

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of the Meeting of the Leisure and Community Development Committee held in the Island Civic Centre, The Island, Lisburn, on Tuesday, 6th February 2018 at 5.30 pm

PRESENT:

Alderman J Tinsley (Chairman)

The Deputy Mayor
Councillor H Legge

Aldermen W A Leathem, S Martin and S P Porter

Councillors N Anderson, R T Beckett, R B Bloomfield MBE,
J Gray MBE, A Grehan, A McIntyre, T Mitchell, C Quinn,
S Skillen and R Walker

IN ATTENDANCE:

Lisburn & Castlereagh City Council
Director of Leisure & Community Wellbeing
Head of Service (Cultural & Community Services)
Head of Service (Parks & Amenities)
Head of Service (Sports Services)
Member Services Officer (x2)

Macmillan Move More Initiative
Ms Kelly Irwin

Commencement of Meeting

The Chairman of the Committee, Alderman J Tinsley, extended a welcome to all present and he then proceeded to outline the evacuation procedures in the case of an emergency.

The Chairman asked that any Member entering or leaving the meeting alert him accordingly so that the Member Services Officer might accurately reflect arrival and departure times in the minutes.

1. **Apologies**

Apologies for non-attendance at the meeting were accepted and recorded on behalf of The Right Worshipful the Mayor, Councillor T Morrow, and Alderman M Henderson MBE.

2. **Declarations of Interest**

The Chairman, Alderman J Tinsley, invited Members to declare any Interests they might have in relation to the business of the meeting and reminded them of the requirement that they complete Declaration of Interest forms in this regard which had been provided at their places.

There were no Declarations of Interest made.

3. Minutes

It was agreed that the minutes of the meeting of the Leisure and Community Development Committee held on the 9 January 2018 as adopted by the Council at its meeting on 23 January 2018 be confirmed and signed.

4. Presentation from Macmillan Move More Co-Ordinator

The Chairman of the Committee welcomed Ms Kelly Irwin, the Lisburn and Castlereagh City Council Macmillan Move More Co-Ordinator, who delivered a presentation updating Members on the initiative launched in August 2017.

Ms Irwin thanked the Committee for the opportunity to address the meeting and after showing a short video, continued to provide Members with information relating specifically to the benefits of this programme including: -

- Macmillan Move More initiative is a physical activity project for people affected by Cancer and to date there have been 65 participants in the Council's programme, all benefiting from a tailored exercise plan addressing the user's individual needs;
- The initiative was set up as a partnership between Macmillan and the Council with the Move More Co-Ordinator's three year post funded by Macmillan and the Council has provided additional resources such as use of facilities;
- The programme not only provides physical benefits to its users but also increases the confidence of participants by actively encouraging more involvement in local communities and signposting other services that Macmillan offers;
- Those affected by cancer should be encouraged to get physically active as this has been proven to reduce the consequences of cancer treatment, prevent the progression and reduce the likelihood of cancer recurrence. This programme, offered across a number of Councils, has proven successful with much better results compared to its counterparts in England;
- Services offered include tailored support to each participant for a period of one year, free taster sessions, discounted membership rates and access for family and friends. Each user is provided with an opportunity to have one on one with the co-ordinator and then is reviewed again at the three and six month stage;
- Women particularly benefit from this support but work has been ongoing to encourage men to avail of this programme;
- A number of venues across the Council area such as the LeisurePlex, Lough Moss Leisure Centre, Glenmore Activity Centre and Castlereagh Hills Golf Course has provided support under this programme.

Ms Irwin concluded her presentation by asking Members to recommend this programme to any of their constituents who would benefit from it and it was

agreed that the link to the video would be sent out to all the Members following the meeting.

After Ms Irwin answered questions put to her by Members, the Chairman of the Committee, Alderman J Tinsley, thanked her for her attendance and she left the meeting at 5.53pm.

5. Report from the Director of Leisure & Community Wellbeing

It was proposed by Councillor N Anderson, seconded by Councillor S Skillen and agreed that the main report and recommendations of the Director of Leisure & Community Wellbeing be adopted, subject to any decisions recorded below.

5.1 Memorial Event to Commemorate the Warrington Bomb: Invitation to Council delegation to attend

The Director of Leisure and Community Wellbeing advised the Committee that an invitation had been received from Warrington Borough Council to attend a memorial event commemorating the 25th anniversary of the IRA bombing in Warrington, which resulted in the deaths of Tim Parry and Jonathan Ball. The Director indicated that this invitation had also been extended to others including representatives of Crewe United FC.

Members highlighted the work that was undertaken by Crewe United FC in the aftermath of the bombing to promote NI in a positive light at a very difficult time.

It was agreed to recommend that the Right Worshipful Mayor, the Chairman and Vice Chairman of the Leisure and Community Development Committee, the Director of Leisure and Community Wellbeing and Head of Services (Parks and Amenities) accept the invitation to attend the commemorative event on 20th March 2018 to mark the 25th Anniversary of the IRA bombing Warrington. It was further agreed to recommend that Officers would liaise with officials from Crewe United FC when making travel arrangements for this event and if possible, offer financial assistance to cover some of these costs.

5.2 Operation Banner – Temporary Exhibition.

It was agreed to recommend that the Council host the Operation Banner exhibition in the Island Hall on 31st March and 1st April 2018 with the hire costs of the Hall being met from the Department's budget.

Councillor A Grehan left the meeting during consideration of this item of business at 6.00pm.

5.3 Departmental Budget Report

Members noted a copy of the Departmental Budget Report for the period 1 April 2017 to 31 March 2018 setting out the position as at 31 December 2017.

Alderman S P Porter enquired if the anticipated underspend could be reallocated or carried forward. The Director of Leisure and Community Wellbeing advised that

he would raise these queries with the interim Head of Finance and IT on behalf of the Committee.

5.4 Report from the Head of Service (Parks & Amenities)

It was proposed by Councillor T Mitchell, seconded by Councillor J Gray and agreed that the report and recommendations of the Head of Service (Parks & Amenities) be adopted, subject to any decisions recorded below.

5.4.1 Lagan Navigation Trust

It was proposed by Alderman S P Porter, seconded by the Deputy Mayor, Councillor H Legge, and agreed to recommend that Councillor J Gray be nominated to replace Councillor A McIntyre as the Council's representative on the Lagan Navigation Trust.

Councillor N Anderson left during consideration of this item of business at 6.02pm.

5.4.2 Seymour Hill Lease

It was agreed to recommend that approval be given to the Lease transferring lands from Connswater Homes to the Council to facilitate the construction of a MUGA and the Agreement to Lease the play park.

Councillor A Grehan returned to the meeting at 6.03pm.

5.4.3 Facility Charges 2018-19

The Head of Service (Parks and Amenities) advised the Committee that new facility charges have been proposed to allow post RPA harmonisation of pricing between the two former councils. Charging for 'boot camps' held on Council land would now cease due to the difficulty in enforcing this.

Alderman S Martin asked how this decision affected the Council's public liability insurance for groups who used open spaces without gaining permission first.

It was agreed to recommend approval of the facility charges for 2018-19 and that a disclaimer regarding the use of the Council's lands for private gain would be examined by the Head of Service (Parks and Amenities).

Alderman W A Leathem left, and returned, during consideration of this item at 6.04pm and 6.06pm respectively.

5.4.4 Hanging Baskets

It was agreed to recommend that the Council supply, erect and maintain hanging baskets to businesses, community groups and appropriate members of the public at a cost of £19 plus VAT per each basket (50cm in diameter) between June and September in line with previous years.

5.4.5 Comber Greenway Steering Group

The Committee was advised the Department of Infrastructure (DfI) had requested that the ownership of the Comber Greenway should be transferred to the three councils which it ran through.

Members were made aware of concerns regarding inheriting the Comber Greenway in its current state as the Head of Service (Parks and Amenities) was aware of issues with Japanese Knotweed, overgrown hedges and insufficient lighting along certain areas. The Committee stated that the Comber Greenway would be a great asset for the Council to manage but that it should come up to standard first, before being transferred.

The Director of Leisure and Community Wellbeing also highlighted that if the transfer was to take place, then it would be important that the relevant budget would also be transferred from DfI to the Council.

It was agreed to recommend approval of the draft Terms of Reference provided by the DfI allowing Officers to engage in the Comber Greenway Steering Group, without commitment and that a more detailed report regarding this issue be presented to the Committee at a later date for further consideration.

Councillor N Anderson returned to the meeting at 6.14pm.

5.4.6 Access Counter Data for 2017

Members were provided with, and noted the contents of, a breakdown of footfall recorded at a number of the Council's main parks and open spaces as collected by data access counters in 2017.

5.4.7 Christmas Lights Switch On - Feedback

Members were provided with, and noted the contents of, feedback received regarding the Christmas Lights Switch On held on 16 November 2017 which followed a different format than in previous years. Alderman S Martin provided personal feedback and asked that his comments, relating to the timings of the parade and Santa visits as well as improved visibility for small children, were taken into consideration for next year.

5.4.8 Land Transfers Update

Members noted two LPS valuations associated with the land transfers to Department of Infrastructure (DfI) in respect of Moat Park and Blaris Cemetery and that all costs associated with these transfers would be met by the DfI.

5.4.9 Extreme Weather Arrangements

Members noted the update regarding the potential 'ice and snow clearance of footways and pedestrian area' agreement between the Department of Infrastructure (DfI) and the Council. Members were advised that work to resolve a number of operational issues was still ongoing, including around the notice provided by the DfI to the Council when seeking additional assistance, support

from Council staff to work weekends and bank holidays, and the impact that this agreement would have on Council budgets.

Alderman S P Porter stated that this arose from a review following severe weather in 2010 and the potential loss faced by local businesses if the pathways or roads were not passable. Alderman S P Porter queried if businesses had been asked about the loss in trade this year. He further asked how many Council staff were sent home and how proactive the Council had been in supporting these businesses especially over a crucial trade period.

The Director of Leisure and Community Wellbeing advised that he was not aware of businesses being asked for this information and reminded Members that the areas in question were the responsibility of DfI Roads Service. He also highlighted that the possible involvement of the Council in such work raised issues concerning public liability, the supply of grit and the availability of appropriate machinery. The Director undertook to raise the issue of the Council taking a more proactive role with CMT before bringing a further report back to the Committee.

5.4.10 DAERA Consultation

Members noted the summary document outlining the impact of ash dieback disease (*Hymenoscyphus fraxineus*) in the ash tree stock within the Council area.

5.4.11 Lagan Valley Regional Park – User Survey

Members noted the information provided from a recent user survey conducted in the Lagan Valley Regional Park.

5.4.12 Bike Repair Station

Members noted that Officers had secured funding to purchase a Bike Repair Model and Pump at Enler Square outside the Ballybeen Improvement Group (BIG) offices.

Verbal Item:

5.4.13 Floral Displays

The Head of Service (Parks and Amenities) advised the Committee that a request had been received for the Council to supply a floral display at the RUAS Balmoral Show. It was agreed to recommend that this request be acceded to.

5.5 Report from the Head of Service (Culture & Community Services)

It was proposed by the Deputy Mayor, Councillor H Legge, seconded by Councillor R T Beckett and agreed that the report and recommendations of the Head of Service (Culture & Community Services) be adopted, subject to any decisions recorded below.

5.5.1 Department for Communities: Community Support Programme – Letter of Variance regarding additional funding

Members were advised that, in addition to the award of £250,195.80 (including the £8,093.82 awarded later in 2017) provided to Council by the Department for Communities specifically to support the delivery of the Community Support and Advice Services functions, the Department had made an additional award of £34,793.08 for advice services. Members were made aware that a conditional grant letter of offer had been issued to Citizens Advice Lisburn and Castlereagh under the Welfare Reform Support Project.

It was agreed to recommend that the further additional award from the Department for Communities on behalf of Council be accepted and Members noted the allocation arrangements to Citizens Advice Lisburn and Castlereagh.

Alderman S P Porter asked if the Citizens Advice Bureau (CAB) could provide Members with additional contact information as it could be very difficult to get in touch with a support advisor. Members were advised that the CAB was due to present to the Corporate Services Committee regarding the support they can provide elected representatives and in particular, issues surrounding the introduction of Universal Credit. Councillor A Grehan advised that this would be open for all Members to attend.

Councillor S Skillen highlighted that the opening hours listed for the Enler Community Centre were incorrect and asked that this was highlighted to the CAB.

5.5.2 Good Relations: Media Campaign – “Love Lisburn & Castlereagh”

Members were provided with a paper, circulated at the meeting, which displayed a range of visuals and key messages developed by Departmental staff along with the Marketing and Communications Unit as part of a Good Relations media campaign focusing on celebrating and promoting the Council area and recognising diversity of those who live, work and visit Lisburn and Castlereagh entitled ‘Part of Here’. Members were advised that these messages would be displayed on billboards and bus stops and would include images of local people / organisations.

It was agreed to recommend approval, in principle, of the ‘Part of Here’ campaign and Officers develop up the campaign to make the message clearer. Members felt the message and images should make it clear that it relates to Lisburn & Castlereagh area.

It was agreed to recommend that the ‘Live Here, Teach Here’ messaging would be changed to ‘Live Here, Learn Here’ and that other messaging should be reviewed and appropriate local images inserted prior to being brought back to the Committee for final approval.

Alderman S P Porter left the meeting at 6.40pm.

5.5.3 Community Engagement Focus Groups

Members were given an update on the Community Engagement Focus Groups including a proposed agenda for four sessions expected to take place in late February/early March 2018. It was agreed to recommend that the four focus group sessions would fall under the following areas:

- Umbrella community support & development organisations
- High capacity geographical and issue based organisations
- New, emerging or developmental geographical and issue based organisations
- Community Planning Statutory partners

Members noted that a feedback report would be developed for consideration by Committee and the Community Planning Partnership in April/May 2018.

5.5.4 Executive Office: District Council Good Relations Programme: Good Relations Commissioning Letter 2018-19

Members noted correspondence received from The Executive Office asking the Council to submit its 2018-19 Good Relations Action Plan, under the District Council Good Relations Fund by 23 February 2018. If The Executive Office agreed the Council's Action Plan, 75% of funding would be drawn down for its delivery. Members were advised that Officers we currently developing the 2018-19 Good Relations Action Plan, building upon the previous programmes and the key findings and themes contained within the Council's Good Relations Strategy.

It was agreed to recommend that Officers submit the Council's Action Plan to The Executive Office by the deadline, with the condition that this was subject to approval of the Committee and Council in March.

5.5.5 Former Derriagh Primary School: Community Use

Members were updated on the proposals for the lands at the former Derriagh Primary School and it was agreed to recommend that a presentation from the Council's appointed consultants, AECOM and Helen Matthews Consulting be received at the March Committee meeting.

5.5.6 Glenavy Community Hub Proposal

It was agreed to recommend that support be given to the Glenavy Development Partnership by appointing external consultants to develop an options appraisal and feasibility study regarding the proposals from the Partnership for the development of a Community Hub/Social Enterprise initiative at premises at 15 Main Street Glenavy.

It was further agreed to recommend that the options appraisal and feasibility study be brought back to the Committee at later date for further consideration by Members.

5.5.7 Santa at the Museum 2017

Members were advised that over the 19 days that Santa's Grotto was open, 2877 people had visited, with £1,884.12 having been raised for the Mayor's charities. Members noted that the attendance was down from 2017 and this was attributed to poor weather conditions.

The Committee was advised that the Museum Service Manager would undertake a full review of the 2017 programme of events and would review the list of possible

changes as outlined in the report. Members noted this update and welcomed the review.

5.5.8 Irish Language Festival 2018

Members considered correspondence from Conradh na Gaeilge requesting that the Council consider promoting and hosting an event during the Irish Language Festival 2018 held between 1 – 17 March 2018.

It was agreed to recommend that a letter be sent to Conradh na Gaeilge stating that due to the short notice, the Council would be unable to facilitate an event this year and requesting that the Council be contacted earlier to consider possible events being hosted in 2019.

5.6 Report from the Head of Service (Sports Services)

It was proposed by Councillor T Mitchell, seconded by Councillor J Gray and agreed that the report and recommendations of the Head of Service (Sports Services) be adopted, subject to any decisions recorded below.

5.6.1 Macmillan Move More Initiative

Item 4 Refers.

5.6.2 Castlereagh Hills Golf Course – Requests for Use of the Course

It was agreed to recommend that the Mayor's Charity Golf Day could avail of the facilities at Castlereagh Hills Golf Course, following its success in 2017.

It was further agreed to recommend that the Irish Ladies Golfing Union could host the Ulster Girls Inter-Club Challenge Trophy matches on Monday 2 July 2018 at the Castlereagh Hills Golf Course.

5.6.3 Sports Services Charges 2018/19

It was agreed to recommend approval of the proposed changes to the schedule of charges for Sports Services for 2018-19. These changes reflected inflationary pressure, income generation opportunities and areas where price could be seen to be a barrier to participation.

5.6.4 Lisnagarvey Hockey Club – Request to Avail of Council De-mountable 'Outdoor Seating' for an Inter-Provincial Tournament

It was agreed to recommend that Lisnagarvey Hockey Club could avail of the Council's outdoor seating, supplied and collected by Council staff, during the Inter-Provincial Masters Tournament held 27 - 29 April 2018.

5.6.5 Club Development Officer Funding 2018-19

Members were advised of the success of the Club Development Officer programme from previous years, especially in promoting participation amongst hard to reach groups including women and girls and people with a disability.

It was agreed to recommend that funding of £10,000 be awarded to a maximum of five local sports clubs specifically for a Club Development Officer to be appointed on the basis of the same assessment criteria as 2017/18.

5.6.6 Downshire Tennis Club – Representation on Irish Davis Cup Tennis Team

The Committee was advised that two members of the Downshire Tennis Club, brothers Peter and Sam Bothwell had been selected as part of the Irish Davis Cup Tennis Team, with Peter also having received the honour of being appointed Captain.

It was agreed to recommend that Officers make arrangements to recognise this achievement.

5.6.7 National GAA Strategic Plan 2018-2020: Written Response to Consultation

Members having been provided with a copy of a draft response to the above, it was agreed to recommend that it be agreed to recommend that was approved and submitted.

5.6.8 Dundonald International Ice Bowl – Introduction of Monthly Autism Friendly Session

Members welcomed the introduction of Autism Friendly sessions aimed specifically at teenagers aged between 11 and 14 with Autism or similar special requirements on a monthly basis (6 month trial period) in Indianaland at Dundonald International Ice Bowl.

5.6.9 2018 Lisburn & Castlereagh City Council Business Games

Members noted the content of the 2018 Business Games and agreed to promote these inclusive games where possible to local businesses.

5.6.10 Planning Application – Lisburn Leisure Park

Members noted the Planning Application notification received submitted for a proposed Apart-hotel comprising 70 bedrooms, 35 suites, 25 apartment units, associated parking and proposed road improvements at Governors Road at Lisburn Leisure Park.

6. Confidential Report from the Director of Leisure & Community Wellbeing

The Chairman advised that the reasons for confidentiality were as set out in the agenda, ie:-

- Activity Centre Internal Audit Reports – Update arising out of Governance and Audit Committee Consideration (confidential due to information which is likely to reveal the identity of an individual)

- Cemetery Service: Internal Audit Report – Update arising out of Governance and Audit Committee Consideration (confidential due to information which is likely to reveal the identity of an individual)
- Cemetery Issue (confidential due to information which is likely to reveal the identity of an individual)
- Cemetery and Amenity (confidential due to information relating to the financial or business affairs of a particular person - including the Council holding that information)
- Financial Appraisal – Procurement of Replacement Swimming Pool L.E.D. Scoreboard with Video Function (confidential due to information relating to the financial or business affairs of a particular person - including the Council holding that information)
- Departmental Absence Report (confidential due to information which is likely to reveal the identity of an individual)

“In Committee”

It was proposed by Councillor A Grehan, seconded by Councillor S Skillen and agreed that the confidential report of the Director of Leisure & Community Wellbeing be considered “in Committee”, in the absence of members of the press and public being present.

It was agreed by Councillor N Anderson, seconded by Councillor A McIntyre that the confidential report and recommendations of the Director of Leisure & Community Wellbeing be adopted, subject to any decisions recorded below and other items noted:-

6.1 Activity Centre Internal Audit Reports – Update arising out of Governance and Audit Committee Consideration

Members noted the update provided regarding the recent Internal Audit Reports in respect of Kilmakee, Grove and Glenmore Activity Centres.

Councillor S Skillen left the meeting at 6.56pm and returned at 6.58pm.

6.2 Cemetery Service: Internal Audit Report – Update arising out of Governance and Audit Committee Consideration

Members noted the update provided regarding the Internal Audit Report in respect of the Cemetery Service that was undertaken in August 2017.

It was agreed to recommend that an Assistant Cemeteries Officer (12 month fixed term) be recruited to lessen the Council’s exposure to risk in Cemetery Administration and to progress the digitisation of historic cemetery records.

6.3 Cemetery Issue

Members received a verbal update from the Head of Service [Parks & Amenities] regarding a recent Cemetery issue. Following discussion it was agreed that the Head of Service (Parks and Amenities) would bring a paper, back to the Committee, regarding cemetery rules and regulations relating to the maintenance of Council Cemeteries, including a detailed map of Blaris Cemetery.

Councillor A McIntyre and Councillor T Mitchell left the meeting at 7.08pm and 7.09pm respectively.

6.4 Cemetery and Amenity Equipment

Members having been provided with a Business Case for the tendering of Cemetery and Amenity Equipment, it was agreed to recommend that this be approved.

Councillor B Bloomfield left the meeting at 7.13pm.

6.5 Financial Appraisal – Procurement of Replacement Swimming Pool L.E.D. Scoreboard with Video Function

It was agreed to recommend approval of the Financial Appraisal in respect of the procurement of a replacement swimming pool L.E.D. Scoreboard with video function as outlined within the report. It was further agreed to recommend that pending approval from Financial Services the appraisal be extended to cover a new portable timing system at a total cost of £57,000 for both items. It being noted that subsequent to this Report being issued the Head of Service had been informed the existing timing system is no longer economically viable as spare parts are not available.

6.6 Absence Report

Members noted the information provided detailing the most recent rolling report on Departmental absenteeism.

“Resumption of Normal Business”

It was proposed by Councillor A Grehan, seconded by Alderman S Martin and agreed to come out of committee and normal business was resumed.

7. Any Other Business

7.1 Date of April Committee Meeting
Director of Leisure and Community Wellbeing

The Director of Leisure and Community Wellbeing made the Committee aware of the need to reschedule the Committee’s meeting in April due to Easter. It was agreed to recommend that the Leisure and Community Development Committee would now meet on Wednesday 11 April 2018 at 5.30pm.

7.2 Upcoming LeisurePlex Events
Director of Leisure and Community Wellbeing

The Director of Leisure and Community Wellbeing advised the Committee that in line with arrangements in previous years Lisburn School Careers Convention had been permitted to hold its event on 7th February 2018 in the LeisurePlex using the Council's Public Liability Insurance but as it was normal practice for organisations to provide their own insurance the organisers had been advised that this would be the last year this cover could be provided.

A Primary School Road Safety Quiz was also taking place in the facility on the same date and the Director of Leisure and Community Wellbeing further advised he had agreed, under delegated authority, for the Department to cover the costs of the refreshments for teachers and pupils participating in this event.

7.3 Fatality in Moira Demesne
Director of Leisure and Community Wellbeing

The Director of Leisure and Community Wellbeing advised the Committee of a fatality that had recently occurred within Moira Demesne.

7.4 Ballinderry Somme Association – Seeding Grant Application
Director of Leisure and Community Wellbeing

The Director of Leisure and Community Wellbeing informed the Committee an application had been submitted by Ballinderry Somme Association under the Seeding Grant Programme but was declined as it did not meet the eligibility criteria in terms of community development focus. However, upon reviewing the work being undertaken by this group in relation to cultural education, the Director, under delegated authority had awarded a grant of £200 to this group.

7.5 Community Festival Funding Application Process
Councillor S Skillen

Councillor S Skillen informed the Committee that she had been contacted by Ballybeen Action Group to advise that this year it would not be applying for funding under the Community Festival Funding programme due to the increased bureaucracy. Ballybeen Action Group stated that the application process with the former Castlereagh Borough Council had been less complicated. The Head of Services (Cultural and Community Services) indicated that the application process had not changed but that some additional information to assist in assessing the Health & Safety implications of each event was now required to accompany all applications for public events. The purpose of gathering this information was to ensure any Health & Safety requirements were kept to a necessary minimum.

There being no further business, the meeting concluded at 7.25pm.

Mayor/Chairman