

**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, 2<sup>nd</sup> October 2018 at 6.04 pm**

**PRESENT:**

Alderman S P Porter (Chairman)

Councillor J Gallen (Vice-Chairman)

The Right Worshipful the Mayor  
Councillor U Mackin

Deputy Mayor  
Councillor A Grehan

Aldermen M Henderson MBE, W A Leathem and J Tinsley

Councillors N Anderson, R T Beckett, A Givan, J Gray MBE, H Legge, A McIntyre, T Mitchell, T Morrow and R Walker

**OTHER MEMBERS:**

Councillor J Palmer

**IN ATTENDANCE:**

Lisburn & Castlereagh City Council  
Director of Leisure & Community Wellbeing  
Head of Service (Parks & Amenities)  
Head of Service (Sports Service)  
Peace IV Manager (Niamh O'Carolan)  
Community Development Manager (Damien Corr)  
Member Services Officer

**Commencement of Meeting**

The Chairman of the Committee, Alderman S P Porter, extended a welcome to all present to the Meeting of the Leisure and Community Development Committee, in particular the Member who was not a member of the Committee.

The Chairman outlined the evacuation procedures in the case of an emergency and also stated that should any Member require to leave the meeting to notify the Members Services Officer in order that their departure could be recorded accurately in the minutes.

1. **Apologies**

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Councillor N Trimble and the Head of Services (Cultural & Community Services).

2. Declarations of Interest

The Chairman, Alderman S P Porter, 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 4<sup>th</sup> September, 2018, as adopted by the Council at its meeting on 25<sup>th</sup> September, 2018, be confirmed and signed.

4. Report from the Director of Leisure and Community Wellbeing

It was proposed by The Right Worshipful The Mayor, Councillor U Mackin seconded by Councillor A Givan and agreed that the main report and recommendations of the Director of Leisure & Community Wellbeing be adopted, subject to any decisions recorded below.

Item for Decision

It was agreed that the recommendations of the Director of Leisure and Community Wellbeing in regard to those items for decision, be accepted, subject to any decisions recorded below and other items noted:-

4.1 Crewe United FC Annual Dinner

Members considered correspondence from the Chairman of Crewe United Football & Sports Club inviting the Council to attend their Annual Dinner on Saturday 6 October at a cost of £400 for a table of 10 and requesting that the Council place an advertisement in their Club Brochure at a cost of £75.

It was agreed to recommend that the Council donate £400 to the Club and place an advertisement and that any Member who wished to attend should notify the Director of Leisure and Community Wellbeing.

Item for Noting

4.2 Departmental Budget Report

Members noted the Departmental Budget Report for the period 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019 setting out the position as at 30<sup>th</sup> August 2018.

4.3 Report from Mr Ross Gillanders, Head of Service (Parks & Amenities)

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

Items for Decision

4.3.1 Winter Gritting

Members were provided with a report relating to winter gritting. A lengthy discussion took place during which the Head of Services (Parks and Amenities) addressed Members questions regarding liability, insurance cover and salt bags.

It was proposed by Alderman W A Leathem, seconded by The Right Worshipful The Mayor, Councillor U Mackin, and agreed to recommend that the option to retain the status quo and rely on deployments to defined areas within Lisburn City on the request of Department of Infrastructure be approved; and that the officers arrange for a deputation from the Committee on behalf of the Council to meet with representatives from the Department for Infrastructure to discuss the arrangements triggering implementation of the protocol with the Department in regard to winter gritting.

4.3.2 Hillhall Open Space

Members were advised that as part of the process to refurbish Hillhall Play Park a community engagement exercise had been undertaken to consider a possible relocation. It had become apparent that a larger piece of works was required with regard to community provision in the Hillhall Estate particularly around open space land owned by the Council between Ashmount Gardens and the River Lagan which is already earmarked for a project within the Investment Programme.

It was agreed to recommend that the Council engage a consultant to provide an options paper, financial appraisal and masterplan for community provision on the above land in the Hillhall Estate.

4.3.3 Dundonald Elim Church: Request for Car Park Sharing

Members were advised of a request on behalf of Dundonald Elim Church seeking permission from the Council to use the Moat Car Park and the Car Park at the children's playground off Park Avenue on Sundays to alleviate traffic problems and potential disruption for residents due to the Church's anticipated numbers increasing particularly at its 11.30 am service on Sunday.

Members were reminded that the car park at the play park was required to meet demand from users and it was agreed to recommend that Dundonald Elim Church use the Council's car park at the Pavilion to facilitate their Sunday Service.

4.3.4 Rotary Club of Lisburn

Members were advised of an enquiry from the Rotary Club of Lisburn regarding the possibility of planting some crocus bulbs to promote Rotary Internationals "Purple for Polio" campaign. It was noted the Club have 2500 crocus bulbs to plant, and it was agreed to recommend that the request from the Rotary Club to plant Purple Crocuses in Castle Gardens be acceded to.

#### 4.3.5 Vehicle Advertising

Members were advised that arising from a decision of the Council's Environmental Services Committee Members of the Leisure & Community Development Committee were being asked to endorse the DAERA behavioural change project fund for Local Councils to deliver communications activities aimed at increasing recycling rates from local householders. It is anticipated that Lisburn & Castlereagh City Council would receive funding in the region of £50,000 to develop and deliver the project within the 2018/19 financial year.

As part of the Council's application to the behavioural change fund, proposals would be made for financial support to install systems on RCVs that do not currently have one fitted and to refresh existing panels to promote a hard hitting recycling orientated message.

It was agreed to recommend that Members endorse the Environmental Services Committee recommendations in principle and that all suitable Council fleet vehicles be considered for promotion of agreed corporate messages.

#### 4.3.6 Management and Operation of the Tennis Facility and Associated Coaching Programmes at Wallace Park

It was agreed to recommend approval of the extension of the current contract for the management and operation of the tennis facility and associated coaching programmes at Wallace Park until 31 March 2019.

It was further agreed to recommend that delegated authority be granted to the November meeting of the Committee to approve the procurement of the new dome if required, which had been extensively damaged during Storm Ali.

#### 4.3.7 Armed Forces Day 2019

Members received a verbal update from the Head of Services (Parks & Amenities) on the progress of Armed Forces Day 2019. Arising from this it was agreed to recommend that the Council approve the following:-

- The establishment of a Members Sub Committee to consist of the Chairman, The Mayor and Alderman J Tinsley (Armed Forces Champion);
- Military Charities to collect in Wallace Park during the event;
- A Charity Golf Day to be held at Castlereagh Hills Golf Club on Friday 21<sup>st</sup> June, 2019 to include the waiving of green fees and all proceeds going towards a tri-service charity;
- Wallace Park be closed to the public for security during the set up post music event on Friday evening and on the Morning of Saturday 22<sup>nd</sup> June, 2019 and on the dismantling that evening post the event;
- To draw upon the services and assistance of appropriate other Council Departments in organising and delivering elements of the event e.g. Corporate Services for the VIP breakfast reception.

#### Items for Noting

It was proposed by The Deputy Mayor, Councillor A Grehan, seconded by Councillor T Morrow and agreed that the recommendations of the Head of Service (Parks & Amenities) in regard to those items for noting, i.e. 4.3.8 – 4.3.14, be accepted, subject to any decisions recorded below and other items noted:-

#### 4.3.8 50<sup>th</sup> Anniversary of Operation Banner 2019

The Head of Services (Parks & Amenities) provided Members with a verbal update on the progress with the OP Banner 2019 event and it was agreed to recommend that the Council provides infrastructure support to the event in the form of barriers, bins, seating, toilets, dais and hire of one marquee for use by the OP Banner museum. It was further agreed to recommend that the Council liaise with mobile food and drinks vendors to provide onsite catering.

#### 4.3.9 Storm Ali

Members were provided with and noted the detailed summary of the extensive damage caused by Storm Ali, and were reminded that as previously approved and where possible two trees would be replaced for each tree that fell. Members were also advised that due to the extent and nature of the storm damage it had taken several days to safely re-open the larger parks.

#### 4.3.10 'In Bloom' Awards

Members noted that the finals for the Britain in Bloom Awards would take place on Friday 19<sup>th</sup> October, 2018 in the Waterfront Hall, Belfast and that the Chairman, two officers and two members of the Hillsborough community would be in attendance.

Following the announcement of the 2018 Translink Ulster in Bloom Awards on Thursday 20<sup>th</sup> September, 2018 Members were advised that the following categories had been awarded to Lisburn & Castlereagh City Council:-

- Best Large Town – Lisburn
- Roses in Towns – Lisburn
- Best Floral Station – Lisburn Train Station
- Best Large Village – Hillsborough (3<sup>rd</sup>)

#### 4.3.11 APSE Awards 2018

Members noted that on Thursday 13<sup>th</sup> September the Chairman, Alderman S P Porter, Councillor R T Beckett and three officers attended the APSE Awards ceremony in Edinburgh where Parks & Amenities Service Unit had been shortlisted as one of the six finalists out of 270 entries for the Best Services Team: Grounds and Horticultural Service category.

#### 4.3.12 Rushmore Park – Request to make Presentation

Members were reminded that Ballymacash Sports Academy had previously presented to the Committee in January, 2018 and had sought permission to progress Phase 1 of the development of Rushmore. Ahead of the progression of

Phase 2 it was agreed to recommend that Ballymacash Sports Academy provide Members with a presentation to the Committee at its meeting in November, 2018.

#### 4.3.13 Christmas Lights Switch On – Thursday 22 November 2018

Members were advised and noted that due to the anticipated greater public interest in attending this year's Christmas Lights Switch On Event, with the added Light Festival it had been decided for Health & Safety reasons to omit the pantomime from the schedule of events.

#### 4.3.14 Park Life

Members were provided with and noted the contents of the Park Life report and the proposals for 2019.

#### 4.4 Report from Mr Ryan Black, Head of Service (Cultural & Community Services)

It was agreed that the report and recommendations of the Head of Service (Cultural & Community Services) be adopted, subject to any decisions recorded below.

In the absence of the Head of Services, (Cultural & Community), his report was presented by the Peace IV Manager

#### Items for Decision

It was proposed by Alderman J Tinsley, seconded by Councillor A Givan and agreed that the recommendations of the Head of Service (Cultural & Community Services) in regard to those items for decision, be accepted, subject to any decisions recorded below and other items noted:-

#### 4.4.1 Lisburn & Castlereagh Local Peace IV Partnership – Minutes of Meeting

It was agreed that the Minutes of the Peace IV Partnership Meeting held on 20<sup>th</sup> August, 2018 be approved.

Alderman W A Leathem & The Right Worshipful The Mayor, Councillor U Mackin, left the meeting at 6.38 pm.

#### 4.4.2 Crowdfunder Partnership Proposal 2018-19

Members had been furnished with a draft proposal for consideration, relating to a Crowdfunder pilot project involving a pilot campaign in Lisburn and Castlereagh. Members were advised that Crowdfunder is a democratic, transparent, internet based and social media driven way of obtaining funds for community groups. Crowdfunder already works with over 20 UK Local Authorities in support of local projects and has raised more than £50 million.

Members were further advised that the proposal involved launching a local pilot campaign in October called 'Projects That Matter: Lisburn Castlereagh', in

partnership with a local media partner and funder to offer the promoters of up to 5 projects, expert coaching and the opportunity to win a share of a cash pledge through the Crowdfunder campaign.

It was agreed to recommend that the launch of the pilot Crowdfunder Partnership proposal 'Projects That Matter: Lisburn Castlereagh commencing in October 2018 at the cost of £1,499 be agreed.

#### 4.4.3 Glenavy Community Hub

Members were provided with a copy of the report on the concept design study for the proposed Glenavy Community Hub.

It was agreed to recommend that the report on the Glenavy Community Hub be brought back to the next meeting of the Committee in November, 2018 for further consideration.

#### Items for Noting

It was proposed by Councillor A McIntyre, seconded by Councillor N Anderson and agreed that the recommendations of the Head of Service (Cultural & Community Services) in regard to those items for noting, i.e. 4.4.4 – 4.4.5, be accepted, subject to any decisions recorded below and other items noted:-

#### 4.4.4 Good Relations Grant Scheme 2018/2019

Members were reminded that at the previous meeting of the Committee held in September, 2018 the above scheme had been tabled for noting and Members had been advised of 3 applications which were being referred back to the assessment panel for further consideration.

Members noted that arising from this the application from Hillsborough Old Guard had been successful and the group had been awarded £1,800.00, whilst Home – Start Lisburn/Colin and Moneyreagh & District Community Association had not been successful as their applications focused on overall work of the organisation and were not Good Relations programme identified.

#### 4.4.5 Community Christmas 'Switch On' Policy 2018-2020

Members were reminded of the Committee's decision in June, 2018 to adopt a new Christmas Switch on Policy' for the period 2018-2020 and noted the principles of the new policy as detailed in the report.

#### 4.11 Report from Mr Brendan Courtney, Head of Service (Sports Service)

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

#### Items for Decision

It was proposed by Alderman J Tinsley, seconded by Alderman M Henderson and agreed that the recommendations of the Head of Service (Sports Services) in regard to those items for decision, i.e. Items 4.5.1, be accepted, subject to any decisions recorded below and other items noted:-

4.5.1 Laurelhill Sportszone – Sport NI Multi Facility Fund

Members were provided with a copy of correspondence from Sport Northern Ireland which confirmed the Council's application to the Multi – Facility Fund in respect of Laurelhill Sportszone had successfully passed stage 1 assessment. Arising from this it was agreed to recommend that the Council approve officers progressing the project to the next stage of the assessment process with the inclusion of any relevant external support required in preparing the submission.

Items for Noting

It was proposed by Councillor J Gray, seconded by Councillor A Givan and agreed that the recommendations of the Head of Service (Sports Services) in regard to those items for noting, i.e. 4.5.2 – 4.5.4, be accepted, subject to any decisions recorded below and other items noted:-

4.5.2 Local Government Awards Northern Ireland 2018

Members were provided with details of the finalist in the various awards categories for the Local Government Awards Northern 2018.

Members noted that Lisburn & Castlereagh City Council Sports Services Unit had been shortlisted for the category of Best Local Authority Service Team and that the winners would be announced at Northern Ireland Local Government Awards Annual conference, Exhibition and Gala Awards Dinner scheduled for the 11<sup>th</sup> October 2018 in the Armagh City Hotel.

4.5.3 Positive Ageing Month

Members noted information detailing a number of activity programmes organised by the Council to celebrate Positive Ageing Month October 2018. Members were asked to draw the events to the attention of their constituents.

4.5.4 Sport NI – Everybody Active 2020: General Data Protection Regulations [GDPR] – Data Sharing Agreement

Members noted that the Council had been asked to enter into a Data Sharing agreement with Sport NI in regard to the above named programme.

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

Members present at the meeting were provide with a copy of a confidential report in regard to Item 5.4 of the main confidential report i.e. "Community Centre – Funding Arrangements.

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

- Lisburn Leisure Park – Correspondence from Ebony Developments (confidential due to information relating to financial or business affairs of any particular person – including the Council holding that information).
- Cemetery Subsidy (confidential due to information relating to financial or business affairs of any particular person – including the Council holding that information).
- Activity Centres – Review of Operating Arrangements (confidential due to information relating to consultations or negotiations or contemplated negotiations, in connection with any labour relations matter arising between the Council or a Government department and employees of or office holders under the Council).
- Community Centres – Funding Arrangements (confidential due to information relating to any consultations or negotiations or contemplated negotiations, in connection with any labour relations matter arising between the Council or a Government department and employees of or office holders under the Council).
- Events Officer (confidential due to information which is likely to reveal the identity of an individual).
- Project Development Manager (confidential due to the information which is likely to reveal the identity of an individual).
- Tender Evaluation for Appointment of a Contractor – Moat Park Garden of Reflection
- Monthly Absence Report – (confidential due to information which is likely to reveal the identity of an individual).

#### “In Committee”

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

#### Items for Decision

##### 5.1 Lisburn Leisure Park – Correspondence from Ebony Developments

It was agreed to recommend that the Council approve Ebony Developments to carry out the works on the Lisburn Leisure Park site as outlined in the report. Members also noted that planning permission had already been granted and that Ebony Developments wish to carry out the works at no cost to the Council to help alleviate pressure on parking with additional information to be sought on potential access/egress route onto Warren Park.

5.2 Cemetery Subsidy

It was proposed by the Deputy Mayor, Councillor A Grehan, seconded by Councillor N Anderson and agreed to recommend that the Council approve a 50% subsidy for grave purchases and interments for residents of Lisburn & Castlereagh City Council area wishing to use the Belfast City Council cemetery services at Dundonald, Knockbreda or Roselawn Cemeteries.

5.3 Activity Centres: Review of Operating Arrangements

Members were provided with a report following a review of the operating arrangements relating to the Council's three Activity Centres, Grove AC, Kilmakee AC and Glenmore AC. It was proposed by Councillor T Morrow, seconded by the Deputy Mayor, Councillor A Grehan and agreed to recommend that the recommendations contained therein be accepted.

5.4 Community Centres – Funding Arrangements

The additional confidential report tabled at the meeting referred to this item.

Members having previously requested that a review be undertaken in regard to the funding arrangements for Council Community Centres were circulated with a report under separate cover at the commencement of the meeting. It was agreed to recommend that Members consider adopting the policy and funding principles contained therein. Arising from the report it was further agreed to recommend that the community organisations leasing and operating the Council owned Hillhall Community Resource Centre, and the West Lisburn Youth Centre receive funding assistance in the current financial year of £5,000 and £8,000 respectively.

Councillor T Mitchell left the meeting at 7.14 pm during discussion of the above item.

Alderman J Tinsley left the meeting at 7.23 pm.

5.5 Events Officer

Members agreed that the Events Officer post be re-categorised as detailed in the Directors report.

5.6 Project Development Manager

It was proposed by Councillor J Gallen, seconded by Alderman M Henderson and agreed to recommend that the post of a Project Development Manager be created on a Fixed Term contact basis until 31 March, 2019 when it would be reviewed, and that the Members of the Leisure & Community Development Committee wished to put on record their appreciation of the work of the former post holder who recently retired and recommend to Council that to assist local communities in the development of community projects, a post of Project Development Officer should remain within the Leisure & Community Wellbeing structure.

5.7 Tender Evaluation for Appointment of a Contractor – Moat Park Garden of Reflection

It was proposed by Councillor N Anderson, seconded by Councillor T Morrow and agreed to accept the Tender Report for a contractor to complete the Garden of Reflection in Moat Park and the recommendation contained therein.

Members noted that the Environmental Services Committee was also progressing a Garden of Reflection at Lagan Valley Island.

5.8 Monthly 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 McIntyre, seconded by Councillor J Gallen and agreed to come out of Committee and normal business was resumed.

6. Any Other Business

6.1 Jimmy Gibson Reception  
Alderman S P Porter

Alderman S P Porter informed Members that arising from the decision at the last meeting of Council the Reception for Jimmy Gibson would be held at Castlereagh Hills as the preferred venue chosen by Mr Gibson. It was further agreed to recommend that as part of this event the Members room at Castlereagh Hills be named the “Gibson” room.

6.2 Capital Development Programme: Study Visit  
Alderman S P Porter

Alderman S P Porter advised Members that the Capital Development Committee had agreed that a small delegation of Members participate in a study visit on the 18<sup>th</sup> & 19<sup>th</sup> October, 2018 to the North West of England and Wales to consider a number of different operating models delivering Leisure Services. The Head of Services Sports Services provided Members with a brief proposed itinerary for the visit. Arrangements were noted.

6.3 Elected Members: Invitations to Departmental Events

It was agreed that for future Departmental events a letter would be sent out to all Members of the Council providing them with details to allow them the opportunity to attend.

6.4 Lord Castlereagh Bicentenary  
Councillor N Anderson

Councillor N Anderson highlighted that bicentenary of the death of Lord Castlereagh would be approaching in 2022 and it was agreed to recommend that consideration be given in commemorating his anniversary.

6.5 Paula Grant Dinner  
Councillor J Palmer

Councillor J Palmer notified Members that Lisburn Golf Club would be hosting a dinner for Paula Grant on the 12<sup>th</sup> October 2018 and that tickets could be purchased at Lisburn Golf Club.

6.6 Request for Provision of Event Support Facilities  
Councillor J Palmer

Councillor Palmer advised Members of a forthcoming Lagan Valley Apprentice Boys Cultural Society event being held in Lisburn Orange Hall on the 17<sup>th</sup> November 2018 and that the group organising the event had approached him to request Council assistance in providing barriers & mobile toilets. It was agreed that the group be advised to write to the Council setting out the request.

6.7 Dromara History Group  
Councillor J Gray

The Head of Services (Parks & Amenities) responded to Councillor J Gray regarding her query on the positioning of a 'Silent Soldier' statute on Council property on the raised flower beds adjacent to Dromara play park.

There being no further business, the meeting concluded at 7.39pm.

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Mayor/Chairman