The 2015 line-up included the world-famous RAF Red Arrows who kicked off both days of the show by performing their trademark formations, close-passes and dynamic loops. The only flying Vulcan XH558 in the world mesmerised the crowds on Saturday with its last ever appearance here, before being**

**permanently grounded. The SAAB Viggen “Thunderbolt” jet fighter, provided a thrilling show of power and sound with its first ever display on this side of the Irish Sea on the second day of the show. The star of Hollywood blockbuster, Memphis Belle, the “Sally B” B17 Flying Fortress treated spectators to an iconic flypast on Sunday.**

**Other aerial highlights included the RAF Typhoon jet, two RAF Hawk jets, Wild Geese Parachute Display Team, the Blades Display Team, Autogyro, and the Royal Navy Sea King Helicopter will be making its last ever flight.**

**There was a range of ground-based activities for the families which included a play zone, the Motor Village, vintage aircraft display, 6 helicopters on static display, Star Wars characters, artisan marketplace, and the very best of North Coast hospitality.**

**Independent research into the event, demonstrated that 95% of respondents were satisfied or very satisfied with Airwaves Portrush. The event generated over £395,537.33 worth of media exposure with a potential audience reach of 9,085,472.**

**The success of Airwaves has been demonstrated by the number of visitors attending the event along with positive feedback received on social media and from local traders. In 2014 discussion with businesses in the town of Portrush report an increase in sales of c30% over the weekend and the Adelphi and Ramada Hotel both reported accommodation enquiries for Air Waves Portrush 2015 immediately following.**

**The SWOT analysis 2014/2015 (previously circulated) aims to identify the current position of the event and where it could be in the future.**

**In 2014 the net cost of the event was £105, 909. In 2015, increased income and sponsorship reduced the net cost of the event to £77, 214.**

**Considering the media exposure, footfall, reported additional spend and bed nights, Airwaves is generating significant economic impact through the Causeway Coast.**

**It is the intention to measure that economic impact in 2016.**

#### **Airshow Development**

**The proposed strategy for Airwaves over the next 4 years is:**

- **To become a multi-site festival event that creates and extends economic benefit throughout the Borough.**

**The primary aims of the event have been amended:**

- **To promote the CC&GB area as the key tourist destination.**

- ***Use the Northern Ireland International Airshow – Airwaves as a broader economic driver linked to NI Industry.***

***To achieve the aforementioned aims, the following initiative are being developed:***

- ***Media Campaign aligned with the strategy and aims of Air Waves.***
- ***Attract corporate sponsorship for 2016 and beyond.***
- ***Additional activities and sites to extend the event beyond Portrush to increase visitor dwell time and spend during Air Waves.***
- ***The involvement of ADS Group representing Northern Ireland’s £1.4bn Aerospace, Defence, Security and Space industry.***
- ***The involvement of Invest Northern Ireland to develop an education, employment and enterprise dimension.***
- ***The involvement of Northern Ireland’s tertiary education providers to promote STEM subjects (science, technology, engineering and mathematics) and employment opportunities.***

***To capitalise on the opportunity provided by the arrival of The Open in 2019, and linkages to the 2018 RAF Centenary, the development plan for Airwaves should extend to 2019, requiring the extension of the contract for services of the Consultant Airshow Director.***

1. **It was recommended** that Council approve the amended strategy, aims and developments plans for Airwaves 2016 to 2019.
2. **It was further recommended** that Council approve the extension of the Consultant Airshow Director to 2019 on existing terms.

It was proposed by Councillor McCandless seconded by Councillor Homes: **to recommend that Council;**

1. **approves the amended strategy, aims and developments plans for Airwaves 2016 to 2019;**  
**and further recommends that Council;**
2. **approves the extension of the Consultant Airshow Director to 2019 on existing terms.**

Officers were congratulated on their work in developing Airwaves into a signature event.

The Chair put the motion to the vote. All members voted in favour. The Chair declared the motion carried.

## **11. Glenariff Caravan Park**

The Director of Leisure and Development presented the report, previously circulated and summarised as undernoted;

***The purpose of this report is to present proposals for the transfer of Glenariff Forest Park Touring Caravan site to Council with effect from 17<sup>th</sup> March 2016.***

***Moyle District Council (MDC) engaged the services of Williamson Consulting to produce an Economic Appraisal for the development of Recreation Facilities at Ballycastle, Ballypatrick and Glenariff Forests. The report completed in October 2013 examined four options, and MDC recommended that Option 4, with the Caravan Site transfer representing a part of this, be submitted to DARD Forest Service for consideration for infrastructure capital works under the Forestry Fund. This report was then further refined by Council to allow for alterations to the original proposal as detailed in Annex A (previously circulated).***

***It should be noted that this transfer represents the proposed first phase of the development of outdoor recreation by Council within Glenariff Forest, with subsequent transfers for further recreational improvement (e.g. car park income) affecting the business case further.***

***Following consideration of the business case, including risk analysis and discussions with Forest Service, whilst the original proposal included Ballycastle, Ballypatrick and Glenariff Forests, it is considered appropriate to approach the project in a staged and measured nature, starting with Glenariff Forest:***

- ***Phase 1. Council to take responsibility for the management of the newly constructed Caravan Park in Glenariff Forest Park.***
- ***Phase 2. From April 2017, Council agrees to manage the recreational and social aspects of the entire Forest Park, the detail of which is contained in the draft framework Licence Agreement.***
- 

***The Forestry Act (NI) 2010 set out the legal framework for the expenditure of the Forestry Fund on this project. The business case satisfied the terms required for DFP approval, and complied with MPMNI and procurement policy as necessary. The asset is proposed for transfer to Council from Forest Service under the terms of a 20-year Licence Agreement (previously circulated Annex B), with necessary safeguards to allow Council to terminate the agreement with notice.***

***The Caravan Park is a new-build on a site formerly used as a secondary or relief car park by Forest Service in Glenariff Forest, situated close to the main amenities buildings in the Forest Park. Work commenced at the end of 2014 and is due for completion by the end of February 2016.***

***The Caravan Park will offer the only “in-forest” overnight facility in the two counties under the responsibility of this Council, with the intention of becoming a “5-star” caravan park. Glenariff Forest Park is currently a recognised visitor hub, but its unique selling point is its potential to develop into a primary centre for outdoor recreation in the province.***

***The site will initially open from Easter to the end of October each year, and has capacity for 35 touring caravans or camper vans. The site has been prepared for the installation of camping pods or cabins, although these have not been purchased. Camping will remain the responsibility of Forest Service at its campsite for this year only.***

***The central building (with underfloor heating powered by air-source heat pumps and gas) offers washrooms, toilets, showers (charged), laundry facilities, dishwashing facilities and a small kitchen area for food preparation. The provision of high-grade WiFi provision is currently being pursued. A Warden's Office is included with CCTV and barrier management, and will be able to accept on-site bookings.***

***Each concrete caravan bay has its own electricity, water, TV cable socket (access to FreeSat), and waste water installation. Waste is processed through large settlement tanks. The Site will not accept Seasonal Lets, tents or static caravans, and will adhere to the Rules common to all Causeway Coast and Glens Council Caravan Parks. The maximum length of stay will be 21 consecutive nights.***

***It is proposed that the Site will be managed by a Site Warden (Tier 5), with the Council's General Manager of Caravan Sites (Tier 4) overseeing operations. Administration will be located centrally with the other Caravan Parks, and bookings will primarily be delivered through Council's on-line facility; Campstead servicing all Council Parks.***

***The aforementioned Warden will initially be sourced via the Recruitment Agency, until permanent arrangements are put in place.***

***An economic study into the camping, caravanning and motorhome sector by Tourism NI in June 2015 concluded that there are approximately 3,120 touring caravan pitches in N Ireland with an average occupancy for the main six months of 47.7% in 2014, equating to some 290,400 pitches occupied during that period.***

***For the purposes of financial planning, the average monthly percentage occupancy has been calculated to be 35.8% (this is 25% less than the N Ireland average occupancy).***

***The Glenariff site is without any doubt a well-constructed site, with high quality facilities in an exceptional position. Consequently, it is viewed that a higher price point can be achieved in comparison to the nearby sites at Cushendall and Cushendun, which charge £23 for an overnight stay per caravan. For Year 1, it is recommended that a nightly charge of £25 is applied.***

***Based upon the original business case estimates and a comparison of existing Council caravan sites, year 1 income and expenditure analysis suggests that the Site operating costs are likely to marginally exceed income.***

***The average monthly percentage occupancy is estimated at 35.8%, whilst the actual outcome will depend on effective marketing, quality of service provision, and the weather.***

***The success of the site will be measured by:***

- ***Occupancy.***
- ***Financial Performance.***
- ***Customer Feedback.***

***As a tourism and recreation service provider, Council working in partnership with Forest Service, will contribute to the development of the Glenariff Forest Park asset and the Causeway Coast and Glens tourism economy.***

***Whilst the touring caravan park operation is unlikely to generate direct financial benefit in Year 1, the further development of the entire site as a hub for camping, caravanning, 'glamping' and recreation within the Glens is the greater opportunity.***

***It is recommended (subject to satisfactory legal agreements), that Council enter into the Licence Agreement with Forest Service in order to operate the Glenariff Forest Park Touring Caravan Park Site from Easter 2016.***

The Director of Leisure and Development clarified that the proposal applies to the touring caravan park site and glamping pods. Concern was expressed by the Chair regarding the camping facilities needed by approximately 1000 young adults completing Duke of Edinburgh Award expeditions.

Councillor Clarke felt it was difficult to make a decision based on one year's financial projections and would like at least three years' worth of figures. In addition there had not been an opportunity to visit the site.

It was proposed by Councillor Clarke seconded by Councillor Mulholland and AGREED: **to defer the item to the Council meeting and to organise a site visit.**

## **12. Landfill Community Fund and Policy**

The Funding Unit Manager presented the report, previously circulated and summarised as undernoted;

***The purpose of this report to provide information on the Landfill Communities Fund and make recommendations to Council on the policy and processes required for administration and delivery of the fund from 1<sup>st</sup> April 2016.***

***The Landfill Communities Fund (LCF) is an innovative tax credit scheme that enables Landfill Operators to use some of their landfill tax to directly fund projects that improve the lives of communities living in the vicinity of the landfill sites. Landfill Operators are able to claim a credit (currently 5.7%) against their landfill***

*tax liability, they then make this contribution to Environmental Bodies who administer the fund on their behalf.*

*The LCF is regulated by ENTRUST and managed by her Majesty's Revenue & Customs (HMRC). It is Entrust's role to ensure that the LCF monies are received and spent by organisations on projects which comply with the objectives set out in The Landfill Tax Regulations 1996.*

*There are a number of Objects under which an application for funding can be made:*

- Object A: "the reclamation, remediation or restoration of land that cannot be used"*
- Object B: "Reduction of Pollution"*
- Object D: "Public Parks and Amenities"*
- Object DA: "Conservation of Biodiversity"*
- Object E: "Restoration of Religious Buildings or Buildings of Architectural or Historical Interest"*

#### **How the Fund Operates:**

*Each Landfill Operator selects an Environmental Body to administer the LCF monies. The Environmental Body must be enrolled with ENTRUST who audit and inspect their activities to ensure compliance with the requirements of the Landfill Tax Regulations 1996. The ENTRUST levy for Environmental Bodies to administer the fund is currently set at 2.32% of the available funds.*

*The Ulster Wildlife Trust administers the Landfill Communities Fund for several local Councils and private landfill Operators.*

#### **Role of the Environmental Body (EB)**

- Registration of Projects with ENTRUST.*
- Receiving applications.*
- Assessing applications against stated criteria.*
- Checking and ensuring proper approvals from Causeway Coast and Glens Borough Council are in place.*
- Issuing Letters of Offer.*
- Financial verification of all expenditure.*
- Monitoring progress.*
- Reporting to ENTRUST.*
- Submitting statutory returns to ENTRUST (must be completed within 28 days of the 31<sup>st</sup> March). Must include all income and expenditure for LCF activity.*
- Keeping and maintaining a clear audit trail.*

#### **2015 HMRC Review of the Fund**

**HMRC noted that by 2011 Environmental Bodies had accumulated large amounts of unspent money, worth more than double the annual value of the Fund. In 2011 the government challenged the sector to reduce the amount of unspent funds by 15% by 31 March 2012. This was not met, and the challenge was extended to reduce unspent funds by 25% by end of March 2014. Figures published in September 2014 show that the sector did not meet the government's 25% reduction challenge, with funds only being reduced by 17% overall at the end of March 2014.**

### **Impact of the Review**

**The HMRC consultation closed in June 2015 and the proposed changes were announced in the Government's autumn spending review, the one most likely to impact on Causeway Coast and Glens Borough Council is a reduction in the tax diversion rate from 5.1% to 4.2% so assuming tonnage remains the same, the value of contributions to the fund next year will fall.**

**Within Causeway Coast and Glens Borough Council area there is currently c£134k of available funds which require allocation. HMRC will continue to monitor progress with spend under the scheme and are likely to impose further reductions or even a disposal of the scheme if funds are accumulated.**

### **Landfill Communities Fund Policy:**

**The purpose of the Landfill Communities Fund Policy is to outline the agreed approach to approval of the funding in relation to LCF applications. In determining the policy Council should be mindful of the likely remaining life of the Craigahullier landfill site. It is expected that the site will operate for a further 6 years with an annual reduction in tonnage going to the site as it nears closure. This will impact on the amount of funds available through LCF which will reduce accordingly each year as the tonnage going to landfill is reduced.**

**The current annual value of the fund is in the region of c£100k net of fees.**

**(The Policy was previously circulated).**

**The policy sets out a framework for the processing of Landfill Communities Fund applications. The overall aim of the process outlined in the policy is:**

**“To ensure a consistent and transparent process with proper and accountable procedures is in place”.**

### **Principles**

- Council approval of projects to the LCF is at the sole discretion of Council and will be dependent on the current available LCF funds.**
- Activities funded must be fully consistent with the objects of the Landfill Community Fund.**

- **Due regard will be given to equality considerations in accordance with Section 75 and any other statutory duty.**
- **Council must ensure proper, prudent and effective use of Public Money.**
- **Contracted administration services for an Environmental Body must be tendered in adherence to the Council's Procurement Process.**
- **Eligibility for funding is determined through ENTRUST's specified criteria.**

**The Process:**

**The following process must be adhered for applications to Landfill Communities Fund:**

<b>Step</b>	<b>Actions</b>	<b>Remarks</b>
1	Enquiries in relation to the availability of funds are made to the Central Funding Unit (CFU)	Both internal & external enquiries
2	Funding Unit Manager will prepare report to relevant Council Committee	Report will detail: <ul style="list-style-type: none"> <li>• Funds available in the LCF pot</li> <li>• Object under which application is made</li> <li>• Recommendation</li> </ul>
3	Committee decision will be taken to full Council meeting for approval	A project may only proceed to full application if approval is granted by Council
4	A funding application is made to the Environmental Body	Environmental body issue guidance & application form. If Council is the applicant the application for funding will be co-ordinated and submitted by Council's Central Funding Unit
5	Project Registration with ENTRUST	The Environmental Body register the project once satisfied that all the necessary information on the project has been submitted. (Project approval is a regulatory requirement and all works must be registered with ENTRUST before any LCF expenditure is incurred)
6	Project Approval / Rejection by ENTRUST	Decision is made within 10 working days. (If a project is refused because it is considered non-compliant with the Landfill tax regulations, it will automatically be referred to the Review Panel).
7	Environmental Body will issue letter of Offer	-
8	Verification of expenditure & monitoring carried out by the Environmental Body	-
9	ENTRUST undertakes compliance reviews	To verify project expenditure and controls in place at the Environmental Body

**Recommendations:**

- 1. Council agree the recommended policy for Landfill Communities Fund.**

**2. Council procure the services of a recognised Environmental Body to administer the Landfill Communities Fund post March 2016.**

The Funding Unit Manager then responded to Member's questions relating to the accessibility to the fund, the outcome of the HMRC consultation, funding available and the application process.

It was proposed by Alderman Hickey seconded by Councillor Boyd and AGREED: **to recommend that:**

- 1. Council agree the recommended policy for Landfill Communities Fund.**
- 2. Council procure the services of a recognised Environmental Body to administer the Landfill Communities Fund post March 2016.**

In response to Councillor Wilson, the Director of Leisure and Development advised that suitable projects for the remainder of the spend available under the Landfill Communities Fund will be identified and brought to the Leisure and Development Projects workshop on 17<sup>th</sup> February 2016.

**13. Dervock Community Facilities**

The Head of Sport and Wellbeing presented the report, previously circulated and summarised as undernoted;

***The purpose of this report is to provide Members with updated information relating to the development of a new Community Centre in the village of Dervock and upgrading of the existing football pitches.***

***An initial information item was submitted to the December 2015 Leisure and Development Committee and, following consideration at the Full Council meeting, a site visit was proposed and agreed to afford Members an opportunity to consider the action to date. The visit took place on Thursday 7<sup>th</sup> January 2016.***

***During the visit Members were given information relating to the work carried out by Causeway Coast & Glens Officers to engage with the local community groups and football team in order to resolve any outstanding issues, and develop capacity within the community to take ownership of the building and facilitate use of the hall by the residents of Dervock and the surrounding area. Members were able to ask questions about the work to date and put forward comments on how best to progress.***

***Officers continue to work on the project, facilitation meetings with the community are on-going and it is encouraging that bookings in the hall are increasing. Officers are also in discussion with the William Pinkerton Memorial***

***Primary School about access to the hall during the week to provide additional space for the children when activities cannot be accommodated in the School.***

***Progress is also being made to increase the size of one of the football pitches to what might be comparable with other pitches in the Borough. Any final decision on the second pitch and Floodlights will now be delayed pending the outcome of negotiations with the Governors of the William Pinkerton Memorial PS and Education Board regarding the top pitch.***

Members noted the report.

**14. Notice of Motion submitted by Councillor Callan, Councillor Douglas and Councillor Wilson, referred from Council Meeting 26<sup>th</sup> January 2016**

***“That this Council change the name of Roe Valley Arts and Cultural Centre to the Alexander Memorial Hall with the portrait of S.M. Alexander, which was gifted to the people of Limavady by the Ritter Family, to be restored and put up with an information board in the Alexander Memorial Hall.”***

Councillor Callan proposed an amendment to the motion, seconded by Councillor Wilson to replace ‘Hall’ with ‘Arts Centre’.

Speaking in support of his motion, Councillor Callan gave an outline of the background of Mr SM Alexander. He also provided details on Mr Alexander’s association to Limavady and highlighted both the cultural and historical significance of this.

Alderman Mullan, opposing the Notion of Motion, felt that the well-established arts and cultural centre may be in jeopardy. He added its current name is neutral and a name change may threaten customer loyalty and branding. Alderman Mullan highlighted the high quality programmes the centre provides and its reputation. He also referred to the financial implications of a name change.

Discussion continued with the Director of Leisure and Development advising members of the possible cost implications to rebrand the Arts & Cultural Centre.

In reply Councillor Callan reiterated the historic links of the Alexander name with Limavady and the positive contribution made to the local community. He failed to understand how the name change would be seen as offensive and not neutral.

The Chair put the amended motion to the vote, 9 Members voted for and 5 Members voted against. The Chair declared the amended motion carried.

Councillor Holmes proposed seconded by Alderman Hickey and **AGREED; that the meeting be continued ‘In Committee’.**

The Chair left the meeting at 11.10pm. The Vice-Chair, Councillor McLean assumed the chair.

## 15. Dunluce Centre and Site Development Brief

The Strategic Programme & Projects Manager presented the report, previously circulated and summarised as undernoted;

***The purpose of this report is to present and seek Members approval of the draft Development Brief for the Dunluce Centre, Portrush.***

***The Dunluce Centre was built in 1993, with the aim of offering wet-weather facilities and enhancing Portrush's tourist offering. It was closed in 2013.***

***Further to discussion of the Dunluce Centre at November Leisure and Development Committee and Council, Members instructed that officers construct an appropriate Development Brief to be brought back before Members for consideration. Accordingly, the draft Development Brief was attached to this report (previously circulated Annex A).***

***Subject to Members approval of the principles articulated in the draft Development Brief, the valuation of the outright sale and annual rental options needs to be updated. In addition, the documents must be subject to legal clearance before issue to the market.***

***It is asked that Members approve the draft Development Brief and the property going to the open market on the basis that;***

- ***Outright Sale and Annual Rental valuations are updated.***
- ***The draft Development Brief is legally proofed.***
- ***O'Conner Kennedy & Turtle remain Council's agent for the process.***
- ***Members are kept updated as the process proceeds.***
- ***The submissions that are received are evaluated and brought back to Members for decision.***

Councillor MA McKillop resumed the Chair during the presentation of the report.

The Director of Leisure and Development Services responded to Members' questions relating to the rationale for producing a draft Development Brief, the purchase or lease of adjacent land and Council's control over any development on the site.

It was proposed by Councillor Douglas seconded by Councillor McCorkell: **to recommend to Council to approve the draft Development Brief and the property going to the open market on the basis that;**

- **Outright Sale and Annual Rental valuations are updated.**
- **The draft Development Brief is legally proofed.**
- **O'Conner Kennedy & Turtle remain Council's agent for the process.**

- **Members are kept updated as the process proceeds.**
- **The submissions that are received are evaluated and brought back to Members for decision.**

The Chair put the motion to the vote, 13 Members voted for, no Members voted against and there was one abstention. The Chair declared the motion carried.

It was AGREED: **to resolve out of committee.**

**This being all the business the meeting closed at 11.32 pm.**