

**LEISURE & DEVELOPMENT COMMITTEE MEETING
TUESDAY 11 JUNE 2019**

Table of Recommendations

| No | Item | Summary of key Recommendations |
|-----------|--|---|
| 3 | Minutes of Meeting held 12 March 2019 | Confirmed |
| 4 | Capital Project Management Briefing | Verbal Update |
| 5 | Riverside Theatre Service Contract Review | Defer Riverside Theatre to be invited to present in August |
| 6 | Rural Development Programme Co-operation Project – Lower Bann Infrastructure | Approve |
| 7 | Lower Bann Minor Infrastructure Projects | Approve |
| 8 | Enterprise Fund | Award Grants |
| 9 | Leisure Facilities Projects Board – Terms of Reference | Defer to L&D August |
| 10 | The 148 th Open | Defer to June Council Meeting |
| 11 | DfC Support for Council Variable Messaging Signs (VMS) | Information |
| 12 | RDP Co-operation Project – yellow Frames | Information |
| 13 | Matters for Reporting to Partnership Panel | None |
| 14 | Correspondence | None |

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|-----------|--|---|
| 15 | Consultations | None |
| | | |
| | IN COMMITTEE | |
| 16 | Reorganisation of Prosperity and Place | Approve Voluntary Severance and reorganisation |
| | | |
| 17 | Bushmills Arrival Hub – Feasibility Study | Motion to Adopt report and allow discussions in order to progress Option 2 to Stage 1 of Capital Project Programme, and commence investigation of funding options LOST |
| | | |
| 18 | Magheracross Coastal Walking Trailhead and Scenic Viewpoint | Approve advancement of tender and approve match funding |
| | | |
| | OUT OF COMMITTEE | |
| 19 | Any Other Relevant Business (notified in accordance with Standing Order 12(o)) | None |
| | 19.1 Alderman Duddy North West 200 – Motor Homes | Letters of apology to be sent |
| | 19.2 Alderman Duddy Booking process for Council Community Centres | Director of L&D to look into further |
| | 19.3 Alderman Hillis Update on progress of applications for funding by the four legacy Twinning Committees | CP&R to provide update in June |

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF
THE LEISURE AND DEVELOPMENT COMMITTEE
IN CIVIC HEADQUARTERS, COLERAINE ON
TUESDAY 11 JUNE 2019 AT 7:05 PM**

In the Chair: Councillor Callan

Members Present: Alderman: Duddy, Hillis, McCorkell and S McKillop;
Councillors: Baird, Bateson, Knight-McQuillan,
McAuley, McCaw, McGlinchey, MA McKillop,
McShane, Schenning, Watton and Wilson

Officers Present: R Baker, Director, Leisure & Development
P Thompson, Head of Tourism & Recreation
P Beattie, Head of Prosperity & Place
W McCullough, Head of Sport & Wellbeing
J Welsh, Head of Community & Culture
M Edgar, Cultural Services Manager
J Gray, Projects Director, The Strategic Investment Board
P Caldwell, Capital Projects Manager
D Allen, Committee and Member Services Officer

Press (1 no)

SUBSTITUTION

Councillor Wilson substituted for Councillor Holmes for the transaction of business at the meeting.

1. APOLOGIES

There were no apologies recorded.

2. DECLARATIONS OF INTEREST

Declarations of Interest were recorded for:

Alderman Duddy in Agenda Item 17 - Bushmills Arrival Hub
Councillor Baird in in Agenda Item 17 - Bushmills Arrival Hub
Councillor MA McKillop in in Agenda Item 17 - Bushmills Arrival Hub
Alderman S McKillop in in Agenda Item 17 - Bushmills Arrival Hub

The above Members sit on the Planning Committee.

The Director of Leisure and Development clarified that there was a live Planning application on the Bushmills Arrival Hub and those Members who sit on the Planning Committee may wish to leave the Chamber when the item was to be discussed.

Alderman S McKillop stated that she would prefer to remove herself from the item at the Planning Committee. The Director of Leisure and Development informed Alderman S McKillop that she would, therefore, not be able to take part in any discussion or vote on this item at the Planning Committee.

3. MINUTES OF MEETING HELD TUESDAY 12 MARCH 2019

Proposed by Councillor Bateson
Seconded by Councillor McGlinchey and

AGREED – that the minutes of the meeting held Tuesday 12 March 2019 be confirmed as a correct record.

4. CAPITAL PROJECT MANAGEMENT PROCESS BRIEFING

J Gray, Projects Director, The Strategic Investment Board provided Elected Members with a short presentation on the Capital Management Process detailing the definition of a Capital Project the need for Capital Projects, key decision points, affordability and grant aid. Members were also provided with the current list of the Leisure and Development Capital Projects for 2019/2020.

The Director of Leisure and Development responded to Members queries relating to various capital projects

Councillors expressed concern regarding the time taken to deliver a number of the projects, including Limavady Accessible Play Park, Aghadowey Play Park, Coleraine Leisure Centre, Ballymoney EI Scheme and Portrush Community Projects.

Members requested that the information presented to Councillors should also include prioritisation and timeframes for delivery.

Members raised concerns in relation to the progress of projects and that a meaningful timeline system should be introduced. More detail should also be included in the Capital Projects list.

The Director of Leisure and Development clarified that the document supplied to Members was to capture all projects and to inform them of the volume of work at present and at what stage the project was at.

5. RIVERSIDE THEATRE SERVICE CONTRACT REVIEW

Report previously circulated, presented by the Head of Community and Culture.

The purpose of the report was to review Council's current service contract with the Riverside Theatre - 1 August 2017-31 July 2019.

Council adopted its first Culture, Arts & Heritage Strategy in May 2016. The strategy spans a five year period, effective until 2021 and focuses on 5 key themes and associated strategic aims, the first of which is of key relevance to this report, namely '*Enhancing our cultural venues & assets*', with a view to '*use our landscape and our cultural assets and activities to enable opportunities for both local people and visitors to participate in the culture, arts and heritage of the area.*'

The relevant outcomes from within the strategy for this project includes:

- Increased participation in cultural activities and programmes.
- Increased and appropriate partnerships in place.
- Cultural assets maximised by working in partnership; increased levels of collaboration.

A report was brought to the Leisure & Development Committee on 14 June 2016 reviewing a legacy partnership arrangement with the Riverside and providing options moving forward. A recommendation was agreed and subsequently approved by Council on 28 June to provide continued support through a service based contract with the University, to be reviewed after one year, in order to maintain the operation of the only professional, bespoke theatre venue within the Borough. The value of the contract is £107,500 per year and it includes the following key elements:

- The delivery of a range of music events, drama, dance, talks and literary events, including professional productions, schools' and educational productions and community/amateur presentations.
- Participation in joint programming working groups with Cultural Services staff to ensure alignment of provision across the Council area and ensure complementarity.
- Development of joint marketing materials to maximise the promotion of arts provision across the Borough.

Subsequently, in September 2017, Council agreed to award the contract for a further two year period. This is due to end on 31 July 2019 and is now subject to a review.

The Riverside Theatre has exceeded the targets set for 2017-19 and continues to provide a varied programme of events which equally supports both professional performance in a range of art forms and community arts activities.

The targets agreed by Council in 2016 for the delivery of theatre based activity had been based on existing outputs. The Theatre has exceeded the targets on a year by year basis, with a need therefore to reconsider the original targets contained therein.

However, the budget for this project has remained static with no uplift for the last 3 years at £107,500. With continuing pressures on Council budgets, no additional budget available and no uplift within other programming areas within the service area, it would be recommended therefore, that targets be amended, but that these are limited to a modest uplift to mitigate against the budget available.

It is recommended that subject to satisfactory annual performance reviews and Council budget setting process, Council continue to support Ulster University's Riverside Theatre to the sum of £107,500 p.a. through a service based contract for a period not exceeding two years, to coincide with the duration of Council's Culture, Arts & Heritage Strategy and in order to maintain the operation of the only professional, bespoke theatre venue within the Borough.

In response to Members' queries the Head of Community and Culture explained that the original targets were based on existing outputs and that the Riverside theatre had exceeded the targets for 2017-2019. She also commented that further discussion should take place with the Riverside Theatre to reconsider those original targets. She also informed Members that the Steering/Management Group had not convened in over a year.

Members requested that the Riverside Theatre be invited to present at the next Leisure and Development Committee to take place in August and felt that targets should either be dramatically increased or the budget reduced.

Proposed by Alderman Duddy
Seconded by Councillor Watton

- to recommend that the decision for Council to continue to support Ulster University's Riverside Theatre to the sum of £107,500 p.a. through a service based contract for a period not exceeding two years, be **DEFERRED**.

A representative from the Riverside Theatre to be invited to present to the Committee in August to inform Members of expenditure and to clarify the inconsistency of the meeting of the Board.

The Chair put the motion to the Committee to vote. 15 Members voted for, 0 Members voted against and 1 Member abstained.

The Chair declared the motion **CARRIED**.

The Director of Leisure and Development to organise a visit to the Riverside Theatre for any Members who wish to attend, to take place before the next Leisure and Development Committee Meeting in August.

6. RURAL DEVELOPMENT PROGRAMME CO-OPERATION PROJECT – LOWER BANN INFRASTRUCTURE PROJECTS

Report previously circulated.

The Head of Tourism & Recreation presented Elected Members with a proposal to implement visitor and recreational facilities on the Lower Bann as part of the Cooperation Projects administered by Rural Development Programme and Council. Approval is sought to advance this project to Stage 1 of Council's Capital Works process.

The opportunity to deliver this project recognises the potential value of outdoor recreation on the waterway and identifies a number of sites along the course of the river that would benefit from minor capital works to improve access to and from the water for recreational and holiday users.

Staff from the Tourism and Recreation Service have been working with the Rural Development Programme (RDP) team to identify a number of minor projects within Council ownership and management that can be delivered.

The Lower Bann Infrastructure Projects fit within the priority themes of the RDP Co-operation Project and the key objectives within the Council's Destination Management Plan. Key to this is the development of what is known as a 'Blueway Concept' for the river, based on the 'Greenway'

approach, this can be used to market and raise the profile of the river for activities on and off the water.

These projects were identified after the completion of the Lower Bann Recreation and Tourism Study, part funded by Causeway Coast & Glens Council, to improve the river as a resource for local communities and visitors. A scoping study funded through RDP has also been completed to identify appropriate sites along the Lower Bann which help to unlock the potential for recreational pursuits and bring benefit to the visitor economy.

The sites identified are:

- Camus (west bank of River Bann-A54) - plans include installation of canoe steps to improve access and egress to the waterway which are currently somewhat restricted at the pontoon facility for canoe and small paddle boat users.
- Agivey Bridge (Bann Road B66) - this scheme involves improvements to the small car park and installation of canoe steps on the up-stream of the bridge.
- Drumaheglis Holiday and Leisure Park - this scheme potentially involves extending the pontoon facilities at the Marina to attract and facilitate private sector operators to use the Lower Bann for water-based holiday and leisure activities.

The overall cost of the project is estimated to be in the region of £150,000. The RDP Programme will provide 75% of the project costs with the remaining 25% (£37,500) of project costs requested by way of a contribution from Council through Capital contribution and routine business support.

With the strategic connection to the Council's Destination Management Plan and the availability of potential funding, Elected Members are asked to consider the advancement of this project under the Capital Works process. The Tourism and Recreation team would like to engage with the infrastructure team to assist with the development and Stage 1 of the Capital Works process. Outline design, costings and planning implications will be addressed prior to advancement of this project. The cost and administration of an economic appraisal will be covered by the Rural Development Programme.

It is recommended that the Leisure and Development Committee provide approval for Council Officers to advance these projects to Stage 1 of the Capital Works Process.

Proposed by Councillor Bateson
Seconded by Councillor Knight-McQuillan

- to recommend that the Leisure and Development Committee provide approval for Council Officers to advance these projects to Stage 1 of the Capital Works Process.

The Chair put the motion to the Committee to vote. Members voted unanimously in favour of the motion.

The Chair declared the motion **CARRIED**.

7. LOWER BANN MINOR INFRASTRUCTURE PROJECTS – ‘THE CUTTS TO THE CRANNAGH’

Report previously circulated.

The Head of Tourism and Recreation presented Elected Members on the potential to avail of possible funding from Waterways Ireland to implement a number of minor infrastructural and landscaping improvements on Council owned riverside land between The Cutts and the Crannagh, Coleraine.

Within the Tourism and Recreation remit officers aim, where possible, to improve accessibility and the quality of user experience for visitors enjoying riverside amenity land along the Lower Bann corridor. A potential opportunity has been presented whereby funding may become available to carry out some work in Coleraine.

Waterways Ireland have indicated that they may be in a position to offer funding from within the current financial year in an effort to progress the implementation of a number of minor projects, that contribute to the Blueway concept, on Council land between The Cutts and the Crannagh.

A ‘Blueway’ is similar in many respects to the ‘Greenway’ concept, with the emphasis on raising the profile of the river corridor principally for recreational purposes both on and off the water.

The development and promotion of leisure, recreation and tourism activities along the Lower Bann corridor features in a number of strategic documents including the following:

- Council's Destination Management Plan.
- Recreational, Tourism and Commercial Product Identification Study for the Lower Bann.
- Council's Mountsandel Blueprint document.

Staff from Council's Tourism and Recreation Service have been working with Waterways Ireland in Coleraine to identify a number of minor projects, consisting of infrastructural and landscaping improvements on riverside land in Council's ownership between The Cutts and the Crannagh.

This stretch of riverside land currently facilitates many activities both on and off the water, and enjoys high user numbers on a year round basis. It has been identified as a key hub along the river, providing the structure and framework for connected and clustered activity and product development. Notwithstanding this, the opportunity exists to further enhance the user experience through the interventions listed below.

The possible works identified may comprise the following:

- Supply and installation of amenity lighting along the riverside path within Christie Park, from the toilet block to the pedestrian underpass, where currently there is no lighting provision, to complement existing amenity lighting within the Park from the toilet block to the town bridge.
- Supply and installation of sensitive low-level ambient lighting along the riverside path within Somerset Riverside Park, from Sandelford Bridge to The Cutts.
- Supply and installation of feature lighting within Christie Park to illuminate carefully-selected specimen trees.
- Creation of new length of riverside path (approx. 150m) at the extreme southern end of Christie Park, and associated vegetation thinning, to provide a safe, welcoming and continuous river frontage access way linking Christie Park with Somerset Riverside Park.
- Sensitive and selective thinning and clearance of dense riverside vegetation and tree cover on the land bounding the riverside path in Somerset Riverside Park, in the vicinity of the main vehicular entrance into the Riverside Regional Centre, to open up views of the river and Mountsandel Wood.
- Creation of new pedestrian and cycle access ramp into Christie Park, at its extreme northern periphery, bounding the old town bridge.

- Installation of feature seating along the length of Christie Park.
- Installation of lengths of new railings at selected points along the riverside path in Christie Park.
- Appropriate signage and interpretation.

The need for infrastructural improvements at Christie Park has been identified and is listed as a Pre Stage 1 project in Council's Capital Works Programme for 2019/20 and beyond. It was also ranked number 3 in the Leisure and Development prioritised projects as decided by Members.

At this stage, no detail is available on the likely cost estimates. Officers would like to scope proposals for improvements and obtain preliminary outline design concepts and costings before bringing back to Elected Members for further consideration.

At this stage no confirmation or an indicative amount of funding from Waterways Ireland has been obtained.

With the strategic connection to the Council's Destination Management Plan and the availability of potential funding, Elected Members are asked to consider the advancement of this project under the Capital Works process. The Tourism and Recreation team would like to engage with the infrastructure team to assist with the development to Stage 1 of the Capital Works process.

It is recommended that the Leisure and Development Committee provides approval for Council Officers to advance these projects to Stage 1 of the Capital Works Process.

* **Councillor McGlinchey left the meeting at 8.27pm.**

Councillor Wilson stated that Council should be committed to replacing any riverside vegetation and trees removed in this process.

Proposed by Alderman Duddy
Seconded by Alderman Hillis

- to recommend that the Leisure and Development Committee provides approval for Council Officers to advance these projects to Stage 1 of the Capital Works Process.

The Chair put the motion to the Committee to vote. 15 Members voted for, 0 Members voted against and 0 Members abstained.

The Chair declared the motion **CARRIED**.

8. ENTERPRISE FUND

Report previously circulated.

The Head of Prosperity and Place presented Elected Members with a report updating them on the level of applications and scoring panel decisions in respect of the Enterprise Fund 2019 – 2020 and to provide summary information in respect of outcomes reported by 2017/2018 Enterprise Fund recipients directly attributable to the award.

The Enterprise Fund seeks to help those recent start-up businesses that need assistance in taking the next step in their growth plan. The fund is aimed at supporting new businesses, with a track record of two years or less, to address barriers to growth via innovative approaches.

Grants of up to £10,000 are available.

This fund opened on Monday 15th April 2019 and closed at noon on Friday 17th May 2019, with expenditure to be completed and claimed by 31st January 2020.

Initial criteria as follows:

- All applicant businesses must be within the Causeway Coast and Glens Borough Council area.
- All applicants must have completed the Business Start Programme – available through Causeway Enterprise Agency and Roe Valley Enterprises – within the last two years – or have a business plan from other sources completed within the last two years.
- All applicants must have a bank (or other financial institution) account for the sole purpose of their business – i.e. separate from personal finances.

Guidelines were made available to all interested businesses and included full details in respect of levels of award, exclusions, assessment and scoring processes. Named contacts were also provided to potential applicants wishing to discuss their idea pre-application.

The Enterprise Fund was launched by the Mayor and achieved coverage in all local papers and on Council's social media platforms.

Local Enterprise Agencies also contacted those businesses on their databases that were eligible to apply and the Princes Trust publicised the grant to their client group.

There was significant interest in the fund, via telephone and email enquiries, by businesses wishing to discuss criteria and requirements. Full support was given to all potential applicants during the funding call.

Enterprise Fund recipient businesses are required to assess the impact of the funding by way of a staged process on project completion and again 12 months later. This enables assessment of the short/medium term outcomes achieved by the business directly attributable to the award. Information from 17/18 recipient' businesses is contained in the report as previously circulated.

Of the 27 applications received at closing, totalling £205,077.35, 12 were deemed ineligible and the remaining 15 progressed to scoring panel held on Wednesday 29th May 2019.

Scoring outcome as detailed below:

| Name of Business | Sector | Percentage Score | Award |
|--------------------------------------|---------------------------|-------------------------|--------------|
| 1 Meraki Art | Creative | 68% | £9,963 |
| 2. Hope MacAuley | Creative | 92% | £9,716 |
| 3. Mark Carton Garden & Bee Supplies | Small-Scale Manufacturing | 70% | £10,000 |
| 4. Sarah Mackay | Creative | 70% | £4,200.21 |
| | | | £33,879.21 |

It is recommended that Council awards Enterprise Fund grants to businesses 1-4 noted above, totalling £33,879.21.

In response to a query from Alderman Hillis the Head of Prosperity and Place clarified that the remainder of the £50,000 budget would be absorbed into the budget. No second call would take place and those businesses that were not successful this year may be eligible next year. Those businesses deemed ineligible would be provided with some feedback.

He also clarified that the businesses would receive their grant in arrears and some businesses would have access to a loan facility.

- * **Councillor McAuley left the meeting at 8.36pm.**

Proposed by Alderman Duddy
Seconded by Councillor Watton

- to recommend that Council awards Enterprise Fund grants to businesses 1-4 noted above, totalling £33,879.21.

The Chair put the motion to the Committee to vote. Members voted unanimously in favour of the motion and the Chair declared the motion carried.

- * **Alderman Hillis left the meeting at 8.37pm.**
- * **Councillor McAuley re-joined the meeting at 8.38pm.**

9. LEISURE FACILITIES PROJECT BOARD – TERMS OF REFERENCE

- * **Councillor Watton left the meeting at 8.39pm.**

Report previously circulated.

The Head of Sport and Wellbeing presented Elected Members with a report seeking approval for amendments to the Terms of Reference for the Options Appraisal of Leisure Management and Coleraine Leisure Centre Project Board to include the future development of leisure facility provision in Ballycastle.

Following on from the development of the Rugby Avenue Synthetic Pitches, a Project Board was established to provide strategic oversight and monitor progress on the development of a new Coleraine Leisure Centre. In October 2017 Members approved subsequent amendment to broaden the remit of the Project Board to review the management delivery options for all Tier 1 and Tier 2 leisure facilities.

As provided for within the Terms of Reference, the Project Board had been populated with 6 Members via D'Hondt and a Chair and Vice Chair appointed as follows:

Chair: Councillor Clarke
Vice Chair: Councillor Duddy
Councillor Holmes
Councillor McCandless
Alderman Hickey
Councillor Mulholland

The first meeting of the Project Board took place on in October 2017 with a total of 10 meetings held to consider and progress the following issues:

- Affordability analysis for a new Coleraine Leisure Centre
- Site options appraisal for a new Coleraine Leisure Centre
- Staff and Trade Union Engagement Plans
- Weighting and Scoring criteria for a range of leisure management options
- Schedule of accommodation for a new Coleraine Leisure Centre
- Pre-Application Discussions with planners on statutory approvals
- Early Market Engagement exercise with potential outsource operators
- In-house Transformation plans and service improvement updates
- Shadow Bid process and agreement of a draft Leisure Services Specification

At a Council meeting in January 2019 members were updated on the successful funding application of €3.1 million funding from Special EU Programmes Body (SEUPB) towards community sports hub element of the Ballycastle Shared Education Campus.

It was proposed that a working group be established to consider the development of Leisure Facilities in line with Council's aspirations for Ballycastle. Rather than establish a separate working group Members agreed that the existing Project Board take on the planning of the work proposed in relation to Ballycastle.

The aspirations for Ballycastle are being considered in two phases:

- Phase 1 - community sports hub comprising four court sports hall, floodlit 3G soccer/GAA pitch, floodlit sand-based synthetic hockey pitch and changing/ancillary facilities (to be funded by SEUPB); and
- Phase 2 - development of swimming pool and gym provision (including review of existing provision at Sheskburn Recreation Centre).

To take account of this broader remit the Project Board has been renamed as the 'Leisure Facilities Project Board'. The proposed

amendments to the existing Terms of Reference are highlighted and included at Annex A for reference.

It is recommended that Members agree amendments to the Leisure Facilities Project Board Terms of Reference.

Proposed by Councillor McShane
Seconded by Councillor Bateson

- to recommend that Members defer a decision on agreeing amendments to the Leisure Facilities Project Board Terms of Reference until the next Leisure and Development Committee to be held in August.

- * **Councillor Bateson left the meeting at 8.40pm.**
- * **Alderman Hillis re-joined the meeting at 8.40pm.**
- * **Councillor Bateson re-joined the meeting at 8.43pm.**
- * **Councillor Schenning left the meeting at 8.43pm.**
- * **Councillor Watton re-joined the meeting at 8.45pm.**

The Director of Leisure and Development reminded Members the Leisure and Development Committee were following Council's decision to form a Project Board for Coleraine Leisure Centre and rather than establish a separate Working Group for Ballycastle it was agreed that this be combined with the existing Project Board.

Mindful of the comment made by the Director of Leisure and Development Alderman Duddy commented that in order for the Committee to make any changes to this decision then Standing Orders must be suspended.

- * **Councillor Schenning re-joined the meeting at 8.47pm.**

Alderman Duddy proposed to recommend that Council remove all other Leisure Centres from the Project Board Terms of Reference and accept Terms of Reference for Coleraine Project Board.

The Director of Leisure and Development once again reminded Members of the decisions agreed at the Council Meeting in January 2019 and that in order to change the previous decision then Standing Orders would need to be suspended.

Councillor Duddy raised a point of Order.

Proposed by Councillor Duddy
Seconded by Alderman McCorkell

- that Standing Orders be suspended under paragraph 26.1
Suspension and Amendment of Standing Orders.

The Chair informed Members that a qualified majority of 80% of Members should be reached – i.e. 12 Members for the suspension of Standing Orders to take place.

The Chair put the motion to the suspend Standing Orders to the Committee to vote. 10 Members voted for, 3 Members voted against and 2 Members abstained.

The Chair declared the motion **LOST** as the majority of 12 Members voting for had not been reached.

* **Alderman Duddy left the meeting at 9.02pm.**

The Director of Leisure and Development reminded Members that any delay would delay the development of Leisure Centres. The default position that the current Project Board would continue to meet and focus on the development of Coleraine Leisure Centre and Management Options.

* **Alderman Duddy re-joined the meeting at 9.07pm.**

* **Councillor McShane left the meeting at 9.08pm.**

Alderman Hillis referred Members to Standing Order no 23 - Rescission of a Preceding Resolution.

(1) No motion to rescind any resolution passed within the preceding **six months**, and no motion or amendment to the same effect as one which has been rejected within the preceding **six months**, shall be proposed by a Member unless the notice thereof given in pursuance of Standing Order 15.1 bears the names of at least **15 per cent** of the Members of the Council.

The Chair clarified that the 6 months had not yet passed from when the original decision had been made in January 2019.

Alderman S McKillop proposed an amendment to recommend that Council accept the current Terms of Reference but this should also include Bushmills. There was no seconder for this motion.

* **Councillor McShane re-joined the meeting at 9.12pm.**

Councillor McShane reiterated that there was a need for a specific Project Board for Ballycastle and the need for a different Project Board for each Leisure Centre. Current Terms of Reference and timeframes need to be reviewed and therefore the decision should be deferred until August when different options can be presented to the Committee.

The Chair put the substantive motion:

- to recommend that Members defer a decision on agreeing amendments to the Leisure Facilities Project Board Terms of Reference until the next Leisure and Development Committee to be held in August

The Chair put the motion to the Committee to vote. 8 Members voted for, 5 Members voted against and 1 Member abstained.

The Chair declared the motion to defer until the Leisure and Development Meeting in August **CARRIED**.

It was **AGREED** that a recess be held from 9.25pm-9.30pm.

10. THE 148TH OPEN

The Chair informed Elected Members that this item had been deferred to the full Council Meeting in June when all Elected Members could be briefed.

11. COUNCIL VARIABLE MESSAGING SIGNS

Information report previously circulated.

The Director of Leisure and Development presented Elected Members with a report informing Members of the opportunity that had arisen for Council to acquire five mobile Variable Messaging Signs (VMS) and associated equipment for use at the Open and subsequently at all the other events throughout the Borough that would benefit from such signs to inform drivers, improve traffic flow and reduce congestion.

As part of the planning process for the Open, officers discussed the need for VMS with DfC officials. It became clear that the advantages provided by a VMS system not only applied to the Open but could also be of great benefit for all the other major events throughout the Borough over the years to come as part of the project legacy that would benefit the wider area. Accordingly, DfC has agreed to fund the purchase of a VMS system for Council.

The VMS system comprises 5 mobile trailer mounted full colour signs that can be towed to suitable locations and set up to operate independently for a period of up to 6 months but that are envisaged to be used at various locations throughout the Borough for periods ranging from a few days to a few weeks depending on the requirements of the event at which they are being used.

The system also includes 2 mobile controllers that are used to programme the messages that are displayed on the signs and car park counters at the 5 off-street public car parks in Portrush. The system can interface with existing car park counters in other towns and additional car park counters, mobile VMS signs and fixed VMS signs can be added over time if Council so decides.

The system allows for event and car park information to be communicated to drivers passing the points where the signs are located thus informing drivers, improving traffic flow and reducing congestion. This improves the overall visitor experience which enhances both the sustainability of existing events and the viability of new ones. Information from car parks fitted with counters can be updated to the VMS signs automatically and other information is input via the mobile controllers which would normally be operated by the events or parking staff at the control centre for each event.

Crown Commercial Service (CCS) operate a Framework Contract for the purchase of VMS systems which is used by most public authorities throughout the UK including DfI Roads Service. The specification of the equipment required was drawn up with input from Councils Infrastructure and Car Park staff, DfI Roads Service and PSNI. The specification was dispatched to the CCS Framework suppliers and 1 completed return was received. The return was evaluated and found to meet the required specification.

The tendered cost to supply all the specified VMS equipment is £228,580 and DfC has provided a Letter of Offer for the full amount.

Installation of the car park counters is estimated at £2,400 per site over the 5 sites; thus £12,000 in total. Councils Infrastructure Car Parks section has indicated that it has budgeted for this installation and intends to bring recommendations for installation of counters at further car parks throughout the Borough in due course.

Based on information provided by the supplier, the annual operating costs of the system are estimated as follows; Annual Maintenance -

£1150/y, Data charges - £108/y and software licence - £750/y totalling £2,008/y.

DfC wish the benefits of the VMS system to be available as soon as possible including for use at the Open and the other summer 2019 events thereafter. There is a 14 week lead-time for production of the new signs but the supplier has offered to provide alternative signs on loan until the new signs are ready at no cost other than £2800 for transport. To ensure supply of these signs in advance of the Open the order needed to be placed by the end of May/early June 2019 and accordingly to secure the £228,580 of funding and as the other costs (£14,800) are well within delegated limits, officers are proceeding with the placing of the order for the equipment.

In response to a query from Alderman Duddy the Director of Leisure and Development clarified that deployment options for the Variable Messaging Signs (VMS) after the Open Golf had not yet been decided and would be considered in due course.

12. RDP CO-OPERATION PROJECT – YELLOW FRAMES

Information report previously circulated.

The Head of Tourism and Recreation presented Elected Members with an information report on the 'Yellow Frames' project as part of the Co-operation Projects administered by Rural Development Programme and Council.

Tourism and Recreation Service have been working with the Rural Development Programme (RDP) team to identify and develop co-operation projects and have already included a coastal dune protection programme and long distance walking trail development as presented to Members in May 2018.

'Yellow Frames' is a marketing and promotional concept (with associated infrastructure) that increases access opportunities for visitors to areas away from the Causeway Coastal Route. Council officers are working with RDP officials to implement 8 National Geographic style 'Yellow Frames' at selected scenic locations within the Council area.

This project fits within one of the priority themes of the RDP Co-operation Project which aims to enhance the tourism offering by encouraging increased expenditure and overnight stays to the Borough. This project also fits the key objectives within Council's Destination Management Plan.

The overall cost of the project is estimated to be in the region of £170,719. The RDP Programme will provide 75% of the project costs with the remaining 25% (£42,680) of project costs requested by way of a contribution from Council through cash and routine business support.

The proposal involves the installation of a maximum of 8 framed structures that will capture a 'Hidden Treasure' within the rural landscape of the Borough. National Geographic as an organisation has shown its full support for this project idea and has been contracted by DAERA to actively promote the project for a period of 3 years from inception. This idea has been used in other European countries with success and the RDP Co-operation sub-group (consisting of 5 CC&G councillors and 4 social partners) believe that this approach would work well within our Borough by adding a new innovative dimension to our visitor experience and by marketing our region to a global audience including the opportunity to market to National Geographic subscribers. National Geographic has a global reach of 440 million households in 171 countries.

The implementation of this project, is directly aimed at addressing the need for providing greater dispersal of the visitor experience to areas away from the 'honey pot' locations, relieving the pressure on the key tourism sites, broadening the visitor experience opportunities to some of our areas other special locations, and ultimately helping to sustain our economy.

Key elements include:

- Shortlist from 14 identified sites to 8 that reflect the best locations for the project whilst creating regional spread.
- Develop an integrated marketing campaign for a year one launch with the Council's Destination Marketing team working in conjunction with the RDP Marketing activities to promote through National Geographical.

Council officials will progress with the Local Action Group on the procurement and delivery of the 8 Yellow Frames to the sites. A concerted marketing campaign will see the first 3 years being promoted globally by National Geographic and for future years the Yellow Frames will be promoted as part of the destination marketing activities for the Causeway Coast and Glen's area.

* **Councillor Bateson left the meeting at 9.36pm.**

Councillors Baird and Mcshane commended officers on the report.

* **Councillor Baird left the meeting at 9.40pm.**

13. MATTERS REPORTING TO THE PARTNERSHIP PANEL

There were no matters to report.

14. CORRESPONDENCE

There was no correspondence.

15. CONSULTATIONS

There were no consultations.

Proposed by Councillor Callan
Seconded by Alderman Hills and

AGREED - that Members would provide evidence in relation to the NI Affairs Committee – House of Commons inquiry into NI Tourism.

* **Councillor Bateson rejoined the meeting at 9.42pm.**

MOTION TO PROCEED IN COMMITTEE

Proposed by Councillor Knight-McQuillan
Seconded by Alderman McKeown and

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

* **Press left the meeting at 9.43pm.**

16. RE-ORGANISATION OF PROSPERITY AND PLACE

Confidential report previously circulated.

* **Councillor Baird rejoined the meeting at 9.44pm.**

The Head of Prosperity and Place presented Elected Members with a report requesting permission to revise the Regeneration element of the Prosperity and Place team, to ensure it operates in the most efficient and effective manner possible, while bringing new ways of promoting the regeneration agenda within the Borough.

The report included Request for Voluntary Severance, background information on previously approved structure for the delivery of Economic Development and Regeneration, Funding and Current Projects and the proposed re-organisation of the Re-Generation Team.

It is recommended that Members:

- Agree the Voluntary Severance request for the current Physical Regeneration Manager post for consideration by the Corporate Policy & Resources Committee.
- Allow the reorganisation of Prosperity and Place.

Members were asked to note that full consultation has taken place with the post holder and the individual is in agreement with the redundancy decision.

The Director of Leisure and Development confirmed that the Voluntary Redundancy Scheme would cease in December 2019.

The Head of Prosperity and Place responded to Members queries in relation to actual reduction in staff and the projected savings.

Proposed by Councillor McShane
Seconded by Councillor MA McKillop

- to recommend that that Members:

- **AGREE** the Voluntary Severance request for the current Physical Regeneration Manager post for consideration by the Corporate Policy & Resources Committee.
- **DO NOT** allow the reorganisation of Prosperity and Place.

The Chair put the motion to the Committee to vote. 4 Members voted for, 9 Members voted against and 1 Member abstained.

The Chair declared the motion **LOST**.

Proposed by Councillor Knight Mc-Quillan
Seconded by Alderman McCorkell

- to recommend that that Members:

- **AGREE** the Voluntary Severance request for the current Physical Regeneration Manager post for consideration by the Corporate Policy & Resources Committee.

- **ALLOW** the reorganisation of Prosperity and Place.

The Chair put the motion to the Committee to vote. 10 Members voted for, 4 Members voted against and 0 Members abstained.

The Chair declared the motion **CARRIED**.

17. **BUSHMILLS ARRIVAL HUB – FEASIBILITY STUDY**

- * **Alderman Duddy and Councillors Wilson and MA McKillop left the meeting at 10.00pm during consideration of this item on which they had previously declared an interest.**

Councillor Baird although originally had declared an interest in this item did not leave the Chamber and took part in the discussion and subsequently the vote.

Alderman S McKillop also took part in the discussion and vote. Both Councillor Baird and Alderman S McKillop would not, therefore, take part in any discussion at the Planning Committee Meeting which they sit on or take part in any vote and would be requested to leave the Chamber during consideration of this item.

Confidential report previously circulated.

The Director of Leisure and Development presented Elected Members with a report providing Members with an update on the progression of Bushmills' 'Arrival Hub' Capital Project to Stage 1 of the Capital Investment Programme. For cross reference purposes, Members should also be aware of the Strategic Outline Business Case approved by Council in March 2019.

The report included the background under Moyle District Council, Tourism Traffic Studies and a summary from the conclusions.

It is recommended that based on the study at Annex A (previously circulated), and independently undertaken by AECOM, Council adopts this report, and allow officers to enter into discussions with the National Trust in order to progress Option 2 to Stage 1 of the Capital Project Programme, and commence investigation of funding options.

Alderman S McKillop commented that, in her opinion, the report was flawed and was an undemocratic process. She expressed concerns that the proposal would result in an extended car park not an arrival hub for Bushmills and she would not be able to support the motion.

* **Councillor McShane left the meeting at 10.18pm.**

* **Councillor Watton left the meeting at 10.19pm.**

The Director of Leisure and Development informed Elected Members that the report was not flawed and that the criteria had been approved through the Council Chamber. He confirmed that the democratic process to develop the Bushmills Arrival Hub had been followed.

Discussions ensued on traffic flow and site evaluation study, effect on Dunluce High School football pitch, potential economic benefits to the community, consultations, lack of parking for buses, price control, expansion potential and potential sources of funding.

Proposed by Councillor McCaw

Seconded by Alderman Hillis

- to recommend that based on the study at Annex A (previously circulated), and independently undertaken by AECOM, Council adopts this report, and allow officers to enter into discussions with the National Trust in order to progress Option 2 to Stage 1 of the Capital Project Programme, and commence investigation of funding options.

The Chair put the motion to the Committee to vote. 4 Members voted for, 4 Members voted against and 2 Members abstained.

The Chair using his casting vote voted against the motion, the Chair declared the motion **LOST**.

* **Councillor Wilson re-joined the meeting at 10:45pm.**

* **Councillor MA McKillop and Alderman McCorkell re-joined the meeting at 10.46pm.**

18. MAGHERACROSS COASTAL WALKING TRAILHEAD AND SCIENIC VIEWPOINT

Confidential report previously circulated.

The Head of Tourism and Recreation and Capital Projects Manager presented Elected Members with a report seeking approval to proceed to, and appoint a contractor to complete works at Magheracross and complete on Stage 3 of the Capital Works process for this scheme. Elected Members are also asked to make the investment decision for match funding this project at a total cost of £275k. Confirmation of £530,000 funding from RDP and Landfill has been received.

Elected Members were provided with a short presentation detailing an overview of the project.

Officers presented reports on both the Stage 1 and Stage 2 process on 11 September and 13 November 2018 as part of the progression of this project through the Capital Works process.

Design proposals in Annex A (previously circulated) details an overview for the proposed project.

The Council's Infrastructure team has completed the procurement process for this project and the tender report is for consideration at Annex B (previously circulated).

Subject to Elected Members approval, Council Officers will complete on the procurement of the preferred contractor and implement this strategic project. Any works will be subject to planning and statutory consents. The earliest possible start date for Capital Works will be September 2019.

It is recommended that the Leisure and Development Committee approve the advancement of the most economically advantageous tender, at a tender figure of £696,423.28. Elected Members are also asked to make the investment decision for match funding this project at a total cost of £275,000.

Proposed by Councillor McShane
Seconded by Councillor McCaw

- to recommend that the Leisure and Development Committee approve the advancement of the most economically advantageous tender, at a tender figure of £696,423.28. Elected Members are also asked to make the investment decision for match funding this project at a total cost of £275,000.

The Chair put the motion to the Committee to vote. Members voted unanimously in favour of the motion.

The Chair declared the motion **CARRIED**.

In response to a Members query reference funding for Portaneevy the Head of Tourism and Recreation clarified that some funding may be available for projects like Portaneevy but had not yet confirmed.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor Knight-McQuillan
Seconded by Alderman McCorkell and

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

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

19.1 Alderman Duddy – North West 200

On the weekend of the North West 200 a number of motor homes were requested to move on by a private security firm, employed by Council, from the Landsdowne Road area of Portrush.

*On whose authority were the security firm acting on behalf of?
Who owns and is responsible for the Landsdowne Road car park?
Was the car park signed over (leased) to Council for the duration of the NW200?*

The Director of Leisure and Development informed Elected Members that the lands had been transferred to Council for the duration of the NW200 for enforcement of traffic. Three motor homes had been issued with advisory notices.

He further advised that this was an error on Councils’ part and letters of apologies would be issued to those involved.

Alderman Duddy commented that enforcement was normally the responsibility of Road Services and suggested that Council contact them to ensure that enforcement was applied all year round.

19.2 Alderman Duddy – Council Community Centres

The booking process for Council community centres and associated lands by groups organising festivals over the summer months or at other at times.

Alderman Duddy raised concerns around the complex booking process in relation to the booking of Council Community Centres and associated lands by Groups organising festivals. He stated that Groups wishing to book lands associated with this were finding it a nightmare as the Leisure Centres were passing them on to Councils Land and Property section, thus creating long delays.

The Head of Sport and Wellbeing suggested that a direction could be given to Leisure Centres that Groups who wished to book football pitches for their activity could do so through the Leisure

Centre and any other activities should go through the Land and Property Sub-Committee.

Councillor Duddy raised concerns on the length of the booking process as it would have to first go through the Democratic Services Department before being presented Land and Property Sub-Committee Meeting. The Head of Sport and Wellbeing advised that some approvals could be done retrospectively.

The Director of Leisure and Development clarified to Elected Members that routine requests should go through the Leisure Centre Facility and that the out of the ordinary requests should be dealt with by the Councils Land and Property Section. He advised Members that he would look into this further.

19.3 Alderman Hillis – Legacy Twinning Associations

Update on progress of applications for funding by the four legacy Twinning Committees.

The Director of Leisure and Development advised Elected Members that Twinning was the remit of the Corporate Policy and Resources Committee. He stated that it was a simple Grant Fund process in which the Twinning Associations could apply for funding of £5K.

He confirmed that there has been three calls and that Limavady and Moyle Twinning Associations had now been issued with Letters of Offer of £5K each. The Director of Leisure and Development further advised Members that the Director of Corporate Policy and Resources would be bringing a report to the Corporate Policy and Resources Committee in due course outlining the process to date.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at **11.30pm**.

Chair