

**LEISURE & DEVELOPMENT COMMITTEE MEETING
TUESDAY 12 SEPTEMBER 2017**

Table of Recommendations

No	Item	Summary of key Recommendations
1	Apologies	Alderman Hickey Councillors: Chivers, C McShane, MA McKillop and Stevenson
2	Declarations of Interest	Councillor Loftus – Item 4
3	Minutes of Meeting held 1 August 2017	Confirmed at Council Meeting held 22 August 2017
14	<p><i>Notice of Motion Submitted, Proposed and Seconded by Councillors McCorkell, Clarke, Duddy and Callan</i></p> <p><i>“That Council establish a fund to allow community groups to commemorate the centenary of the ending of the Great War and that relevant Council Departments work with interested groups to develop a suitable programme of events to mark this significant event”.</i></p>	Motion carried
4	Generalist Advice Provision	Approve
5	Museum Accreditation Policies	Approve

6	Riverside Theatre Service Contract Review	Approve
8	Portrush Leisure Development	Invite stakeholders directly impacted to attend a Workshop
7	Feasibility Study on the Provision of Town Centre Public Area CCTV	For information
9	PCSP Annual Report	For information
10	Youth Civic Leadership – Let’s Talk Event	For information
11	Rural Development Programme Co-operation Projects	For information
12	Correspondence	
	12.1 Ulster University – The Court of the University of Ulster (30 August 2017)	For Information
	12.2 Department for Infrastructure – Small Grants for Greenways Completion – Stage 2 Outcome (7 August 2017)	For information
13	Consultations	None
15	EI Scheme Tender Reports	Withdrawn To be considered at Special Committee Meeting Thursday 21 September 2017 at 6.30pm
16	Staffing Structure for Destination Management Function	Approve
17	Any Other Relevant Business (in accordance with Standing Order 12 (o))	

	<p>17.1 Waterworld, Portrush (Councillor Clarke)</p> <p>Can officers provide customer footfall, sales and cost information in relation to the Waterworld facility for the 2017, 2016 and 2015 seasons, and a commentary to explain variations in performance? Also, details of any relevant capital expenditure incurred during those years.</p>	<p><i>Director of Leisure and Development to provide information before the close of business on Friday 15 September 2017</i></p>
	<p>17.2 Air Show Parking (Alderman Hillis)</p> <p>The 2017 Portrush Airwaves air show has been another great success however I would like to enquire what steps are going to be put in place during the 2018 Airwaves to prevent a recurrence of the problems created by many members of the public parking their cars in the Ballywillan Cemetery car park and using the car park and cemetery as a viewing point during the air show. This has resulted in residents wishing to visit loved ones graves being unable to get into and out of the car park as well as the depositing of litter and an element of anti-social behaviour.</p>	<p><i>Officers to ensure Council's Cemeteries and associated car parks are not used as event car parking in the future. This action will be incorporated into the relevant event Parking, Traffic and Transport Plan</i></p>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF
THE LEISURE AND DEVELOPMENT COMMITTEE
IN CIVIC HEADQUARTERS, COLERAINE ON
TUESDAY 12 SEPTEMBER 2017 AT 7:00 PM**

In the Chair: Councillor Duddy

Members Present: Aldermen: Campbell, Hillis and Robinson
Councillors: Baird, Clarke, Deighan, Douglas,
Holmes, Loftus, McCandless, McLean and
Mulholland

Officers Present: R Baker, Director of Leisure and Development
N Harkness, SIB Project Manager
W McCullough, Head of Sport and Wellbeing
P Thompson, Head of Tourism & Recreation
J Welsh, Head of Community & Culture
M Edgar, Cultural Services Manager
H Perry, Museum Services Development Manager
D Allen, Committee & Member Services Officer

In Attendance: Councillor Callan (Item 14)
Press (1 no.)
Public (1 no.)

NOMINATIONS

Alderman Campbell replaced Councillor Stevenson and Councillor Loftus replaced Councillor MA McKillop for the transaction of business for the evening.

1. APOLOGIES

Apologies were recorded for Alderman Hickey and Councillors Chivers, C McShane, MA McKillop and Stevenson.

2. DECLARATIONS OF INTEREST

Declarations of Interest were recorded for Councillor Loftus in Item 4, Generalist Advice Provision.

3. MINUTES OF MEETING HELD TUESDAY 8 AUGUST 2017

The Chair advised the minutes of the above meeting were adopted at the Council Meeting 22 August 2017.

AGREED – that the minutes of the meeting held Tuesday 8 August 2017 be confirmed as a correct record.

The Chair informed Members that Agenda Item 7 - Feasibility Study on the Provision of Town Centre Area CCTV was for information only and would be taken after Item 8 and that Item 15 - Portrush EI Scheme Tender report was withdrawn from the Agenda.

AGREED - to recommend that Portrush EI Scheme Tender report be discussed at a special meeting of the Leisure and Development Committee to be held on Thursday 21st September at 6.30pm.

AGREED – to Change the Order of Business, Item 14 - Notice of Motion to be taken before Item 4 and Item 7 - Feasibility Study on the Provision of Town Centre Area CCTV to be taken before Item 9.

14. NOTICE OF MOTION SUBMITTED, PROPOSED AND SECONDED BY COUNCILLORS McCORKELL, CLARKE, DUDDY AND CALLAN

Councillor Callan proposed the Notice of Motion, seconded by Councillor Clarke:

“That Council establish a fund to allow community groups to commemorate the centenary of the ending of the Great War and that relevant Council Departments work with interested groups to develop a suitable programme of events to mark this significant event”.

Councillor Callan read out a statement in support of his motion.

Councillor Mulholland voiced his concern stating that a similar Notice of Motion was brought to the Leisure and Development Committee in August 2017 and suggested that a general fund for these type of events should be established.

In response the Chair informed the Committee that the Funding Manager was currently looking into this and that a report would be brought back to the Committee in October/November 2017.

The Director of Leisure and Development confirmed that in the Funding Programme for 2018 this type of event could be considered to occur as a

one off event for one year, but would not be considered for the following years.

Amendment

Proposed by Councillor Deighan

Seconded by Councillor Loftus

- to recommend to Council that the Notice of Motion be deferred until the Funding Manager brings back a report to the Committee in October/November 2017.

The Director of Leisure and Development clarified that the proposed grant programme for 2018 would look at criteria, eligibility and revision of the Grant Funding Policy and would not specifically look at detailed events, only the generality of the programme.

The Chair put the amendment to the Committee to vote. 3 Members voted for, 8 Members voted against and 1 Member abstained. The Chair declared the amendment lost.

The Chair put the proposed Notice of Motion to the Committee to vote. 9 Members voted for, 2 Members voted against and 1 Member abstained. The Chair declared the proposed motion carried.

AGREED – to recommend that Council support the Notice of Motion.

* Councillor Callan left the meeting at 7.25pm.

4. GENERALIST ADVICE PROVISION

Report and appendix circulated.

* Councillor Loftus withdrew from the Chamber at 7:25pm for consideration of this item.

The Committee received a report which presented the findings of a review of the Generalist Advice Provision Contract for Causeway Coast and Glens, and to seek approval from Members for the most suitable commissioning approach for the Service in the Borough from 1 April 2018 onwards.

The Current contract replicated previous legacy Council contracts in terms of location, target etc. The legacy councils had different approaches to supporting advice and the merged approach does not best reflect current need or demand and as such does not provide a consistent or appropriate level of provision across the borough.

Since the current contract is due to finish on 31 March 2018, and in preparation for commissioning the service beyond this date, Williamson Consulting were commissioned to carry out a review in order to allow for an objective assessment of need based on population, levels of deprivation and rurality

The key recommendations of the report are detailed below:

- The *Causeway Coast and Glens Standards and Guidelines for Provision of Generalist Advice* document should continue to be used as the standard for providers until DfC completes its work on centralised support for advice.
- The Causeway Coast and Glens Advice Specification continues to be largely relevant and minor changes are proposed to the geographical breakdown of the overall target across the Borough.
- Advice should continue in the primary premises already listed, although targets should be updated to reflect need. The overall total should be 30,000 enquiries.
- Promotional work needs to be undertaken across the Moyle area to increase uptake in both Cushendall and Bushmills.
- The target for adviser numbers in each location should be scrapped.
- Council should make the commissioning agreement or Service Level Agreement for a 3 - 5 year period, but subject to annual review.
- Council should perform a number of checks at the start of the agreement and annually to ensure providers are meeting accepted standards.

It is recommended that:

1. Council approves the recommendations of the *Review and Design of Specification for Generalist Advice Contract* report.
2. Council commences a public procurement exercise for *Generalist Advice Provision for the Causeway Coast and Glens Borough* for the period 1st April 2018 to 31st March 2019, with an extension clause for a 2 further years, subject to Department for Communities funding.

AGREED - to recommend that:

1. Council approves the recommendations of the *Review and Design of Specification for Generalist Advice Contract* report.
2. Council commences a public procurement exercise for *Generalist Advice Provision for the Causeway Coast and Glens Borough* for the period 1st April 2018 to 31st March 2019, with an extension clause for a 2 further years, subject to Department for Communities funding.

5. MUSEUM ACCREDITATION PROVISION

Report and Appendix circulated.

The Committee received a report seeking approval of the Museum Policies to enable Council to maintain accreditation for its five museums.

Accreditation is the UK national standard for Museums through the Arts Council England and is administered in Northern Ireland by Northern Ireland Museums Council. It is a baseline quality standard that varies to fit the different sizes, types and scope of museums.

All four Legacy Councils had their own Accredited Museum. Because accreditation is tied to the public venue in Limavady, two facilities had to be accredited. As a result Causeway Coast and Glens Borough Council has 5 Accredited Museums: Ballycastle, Ballymoney, Coleraine, Green Lane and Limavady (RVACC).

All five Accredited Museums have been invited to submit their Accreditation Return no later than 31 October 2017. Since all museums achieved their Phase 3 Accreditation in 2014 all four governing bodies, the Legacy Councils, have merged into the new Council. This now necessitates, as part of the returns process, that all of the Museum Policies require new approvals by Causeway Coast and Glens Borough Council.

It is recommended that Council approve the five Museum Policies as listed below and attached at Annex A (previously circulated).

1. Collections Development Policy - pg.1
2. Conservation and Collections Care Policy - pg.18
3. Environmental Policy Statement - pg. 21
4. Documentation Policy - pg. 23
5. Access Policy Statement - pg. 26

Proposed by Councillor Mulholland
Seconded by Alderman Robinson and

AGREED – to recommend that the Council approve the five Museum Policies as listed below and attached at Annex A (previously circulated).

1. Collections Development Policy - pg.1
2. Conservation and Collections Care Policy - pg.18
3. Environmental Policy Statement - pg. 21
4. Documentation Policy - pg. 23
5. Access Policy Statement - pg. 26

* Councillor Loftus rejoined the meeting at 7.29pm.

6. RIVERSIDE THEATRE SERVICE CONTRACT REVIEW

Report circulated.

The Committee received a report reviewing Council's current service contract with the Riverside Theatre – 1 August 2016 to 31 July 2017.

A report was brought to the Leisure & Development Committee on 14 June 2016 reviewing a legacy partnership arrangement with the Riverside Theatre 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 using a single tender action with the University as sole provider, in order to maintain the operation of the only professional, bespoke theatre venue within the Borough. The recommendation was subject to a review after year 1.

The contract sets out a number of targets for the theatre. A summary of achievements for 2016-17 is as follows:

Description of Activity	Indicative Target 2016-17	Achievement
1. Public events - these include drama, music, dance, talks, literary events, exhibitions & workshops	47 events 8,500 tickets sold	132 events 22,418 tickets sold
2. Exhibitions	4	4
3. Creative workshops for young people	26 workshops	28 workshops

It is recommended that for the remainder of this Council's term (2017-19) and subject to satisfactory annual performance reviews, Council continues to support the Riverside Theatre through a service based contract as a single tender action with the University as sole provider, in order to maintain the operation of the only professional, bespoke theatre venue within the Borough. The value of the contract is up to £107,500.

Proposed by Councillor Mulholland
Seconded by Councillor McCandless

- to recommend that for the remainder of this Council's term (2017-19) and subject to satisfactory annual performance reviews, Council continues to support the Riverside Theatre through a service based contract as a single tender action with the University as sole provider, in order to maintain the operation of the only professional, bespoke theatre venue within the Borough. The value of the contract is up to £107,500.

Alderman Campbell felt that there was a need to examine the recommendation as her believed that other Community Groups were being affected by this.

Amendment

Proposed by Alderman Campbell
Seconded by Councillor Clarke

- to recommend the value of the current contract be reduced by 10% in the 2018 and 2019 periods.

The Director of Leisure and Development reminded Members that this was not a grant but a Service Level Agreement.

The Head of Community and Culture informed Members that there had been a change of staff and a rebrand in the Riverside Theatre and had there been an uplift in terms of Workshops. She also clarified that targets were based on existing levels of provision and that figures had improved since 2016/2017.

The Chair put the amendment to the Committee to vote. 4 Members voted for, 8 Members voted against and 0 Members abstained. The Chair declared the amendment lost.

The Chair put the motion to the Committee to vote. 8 Members voted for, 0 Members voted against and 4 Members abstained. The Chair declared the motion carried.

AGREED - to recommend that for the remainder of this Council's term (2017-19) and subject to satisfactory annual performance reviews, Council continues to support the Riverside Theatre through a service based contract as a single tender action with the University as sole provider, in order to maintain the operation of the only professional, bespoke theatre venue within the Borough. The value of the contract is up to £107,500.

8. PORTRUSH LEISURE DEVELOPMENT

Report circulated.

Committee was presented with a report updating members on the scoping of leisure facility options for Portrush and make a recommendation to proceed to the preparation of 3 business cases.

In January and June 2016 the Leisure & Development Committee discussed the need for improvements to The Recreation Grounds at Ramore Avenue, Portrush and in February 2016 Members approved a capital prioritisation list that included the Recreation Grounds at joint 9th position.

The SIB Project Manager delivered a short Powerpoint presentation which identified:

- facility needs
- strengths and weaknesses for various locations
- environmental health issues with pitch options
- outdoor recreation and proposed priorities
- event space and proposed priorities
- recreation grounds – facility fit
- key site: play for all ages
- impact on parking and affordability

Annex A (previously circulated) identifies site options, relative merits and priorities for each of the projects. As a result of this officer analysis, 6 options have been identified as reflected in Section 8. This review has not involved any detailed work on ongoing revenue costs, design development or planning considerations. This more detailed work would be integral to any business cases that are approved for development.

The following projects are recommend as the priority for progressing to business case stage. Officers will continue to monitor opportunities and constraints relating to the other identified needs and update Members accordingly.

Project	Site Options	Features/ Considerations
1. Outdoor Recreation, formal and informal	Ramore Head Recreation Grounds	1 or 2 Bowling Greens 3 or 4 tennis courts Small play facility New pavilion Green/Event space Parking Adventure play
2. Integrated Play Facility	The Bowl or Dunluce/Metropole	The main site for: Urban Sport MUGA Play
3. Training pitch/small sided games	Parker Avenue or Glenmanus	Synthetic training areas for pitch based sports for formal bookings.

It is recommended that:

1. Members approve the proposed objectives for the leisure and recreation projects for Portrush.
2. Officers proceed to outline business case appraisals for the above 3 projects.

Councillor Clarke commented that Portrush was the most poorly provided town in the Borough for sports and recreation. Facilities either do not exist or are in need of general repair.

Members were in agreement that the decision should not be rushed and that it had to be the right decision for Portrush.

In response to a query in relation to creating a 3G pitch at Parker Avenue, the Head of Sport and Wellbeing referred Councillor Holmes back to the environmental consideration associated with a 3G pitch capacity. It would be used 7 days a week which would increase the volume of traffic, light and noise pollution may be a problem which may not be favourable in gaining planning permission.

Amendment

Proposed by Councillor Clarke

Seconded by Hillis and

AGREED - to recommend that Council invite all stakeholders directly impacted by the leisure and recreation projects for Portrush, to a Workshop to outline their needs and to discuss their aspirations.

7. FEASIBILITY STUDY ON THE PROVISION OF TOWN CENTRE PUBLIC AREA CCTV

Information report circulated.

The Committee received a report informing Members of a Feasibility Study on the Provision of Town Centre Public Area CCTV for Causeway Coast and Glens Borough Council currently under development.

Following a tender process in June 2017, Causeway Coast and Glens Borough Council has employed Initiatec Ltd in conjunction with Consultive Solutions Ltd to conduct a Feasibility Study on the provision of Town Centre Public Area CCTV for the Borough.

Overview of the current provision is as follows:

- There is a mixture of type and operation of Public Area CCTV across the Borough which includes WiFi and Fibre Optic transmission.
- Outside organisation Safer Causeway operate the CCTV provision in Coleraine, Portrush and Portstewart under a service level agreement with Council. Safer Causeway employ B&E Security Systems to monitor live 48hrs per week at agreed times under a contract/SLA. Monitoring reports are compiled monthly.

Issues:

- Lack of clarity on provision, use, cost of the systems outside of Safer Causeway Provision.
- Future costs / needs.

The study will enable Council to make informed decisions on the future provision of Town Centre Public Area CCTV for the Borough to ensure best fit for the next 10 years.

The findings of the feasibility study will be presented along with the options for consideration prior to presentation of final report at L&D Committee.

The information report was noted.

9. PCSP ANNUAL REPORT

Information report and PCSP Annual Report 2016-2017 circulated.

Members were provided with a copy of the Causeway Coast and Glens PCSP Annual Report 2016-2017 for their information.

The information report was noted.

10. YOUTH CIVIC LEADERSHIP – LET'S TALK EVENT

Information report circulated.

Committee received a report seeking nominations for elected representative participation in Council's annual Let's Talk event which is included as part of its Good Relations Plan for the 2017/2018 period.

The 'Let's Talk' event is a youth citizenship project delivered as part of Council's Good Relations Plan (Our Children and Young People theme). The overall purpose of the event is to help build the confidence of young people, to encourage engagement with civic leaders and to assist young people make informed choices.

This year the event will be hosted by the BBC's Mark Carruthers and will take place on Monday 2nd October 2016 from 9.30am – 2.30pm, in Roe Valley Arts and Cultural Centre in Limavady.

In order obtain broad political representation, two nominations from each party be invited to participate in the event. Where there is only one party representative or should a Councillor be an Independent Member, officers have requested nominations to participate.

The information report was noted.

11. RURAL DEVELOPMENT PROGRAMME CO-OPERATION PROJECTS

Information report circulated.

Committee received a report providing Members with an update on the Rural Development Programme's Co-operation Projects that relate to the Council area, and to detail the proposed engagement with the Local Action Group (LAG) on the development and implementation of beneficial projects within the following themes:

- Coastal and Dune protection/management
- International Appalachian Trail development

- Lower Bann development of recreation opportunities

Council officials will progress with the LAG a number of beneficial projects and make applications for funding. A future report will be brought to the Leisure & Development Committee outlining recommendations regarding the detail of potential projects and seeking approval to implement.

The information report was noted.

12. CORRESPONDENCE REPORT

Committee noted the correspondence schedule, circulated.

12.1 Ulster University – The Court of the University of Ulster (30 August 2017)

12.2 Department for Infrastructure – Small Grants for Greenways Completion – Stage 2 Outcome (7 August 2017)

13. CONSULTATIONS

There were no consultations listed.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Councillor Mulholland
Seconded by Councillor McLean

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

* Press left the meeting at 8:10pm

15. PORTRUSH EI SCHEME TENDER REPORT

This item was withdrawn from the Agenda.

16. STAFFING STRUCTURE FOR DESTINATION MANAGEMENT FUNCTION

Members were presented with a report detailing the Tourism and Recreation staffing structure and seeking approval for the three remaining tier 6 posts within the Destination Management function.

The Destination Management Team is responsible for the management, development, marketing, provision of trade support and visitor servicing activities that relate to the wider visitor economy across the Causeway Coast and Glens Council area.

In November 2015 Council Officers presented the proposed organisational structure for the Leisure and Development Directorate and at that meeting approval was given to progress with the appointment of staff at tiers 4 and 5, with further appointments beyond tier 5 to be brought back for Council approval (Annex A previously circulated).

It is recommend that the Leisure and Development Committee consider and approve the provision of a Digital Communication Officer, Assistant Marketing Officer and Assistant Visitor Servicing Officer to the Tourism and Recreation Destination Management team.

In response to a query from Councillor Clarke the Head of Tourism and Recreation confirmed that the posts identified were in the proposed Leisure and Development structure in 2015. She also clarified that Causeway Coast and Glens Borough Council had now taken on the remit of marketing their own area as a viable holiday destination in a global market and believed that the new posts would provide the necessary resources to do this.

Proposed by Councillor Mulholland
Seconded by Councillor Loftus and

AGREED - to recommend that Council consider and approve the provision of a Digital Communication Officer, Assistant Marketing Officer and Assistant Visitor Servicing Officer to the Tourism and Recreation Destination Management team.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor Mulholland
Seconded by Councillor Douglas and

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

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

In accordance with Standing Orders 12(o) the following Members gave notice of items to be considered:

17.1 Waterworld, Portrush (Councillor Clarke)

Can officers provide customer footfall, sales and cost information in relation to the Waterworld facility for the 2017, 2016 and 2015 seasons, and a commentary to explain variations in performance? Also, details of any relevant capital expenditure incurred during those years.

The Director of Leisure and Development confirmed that he would provide Councillor Clarke with information requested on Waterworld, Portrush before the close of business on Friday 15 September 2017.

17.2 Air show Parking (Alderman Hillis)

The 2017 Portrush Airwaves air show has been another great success however I would like to enquire what steps are going to be put in place during the 2018 Airwaves to prevent a recurrence of the problems created by many members of the public parking their cars in the Ballywillan Cemetery car park and using the car park and cemetery as a viewing point during the air show. This has resulted in residents wishing to visit loved ones graves being unable to get into and out of the car park as well as the depositing of litter and an element of anti-social behaviour.

The Director of Leisure and Development confirmed that: Officers will ensure that Council's Cemeteries and associated car parks are not used as event car parking in the future. This action will be incorporated into the relevant event Parking, Traffic and Transport Plan.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8.25pm.

Chair