

**LEISURE & DEVELOPMENT COMMITTEE MEETING
TUESDAY 12 MARCH 2019**

Table of Recommendations

No	Item	Summary of key Recommendations
4.	Community Development & Social Inclusion Grants	<p><i>i. Approve</i></p> <p><i>ii. Provide bespoke capacity building subject to participation and availability of funding from DfC</i></p>
5.	Community Festival Fund	<p><i>i. Approve subject to Letter of Offer</i></p> <p><i>ii. If confirmation of funding not received by 1st April issue letters of offer to events taking part April, May and June</i></p> <p><i>iii. develop bespoke capacity building programme</i></p>
6.	Landfill Community Fund	<i>Award funding</i>
7.	Tourism Event Funding	<i>Motion to approve lost, Chair deferred the report to Council Meeting March</i>

8.	Royal Scottish Pipe Band Association of NI – Portrush Event	<i>Deferred to Council Meeting, March</i>
9.	Portaneevy and Clare Park Projects	<i>Approve advancement of project to Stage 2</i>
10.	Bushmills Regeneration	<i>Approve Strategic OBC</i>
11.	Pitch Strategy	<i>Information</i>
12.	Funding Unit Annual Review	<i>Information</i>
13.	Notice of Motion Proposed by Councillor Nicholl, seconded by Councillor McGlinchey (abrvt..‘quiet time’ hour in Leisure facilities)	<i>Support the Notice of Motion</i>
14.	Any Other Relevant Business	
	14.2 Councillor Baird (Mosside Community Building)	<i>Repairs to be logged under minor works</i>
	14.2 Councillor Fielding (Portstewart Pool)	<i>Opening hour information supplied</i>
	IN COMMITTEE	
15.	The Open Golf Championship - White Rocks	<i>Approve use of Whiterock Carparks for Emergency Service Vehicles and other resources.</i>
16.	Leisure Centres Service Specification	<i>Approve to allow Stage 2 Shadow Bid process to formally commence; Note key activities to be progressed; Note management continues to</i>

		<i>engage with unions and staff</i>
17.	Gym Operator Contract	<i>Conclude Pulse Fitness operations contracts at JDLC and Sheskburn Leisure Centre; TUPE P/T membership advisor; replace Pulse CRM</i>
18.	Public Right of Way Investigation – Causeway	<i>Withdrawn from the Agenda</i>
19.	Public Right of Way Investigation – Glenvale	<i>Assert; Secure voluntary removal of obstructions</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF
THE LEISURE AND DEVELOPMENT COMMITTEE
IN CIVIC HEADQUARTERS, COLERAINE ON
TUESDAY 12 MARCH 2019 AT 7:05 PM**

In the Chair: Councillor Holmes

Members Present: Alderman Robinson;
Councillors Baird, Beattie, Callan, Deighan,
Douglas, McCandless, C McShane,
Knight-McQuillan, K Mulholland and Nicholl

**Non Committee
Members Present:** Councillor P McShane

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
C McKee, Events Manager
K McMullan, Assistant Events Manager
J Beggs, Projects Manager, The Strategic Investment Board
J Gray, Projects Director, The Strategic Investment Board
L Scullion, Community Development Manager
P O'Brien, Funding Manager
R Gillen, Coast and Countryside Manager
S Duggan, Civic Support & Committee & Member Services Officer

Press (1 no)

SUBSTITUTION

Councillor Beattie substituted for Councillor MA McKillop for the transaction of business at the meeting.

1. APOLOGIES

Apologies were recorded for Alderman Hillis, Councillors Clarke, A Mulholland, S McKillop.

2. DECLARATIONS OF INTEREST

Declarations of Interest were recorded for:

Councillor Beattie in Agenda Item 4, Community Development & Social Inclusion Grants and Agenda Item 5, Community Festivals Fund;
Councillor Baird in Agenda Item 22, Any Other Relevant Business, Mosside Community Association;
Councillor Douglas in Agenda Item 4, Community Development & Social Inclusion Grants.

The Chair reminded members of advice, to leave The Chamber, having declared an interest.

3. MINUTES OF MEETING HELD TUESDAY 12 FEBRUARY

The minutes of the meeting held Tuesday 12 February 2019 were confirmed as a correct record.

4. COMMUNITY DEVELOPMENT & SOCIAL INCLUSION GRANTS

* **Councillors Baird and Beattie left the Chamber.**

* **Councillor K Mulholland arrived at the meeting at 7.10PM.**

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

The purpose of the report was to provide the outcome of the assessment of the applications received to the Community Development Grant Programmes for 2019-20 and to provide recommendations in relation to grant awards to be made through the two programmes:

1. Community Development Support Grant (CDSG)
2. Social Inclusion Grant (SIG)

Approximately 48% of the Community Development Support Grants are provided through the annual Department for Communities (DfC) District Council Community Support Programme. At the time of writing the report, the amount of funding from DfC through the Community Support Programme (excluding the monies ring-fenced for Advice Provision) for 2019-20 was not known. The amount of funding allocated to grants from DfC for 2018-19 was £52,476.

The Community Development team assessed applications received against the criteria as stated in the Guidance Notes for each programme. Applicants were required to attain a score of at least 65% in order to be recommended for funding, in line with Council's Grant Funding Policy.

A review was carried out of the CDSG programme in September 2018 and taking on board feedback from community groups the criteria were changed and the application form was adjusted to make it less onerous to complete. Feedback received from several groups that submitted applications indicates that the new application form was easier to complete this year. An extract from the Guidance Notes for the two grant programmes, detailing eligibility and assessment criteria, was circulated.

Community Development Support Grant purpose of the Grant Programme and Levels of Grant available was set out in the report.

No. of applications received	67
Total value of applications received	£114,842.46
No. of ineligible applicants	9
No. of unsuccessful applications (scoring less than 65%)	9
No. of successful applications (scoring 65% and above)	49
Total value of CDSG funding recommended	£86,881.96

A list of the applications received, the assessment scores and maximum eligible funding amount was circulated.

Nine applicant organisations were deemed to be ineligible as the applicant organisation did not meet the criteria for the grant programmes.

Social Inclusion Grant purpose of the Programme and levels of Grant were set out in the report.

Applications Received:

No. of applications received	36
Total value of applications received	£17,918.00
No. of ineligible applications	6
No. of unsuccessful applications (scoring less than 65%)	2
No. of successful applications scoring 65% or more	28
Total maximum eligible amount of SIG funding requested	£12,283.00

A list of the applications received, the assessment scores and maximum eligible funding amount were circulated.

Four applications were ineligible as they had already applied for and were eligible to receive a Community Development Support Grant and as stated in the Guidance Notes, '*organisations that intend to apply for a Community Development Support Grant from Causeway Coast and Glens Borough Council are not eligible to apply for a Social Inclusion Grant.*'

Proposal for additional support - Eleven of the applications from the above grant programmes did not score high enough to meet the minimum threshold required for the grant programmes ie 65%. Community Development Officers will provide feedback to these organisations and recommend the provision of a bespoke programme of capacity building support to include support with programme development, sourcing and applying for funding.

In the event of available budget after the grant awards have been allocated, it is proposed that a capacity building programme be facilitated through staff to support for unsuccessful applicant groups, focussing on developing community engagement and relevant social inclusion activities within the respective communities. This would be subject to participation in the capacity building programme. The total value attributed to these activities would be up to the value of up to £10,836 of the uncommitted budget is allocated to this programme.

Summary

Total amount eligible/recommended for funding (CDSG & SIG)	£99,164.96
Total recommended for capacity building resource allocations	£10,836
Budget forecasted*	£110,000
Anticipated net cost 19/20 to Council	£57,524

**(subject to budgetary process for 19/20 and based on gross 18/19 budget)*

At the time of preparation of the report, the level of grant to be allocated to Council for 2019-20 by DfC is unknown, however the planning assumption is £52,524 based on 18/19 budget.

Recommendations

- i. Approve awards for funding through Community Development Support Grants and Social Inclusion Grants as detailed in Annex B, subject to the necessary funding being available from DfC and final confirmed budget.
- ii. Provide a bespoke programme of capacity building support to the 11 unsuccessful applicant groups for the CDSG and SIG grants, to include a resource allocation per group from the total remaining grant budget of £10,836, subject to participation in the support programme, availability of funding from DfC and final confirmed budget.

Proposed by Councillor Deighan

Seconded by Councillor McCandless

- to recommend that Council

- i. Approve awards for funding through Community Development Support Grants and Social Inclusion Grants as detailed in Annex B, subject to the necessary funding being available from DfC and final confirmed budget.
- ii. Provide a bespoke programme of capacity building support to the 11 unsuccessful applicant groups for the CDSG and SIG grants, to include a resource allocation per group from the total remaining grant

budget of £10,836, subject to participation in the support programme, availability of funding from DfC and final confirmed budget.

The Chair put the motion to the Committee to vote.

3 Members voted For, 0 Members voted Against, 3 Members Abstained.

The motion was carried.

* **Councillor Baird re-joined the meeting at 7.11PM.**

5. COMMUNITY FESTIVAL FUND

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

The purpose of the report was to provide the outcome of the assessment of the applications received to the Community Festivals Fund (CFF) Grant Programme for 2019-20 and to provide recommendations in relation to grant awards to be made through the programme subject to confirmation of funding from Department for Communities (DfC) and the outcome of the budget process.

DfC through its Arts and Creativity Branch provides an annual award of CFF funding, which Councils are required to at least match. At the time of preparation of the report, the level of grant to be allocated to Council for 2019-20 by DfC is unknown, however a decision in principle is being sought from Council so that grant awards can be made to local organisations as soon as Departmental funding is confirmed, since several of the events are due to take place in April and May.

A total of 50 applications were submitted by the closing date. The grant assessment panel of relevant Council officers assessed the grant applications against the criteria as stated in the Guidance Notes. Applicants were required to attain a score of at least 65% in order to be considered for funding, in line with Council's Grant Funding Policy.

Purpose of the Programme - The purpose of the Programme is to support, promote and develop the capacity of communities to host community festival events across the Causeway Coast and Glens Borough Council area. A community festival is a festival which has developed from within a community and should celebrate and positively promote what the community represents.

An extract from the Guidance Notes for the grant detailing eligibility and assessment criteria was circulated.

Levels of Grant were set out in the report, circulated.

A list of the applications received, the assessment scores and maximum eligible funding amount was circulated. In summary:

No. of applications received	50
No. of ineligible applications	1
No. of unsuccessful applications (scoring less than 65%)	12
No. of eligible applications (scoring 65% and above)	37
Total maximum eligible amount of CFF funding requested	£55,885

Some applications were reduced in the scale of the grant they were considered for and one application was deemed fully ineligible as they did not meet the eligibility criteria in terms of the range of activities and length of their events as defined in the guidance notes. 12 applications did not meet the threshold of 65% to be successful for funding.

Total amount eligible for funding	£55,885
Total recommended for capacity building resource allocations	£12,042
Budget requested for 19/20 (gross)	£67,927
Anticipated net cost 19/20 to Council	£41,197
<i>*(subject to budgetary process for 19/20)</i>	

Support to unsuccessful applicants - A total of 12 of the 50 applicants did not meet the scoring threshold of 65%. A substantial proportion of these were small one day community fun days which have benefits to the local communities in terms of social inclusion and community cohesion. Feedback from applicants suggests that groups find the application form difficult to complete and that the Community Festivals Fund is a programme not best suited to very small local events.

Council must, however, adhere to the CFF Policy & Guidance Framework produced by DfC and therefore there is little scope for Council to review or amend the programme criteria within this particular fund.

In light of the number of unsuccessful applications to this fund, officers propose that when Council carries out its annual review of grant programmes later in the year, consideration be given to an alternative funding programme for such small scale events using a proportion of the existing budget.

As an interim measure for the incoming year it is proposed that a bespoke capacity building programme be facilitated through staff to support for unsuccessful applicant groups to develop successful events, focussing on developing community engagement and creative programming. It is proposed that an amount of *up to* £12,042 of the uncommitted budget is allocated to this programme to be used as a resource allocation for

participating groups to develop successful community activities and be used towards venues hire, facilitators, equipment and other related costs.

Recommendations

- i. Approve the recommended amounts for funding as detailed in Annex B (total £55,885), subject to securing Letter of Offer from DfC and final confirmed budgets.
- ii. If confirmation of funding is not received from DfC by 1st April 2019 issue letters of offer to events taking part in April, May and June, with the remainder of the letters of offer to be issued when confirmation of funding is received from DfC.
- iii. Develop a bespoke capacity building programme for the 12 unsuccessful applicant groups that are planning community fun days to provide support with community engagement and creative programming, with an indicative resource allocation budget to groups of *up to* £12,042 in total from the remaining grant budget, subject to availability of funding from DfC and final confirmed budget.

The Head of Community and Culture agreed to forward Councillor K Mulholland a breakdown of where unsuccessful applicants fell short of the threshold.

Proposed by Councillor Baird

Seconded by Councillor McCandless

- to recommend that Council

- i. Approve the recommended amounts for funding as detailed in Annex B (total £55,885), subject to securing Letter of Offer from DfC and final confirmed budgets.
- ii. If confirmation of funding is not received from DfC by 1st April 2019 issue letters of offer to events taking part in April, May and June, with the remainder of the letters of offer to be issued when confirmation of funding is received from DfC.
- iii. Develop a bespoke capacity building programme for the 12 unsuccessful applicant groups that are planning community fun days to provide support with community engagement and creative programming, with an indicative resource allocation budget to groups of *up to* £12,042 in total from the remaining grant budget, subject to availability of funding from DfC and final confirmed budget.

The Chair put the motion to the Committee to vote.

8 Members voted For. The motion was carried.

* **Councillor Beattie re-joined the meeting at 7.20PM.**

6. LANDFILL COMMUNITY FUND

Report previously circulated.

In April 2016 Council appointed the Ulster Wildlife Trust as the Environmental Body to administer the fund on behalf of Council for a three year period.

In November 2018 Causeway Coast and Glens Borough Council agreed the Landfill Communities Fund programme and criteria for 2019-20. (See Annexes A, B, & C circulated)

The fund opened for applications on 4th December 2018 and closed on 6th February 2019.

- Seven applications were received with requests to the fund totalling £141,806.50. One application was ineligible and did not proceed to scoring and assessment.
- Six applications totalling £133,856.50 were assessed and scored. Each scored higher than the 65% minimum threshold and are therefore recommended for funding. (Full project details at Annex D, circulated).

Stage 1: Eligibility Assessment

1 x application applied under Object DA: Biodiversity Conservation and Enhancement Programme failed to satisfy the following eligibility criteria (Full Criteria set out in Annex B, circulated):

- Project site owned by applicant or satisfactory access arrangements in place.
- Source of match funding clearly stated and in place.

Name of organisation	Project	Outcome
Conservation Volunteers	Biodiversity Improvements to sand dunes at the White Rocks - £7,950	No Land access arrangements , No match funding - <i>Ineligible</i>

Stage 2: Assessment & Scoring:

6 x applications were assessed and scored against the full criteria. (Full criteria set out in Annex A and C, circulated).

	Applicant & Project	Score	Total project costs	Amount requested	Amount recommended
1	<i>Limavady Cricket & Rugby Football Club- Community Gym</i>	100	£60,533.00	£30,000 49.56%	£30,000.00
2	<i>Gelvin Area Community Association Ltd – Enhancement of premises</i>	80	£8,215.00	£6,162.00 75%	£6,162.00

3	<i>St Patrick's Hall Committee, Portrush – Disability Project</i>	92	£34,050.00	£25,537.50 75%	£25,537.50
4	Restoration of Mussenden Temple Floor	76	£22,087.00	£13,657.00 61.83%	£13,657.00
5	<i>The Diocese of Down & Connor trustees on behalf of St Patricks Church, Portrush – Restoration Project</i>	68	£35,625.00	£28,500.00 80%	£26,718.75 Reserve
6	<i>Causeway Coast and Glens Borough Council – Magheracross Project</i>	68	£865,786.00	£30,000.00 3.47%	£30,000.00 Reserve
			1,026,296.00	£133,856.50	£132,075.25

Recommendation

As per Council's Landfill Communities Fund Policy approval of projects is at the sole discretion of Council and will be dependent on the current available LCF funds.

The current available funds are £99,189.71. This will rise to approx. £135,000 when the Jan-March contribution is received by Ulster Wildlife Trust in April.

It is recommended that Council award funding to projects 1-4 totalling £75,356.50

It is recommended that Council award funding to projects 5 and 6 totalling £56,718.75 when the April funds become available.

Proposed by Alderman Robinson

Seconded by Councillor Deighan

- to recommend that Council award funding to projects 1-4 totalling £75,356.50

- to recommend that Council award funding to projects 5 and 6 totalling £56,718.75 when the April funds become available.

The Chair put the motion to the Committee to vote.

Committee voted unanimously in favour. The motion was carried.

* **Councillor Douglas arrived at the meeting at 7.25PM.**

7. TOURISM EVENT FUNDING

* Councillor Douglas left The Chamber at 7.30PM.

Report circulated, presented by The Head of Tourism and Recreation and Events Manager.

The purpose of the report was to present the process for assessment / scoring of applications made to Council's Tourism Event Funding Programme for April 2019 - March 2020. Approval was sought from Members to allow the allocation of funding to successful applicants as detailed in Table 1, circulated.

The Tourism Event Fund is administered as a competitive process via the Council's online funding hub. The fund is established for the purpose of supporting new and existing event organisers, with outputs that align with the aims and objectives of the Council's Destination Management Strategy.

In 2015 NW200, Armoy Road Races, Supercup NI and the Royal Scottish Pipe Band Association NI were awarded a three year deal which has now ended. The 2019/20 process allows for an application for three years, subject to a Council evaluation being completed to assess the benefit of the event and, in addition, must include the submission of a Development Plan. In 2019/20 the budget for the Tourism Event Fund was forecast at £250,253.

2019 / 2020 Application Process - Facilitated by the Funding Unit invitations to the competitive process were issued in November 2018. Advertisements were placed in local newspapers, the Council's website and social media channels. Mailshots were also distributed to Council's mailing lists.

Council Officers organised a series of information events on the 4 & 5 December (4 in total). These information events provided more in-depth assistance and guidance for applicants to the Council's grant funding programmes. The Tourism and Recreation (large and small events) application process opened on 4 December 2018 and closed Friday 18 January 2019.

Event Funding Eligibility - The outline criteria for each fund was listed for information.

Small Tourism Events Fund – Events with a budget between £10,000 and £30,000 which attract more than 2,000 visitors to the Borough, takes place over 2 days and includes overnight stays. Events must have a start and end date and run for consecutive days. Applicants were required to prove that their event attracts visitors / overnight stays from outside the Borough. In addition they must demonstrate their return on investment on the funding requested (3:1 ratio), and how they will promote the area in

national and local markets. The level of grant award available is up to 50% of total project costs, up to a maximum grant award of £15,000.

Large Tourism Events Fund – Events with a budget greater than £30,000 which attract more than 5,000 visitors, takes place over at least 2 days generating overnight stays. Events must have a start and end date and run for consecutive days. Applicants will be required to prove that the event attracts visitors / overnight stays from outside the Borough. The large events must demonstrate their return on investment on the funding requested (5-1 ratio), and how they will promote the Causeway Coast and Glens Borough Council area in international, national and local markets. The level of grant award available is up to 50% of total project costs, up to a maximum grant award of £100,000.

Assessment Process - The Tourism and Recreation Large and Small Events fund uses a two stage approach with Stage 1 identifying those applicants that meet the minimum eligibility criteria before progressing to Stage 2 for detailed assessment of the application. Applicants are assessed on a number of criteria, including event management, budget management, return on investment, media and marketing impact, addressing sustainability and event development and growth. Each criteria within the scoring matrix is weighted and a minimum threshold pass rate is applied at 65% as per Council policy. Successful applicants must attend a project initiation meeting and are offered detailed feedback on their application, the scores awarded and areas that could be improved on in the future. Unsuccessful applicants are offered an opportunity for feedback on improvement if they wish to apply in the future.

A summary of the applications received, with scoring was detailed in Table 1 below, circulated.

For Consideration - In the period 18/19 the allocated budget for the Tourism Event Funding Programme was £250,253. The following allocations are based upon a planning assumption that this sum remains the same for 19/20, subject to the rates setting process.

After assessment of all applicants the amount requested was oversubscribed by £45,525.

Proposed reductions - A sliding scale of a percentage reduction has been applied to all successful applications as detailed in Table 1. For applications that scored 75% or above a 5% reduction was applied. For applications who scored 70% to 75% a 10 % reduction was applied. For applicants below 70% a 23% reduction was applied.

Elected Members were asked to consider the findings from the assessment of the Tourism Event Programme applications.

Proposed reductions - Subject to the Rate Setting process, if the Tourism Event Funding Programme is reduced beyond the 18/19 sum of £250,253, it is proposed that a pro-rata reduction is applied accordingly to all applicants.

Recommendation

Council's approval is sought to allocate Tourism Event Funding to successful applicants for the Tourism and Recreation Events Grant Programme as detailed in Table 1, and subject to the reductions outlined.

Committee voiced their disappointment with the Events that had been unsuccessful in receiving grant funding. Elected Members posed questions to the Officer in relation to the applications.

The Head of Tourism and Recreation advised all applicants, above and below the threshold, had been contacted by Council Officers, an offer had been extended to offer feedback on the process.

The Head of Tourism and Recreation further advised templates such as a marketing plan, event management booklet and return on investment calculator had been provided as part of the Application packs. He further advised Officers assessed over a 5-day period of which 2 days had sought supporting information to bolster applications to meet expectations for a high quality application that was required to be submitted.

The Head of Tourism and Recreation confirmed weighting and scoring was the same as last year, successful applications last year had not met the test this year.

The Funding Manager further advised of compulsory pre-application detailed workshops that could take place next year.

Proposed by Councillor Baird
Seconded by Councillor McCandless

- to recommend that Council approve allocation of Tourism Event Funding to successful applicants for the Tourism and Recreation Events Grant Programme as detailed in Table 1, and subject to the reductions outlined.

Councillor C McShane requested a Recorded Vote.

The Director of Leisure and Development drew members' attention, there may be no Committee meeting in April and the next opportunity to consider a report may therefore be June.

The Chair put the motion to the committee to vote.

3 Members voted For, 3 Members voted Against, 5 Members Abstained.

For (3)	Councillors Baird, Holmes, McCandless
Against (3)	Councillors C McShane, K Mulholland, Nicholl

Abstain (5)	Alderman Robinson; Councillors Callan, Deighan, Knight-McQuillan, Beattie
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The Chair applied his Casting Vote against the motion.

The Chair declared the motion lost, and deferred the report to the March Council meeting to consider further.

- * **Councillor P McShane left the meeting at 7.46pm during consideration of the Item and returned at 8PM.**

8. ROYAL SCOTTISH PIPE BAND ASSOCIATION OF NI – PORTRUSH EVENT

The purpose of the report was to allow members to consider the request for additional grant funding from the Royal Scottish Pipe Band Association of Northern Ireland to facilitate the 2019 Pipe Band Championships in Portrush.

The Director of Leisure & Development advised, in light of the previous recommendation by Committee, the Item be deferred to the Council Meeting, the report had been to request, “additional” grant funding, relative to the previous report that had been considered.

Councillor K Mulholland sought information on the process of having the correspondence placed on the Agenda. The Director of Leisure and Development advised it had been judged on merit and appropriately placed on the Agenda for consideration.

Councillor McCandless reminded Committee of the history of the Pipe Band Championship event relocation that had taken place last year.

Proposed by Councillor Knight-McQuillan
Seconded by Councillor Callan

- to recommend that Committee defer consideration to the Council meeting in March.

The Chair put the motion to the Committee to vote.
9 Members voted For, 3 Members voted Against. The motion was carried.

- * **Councillor Douglas re-joined the meeting at 8.35PM.**

9. PORTANEEVY AND CLARE PARK PROJECTS

Report previously circulated.

The purpose of the report was to seek approval from Elected Members to proceed to, and complete on, Stage 2 of the Council's Capital Investment process for works at Portaneevy Ballintoy and Clare Park Ballycastle. (Economic appraisal, design to tender and procurement for Contractor).

Background was circulated within the report.

Project Proposal

Since December, the Council's Tourism and Recreation team have been working with the Infrastructure team on the development of the Causeway Coast Way experience at Portaneevy Ballintoy and Clare Park Ballycastle, and have developed outline concepts for Elected Members consideration. These will be presented at the Leisure and Development Committee meeting.

Outline Proposals

Portaneevy

- Improve the infrastructure for the Causeway Coast Way trail and the Causeway Coastal Route at the site. Works will include a walking path around the perimeter of the site, sensitive upgrading of the viewpoint and car/coach parking facilities.
- An improved viewing deck will provide scenic vistas overlooking Carrick-a-Rede.
- A new off-road coastal section of the Causeway Coast Way trail (approx. 800m in length) connecting the above-mentioned roadside footway with the existing coastal path serving the Rope Bridge is being planned.

In the longer term it is hoped to create a safe roadside footway to facilitate the Causeway Coast Way (CCW) walking trail at a dangerous 'pinch-point' on Whitepark Road just west of Portaneevy car park/viewpoint. This is not scoped within any potential project for the near future.

Clare Park

- Link the two existing PROWs through the holiday park to provide coastal access subject to detailed design being presented for consideration.
- Works will require construction of a path and cliff edge stabilisation works along with fencing.
- Land owner agreement for the transfer of land will also be required.

Funding opportunity

Officers are seeking financial support for this project and are hopeful that monies may become available through the Rural Development Programme's Co-operation Projects scheme. Officers will be requesting

that consideration be given to extending one of the current programmes managed by the LAG which is currently being implemented in partnership with the Council. An opportunity exists to integrate the proposals within this report with an application through DAERA for the International Appalachian Trail project. It should be noted that consideration and approval is required from the LAG board and will be subject to the monies being available and not allocated to another prioritised scheme. The conditions of the Rural Development Programme funding require that many of the necessary statutory approvals are in place and that the procurement for a contractor is also in place. Officers are therefore keen to progress on Stage 2; to enable meeting the DAERA conditions of 'Offer' should monies become available. This requires that planning applications, feasibility studies and procurement is in place by the mid 2019. It is hoped that the Economic Appraisal will be covered as part of the DAERA Co-operation Project preparatory work for the International Appalachian Trail.

Next Steps

Subject to Members approval, Officers would propose to advance the design and appraisals for the project and complete the procurement process for a contractor, subject to funding being confirmed. Officers will report back to the Leisure and Development Committee with an update on funding before seeking approval for a Stage 3 decision. Any works will be subject to planning and statutory consents. The earliest possible start date for capital works will be September 2019.

Recommendation

The Leisure and Development Committee is asked to approve the advancement of the Portaneevy and Clare Road elements of the Causeway Coast Way project to Stage 2 of the Council's Capital Investment process.

Proposed by Councillor C McShane

Seconded by Councillor Baird

- to recommend that Council approve the advancement of the Portaneevy and Clare Road elements of the Causeway Coast Way project to Stage 2 of the Council's Capital Investment process.

The Chair put the motion to the Committee to vote.

Committee voted unanimously in favour. The motion was carried.

10. BUSHMILLS REGENERATION

Report previously circulated, presented by the Head of Prosperity and Place.

The paper set the background and content of a Strategic Outline Case for a multi-project approach to the development and improvement of Bushmills. Members were reminded that the previous update paper was provided in November 2017.

Background

The Bushmills 2020 Masterplan identified a range of priority physical regeneration projects (capital projects) which had the potential to improve the presentation of Bushmills, improve how it functions as a destination and orientation settlement, create opportunities for visitors to the area to stay longer and spend more and enhance the performance for its residents.

The village has both issues and opportunities with the influx of visitors to the Causeway. In addition, Bushmills is unique in that it is at the centre of some of Northern Ireland's most important tourism attractions including:

- Carrick-a-Rede Rope Bridge.
- Dunluce Castle.
- Bushmills Distillery.
- Game of Thrones sites.

Beyond the existing offering, the Dundarave 'country' Estate is now owned by RANDOX, there is an improving reputation for hospitality, entertainment and craft/design, and the Salmon and Whiskey Festival is becoming a show case event for the village.

However, without strategic and joined-up government support, the process of generation is likely to stall or develop in an adhoc fashion, not addressing the key needs of Bushmills:

- Infrastructure is lacking and dated.
- No tangible identity.
- Not functioning as a tourism hub.
- Underperforming economy.
- The village is blighted by dereliction.

Next steps from the Village Masterplan

To create the conditions for Bushmills to benefit from the circa 1.5 million visitors to key attractions within a 3-mile catchment from it, the Masterplan will be required to create the conditions for engagement with the settlement and a range of facilities, activities, services and accommodation provided within Bushmills.

The Council developed and commissioned the following process to bring together the existing work and agree the Physical Regeneration framework for Bushmills:

- Established a strategic stakeholder group.

- Commissioned an independent Brand Development process which helped to develop a consensus (Council, Tourism NI, Hospitality and Services sector and community representatives) vision and brand for Bushmills (delivered by ASG and Partners)
- Commissioned AECOM to examine the integrated transport solutions for the North Coast and specific Arrival Hub and parking options for Bushmills.
- Commissioned Venturei to develop an independent Strategic Outline Business Case (SOC) for the Bushmills Physical Regeneration Masterplan.

The Strategic Outline Business Case for Intervention

At the November 2017 Leisure and Development Committee meeting, part of the presented recommendation was that officers “facilitated the completion of an Strategic Outline Case (SOC)”.

The SOC provided in papers, sets out the preliminary thoughts regarding an overall approach to the concept of regenerating Bushmills in light of the efforts of the local community, the need to address parking and the idea of re-positioning the village’s place as a destination. It shapes the information needed for further adoption of the project, including envisaged outcomes, benefits and potential risks associated with the wider initiative.

Key points include:

- Linkages to the original Village Masterplan, as developed by the local community under legacy Moyle arrangement
- The key capital and resources projects identified from this Masterplan, as well as the branding work currently underway through the Anderson Spratt Group.
- A local and regional strategic context.
- Stakeholder issues, bringing in opinion from all the partners involved to date.

Developing the Projects

Bushmills P&S/P&R Sites

Based upon the acute congestion at the Giants Causeway, the subsequent congestion in Bushmills and the key function as an economic driver, AECOM has been tasked to prioritise the identification of a potential Park and Stride/Park and Ride facility in Bushmills to create an ‘Arrival Hub’. Three key sites have been identified and AECOM is developing a modelled response, based on their knowledge of the area and information at hand. A draft report is expected within the next few months.

Bushmills Branding

ASG continues the work, which was commenced over the summer, and will be funded from existing economic development budgets. The project is currently identifying sites and obtaining permissions – both from Planning and site owners, as well as creating the photography for the project. Roll out is anticipated in the next few weeks, after the completion of a well-received photo-shoot in the village, and the project thus far has included significant input from the Bushmills 2020 group.

Summary

The SOC sets out the preliminary direction for the Regeneration of Bushmills, including an initial two-theme approach to investment development in the village, with very high level costs based on outline scheme development.

It is recommended that members consider the Strategic Outline Business Case for Bushmills for approval. Further reports will be brought to members as they progress, including the prioritisation of the Feasibility Study for the Bushmills Arrival Hub, and a final update on the roll out of branding.

Proposed by Councillor Baird
Seconded by Councillor Callan

- to recommend that Council approve the Strategic Outline Business Case for Bushmills. Further reports will be brought to members as they progress, including the prioritisation of the Feasibility Study for the Bushmills Arrival Hub, and a final update on the roll out of branding.

The Chair put the motion to the Committee to vote.

9 Members voted For, 0 Members voted Against, 0 Members Abstained.

The motion was carried.

11. PITCH STRATEGY

Report, previously circulated for information to update Members on progress of the Draft Pitch Investment Strategy.

Background

In February 2017 Council agreed to commission a detailed Facility Audit and Pitch Strategy to include 8 different outdoor facility types:

- Association football.
- Rugby.

- Gaelic games.
- Cricket.
- Tennis.
- Hockey.
- Outdoor bowls.
- Multi-use games areas and Small sided games/kick about areas.

Key Deliverables

The key outputs for the Pitch Audit and Strategy were summarised as follows:

Part 1 – Audit of Existing Provision:

Audit the design, distribution, demand/supply information and condition of each of around 100 sites hosting Council and community/club owned outdoor 'pitches' and associated changing facilities in the Borough. This audit is to include all natural turf and synthetic 'pitches' for association football, Gaelic games, rugby, hockey, tennis, cricket, athletics, outdoor bowls, multi-use games areas and small sided games/kick about areas.

Make recommendations and provide indicative costs in relation to any identified remedial works or further technical investigations necessary.

Part 2 – A Pitch Strategy:

Review the current hot and cold spots for pitch provision identified in The Facilities Strategy 2015, and combine this with additional condition and use pattern research to make recommendations for a prioritised 'pitch' (and associated changing provision) investment strategy for the Borough and provide indicative cost estimates. The Pitches Strategy should set out a 5-year plan and make area specific recommendations and provide cost estimates in relation to a range of options.

The Strategy recommendations should also take account of levels of deprivation and barriers to access such as disability or rurality etc.

In June 2018 Members gave indicative approval for the Draft Pitches Condition Survey & Investment Strategy and permission to commence a Section 75 compliant, 12 week public consultation on the Draft Investment Strategy. Members debate on the report contained reference for a need to convene a further Pitches Strategy Workshop to better inform the decision making process.

Next steps:

The S75 consultation period has been completed and the following extracts from the responses are noted. The extracts focus on both the results of the audit of the existing provision and the Investment Plan;

- Emphasise the importance of artificial grass and better floodlights in keeping 'everybody active' later in life.
- Provision of facilities (by council) across sport is disproportionate.
- Support organisations that promote female and underage participation.

- Look where the areas of growth are and are likely to be maintained. Support that growth and keep the Borough involved in sport.
- Fair and even distribution of provisions for all sports, particularly Gaelic Games who represent 46% of players within the entire borough.
- Address the needs of the major sport in the borough.
- Provide adequate facilities for all ladies and girls in the borough irrespective of their sport or club model that they adopt.

Prior to any further report being brought to Council for final adoption of the Pitch Strategy, officers, supported by the authors of the Pitches Condition Survey & investment Plan will facilitate a Members' Workshop to consider the S75 feedback and the content of the Investment Strategy.

This approach will also provide the opportunity for consultation with each DEA councillor grouping, allowing for members' input and agreement of the proposals relevant to specific geographical areas of responsibility.

(This corresponds with the process recommended by Members prior to the adoption of the Play Strategy).

12. FUNDING UNIT ANNUAL REVIEW

Report previously circulated, to review the performance of Council's Funding Unit for the period 2018-19.

Introduction

The Funding Unit was established in 2015 with the appointment of the Funding Unit Manager in October 2015. The strategic function of the Unit is to provide funding support services.

The Service has **4 Strategic Aims** as outlined in the 2018/19 Business Case:

1. **Securing Funding:** To secure increased levels of funding to support Councils priorities, strategies and business plans.
2. **Business Support for EU & UK Funding Programmes:** To provide business support for EU and UK funding Programmes and Projects.
3. **External Engagement:** To develop and manage external working relationships and to support organisations in sourcing funding.
4. **Management & Administration of Council's Grant Funding:** Corporate management & administration of Council's Grant Funding programmes.

Progress against Business Plan

Strategic Aim 1: Securing Funding.

To secure increased levels of funding to support Councils priorities, strategies and business plans.

In the 2018/19 period the Funding Unit have worked on 18 external applications to 10 different funders:

17 projects were successful in securing a combined total of £4,397,038. (Annex A)

- £86,767.00 match funding was required from Council.
- For every pound of funding supplied by Council £51 of external funding has been received.

Waiting a decision:

1 x application totalling £500,000 is awaiting a decision.

- £307,702.15 to be provided by Council in match funding

In the 2017/19 period the Funding Unit have worked on 6 external applications and secured

£6,101,051. (Annex A)

Strategic Aim 2: Business Support for EU & UK Funding Programmes.

To provide business support for EU and UK funding Programmes and Projects:

- Claim processing for external applications.
- Equality data capture.
- Business support services for EU funding programmes have not been required in the 2018/19 financial period. (RDP and PEACE IV)

Strategic Aim 3: External Engagement

(To develop and manage external working relationships and to support organisations in sourcing funding)

- In the 2018/19 period the Funding Unit worked on one external partnership project (Ballycastle Shared Campus Project).
- 25 Community Organisations supported in funding searches.
- 4 external community organisations supported in major (over £30k) grant applications.
- 6 x Funding Roadshows held.

Strategic Aim 4: Management & Administration of Council's Grant Funding.

Corporate management & administration of Council's Grant Funding programmes.

In the 2018-19 Grant Funding Period the Funding Unit administered 16 Grant programmes:

- One central online funding hub implemented for the receipt, assessment and processing of all Council grant aid.
- Streamlined grant application, assessment, award and project monitoring processes.
- 16 grant programmes developed and delivered (guidance notes, application forms, assessment forms, monitoring forms, claims forms developed).

- 389 applications totalling £1,244,665.76 were received and processed.
- 386 eligibility checks undertaken (compliance & governance - constitutions checked and verified; accounts checked).
- 358 applications assessed.
- 279 applications successful.
- 101 ineligible or unsuccessful applications received feedback.
- 279 letters of Offer issued totalling £800,646.80.
- 146 payments processed.
- £665,643.33 worth of expenditure vouched & paid.
(Annex B: Council Grants programme summary circulated)
(Annex C: Vouching & Payments circulated)

13. NOTICE OF MOTION PROPOSED BY COUNCILLOR NICHOLL, SECONDED BY COUNCILLOR MCGLINCHEY (REFERRED FROM 26 FEBRUARY 2019 COUNCIL MEETING)

'That this Council dedicates a 'quiet time' hour in all our Leisure facilities'

Councillor Nicholl spoke in support of the motion, the Mayor had been approached by organisations in relation to Autism, and whilst recognising there had been work done to date, Council may consider a Saturday morning set aside within Leisure Centres, for example.

The motion was supported by Councillor K Mulholland.

The Chair put the motion to the Committee to vote.
Committee voted unanimously in favour. The motion was carried.

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

14.1 Councillor Baird - Mosside Community Building

The sports hall at Mosside Community Building is a Dutch style farm shed which has partial sheeting skimmed with plaster. Needless to say the building is cold and there is evidence of damp. Can Officers advise what action can be taken to improve this much used facility in order to achieve a satisfactory standard for use by the Mosside Community.

The Head of Wellbeing and Sport advised the Community Building was not a prioritised project and repairs could be under taken within the threshold for minor works.

The Head of Wellbeing and Sport confirmed she would liaise with the Head of Community and Culture regarding a condition report for community facilities.

- * **Councillor K Mulholland left the meeting at 9PM.**

14.2 Councillor Fielding - Portstewart Pool

In Councillor Fielding's absence, the Chair cited the relevant business for consideration.

It was recommended 15.1 of Leisure and Development Minutes 14th August 2018 to bring Report back to Committee reference Portstewart Pool - 'In addition to the months of July and August, can consideration be given to the possibility of having the pool at the Crescent Portstewart filled with water at times of good weather.'

The Head of Wellbeing and Sport advised of the pool and café opening hours from Easter to the end of the Summer along with the water fountain, pending weather conditions.

- * **Press left the meeting at 9PM.**

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Baird
Seconded by Councillor Knight-McQuillan

AGREED – that Committee move, 'In Committee'.

AGREED – to Change the Order of Business.

15. THE OPEN GOLF CHAMPIONSHIP - WHITE ROCKS

Confidential report, previously circulated.

The purpose of this report is to update members on matters relating to Safety Management Plan and on-venue Incident / Contingency Response Plans, which will have an impact upon vehicle access to Whiterocks Beach via Whiterocks Road.

Recommendation

In accordance with Article 7 (1) (b) of the Road Traffic Regulation (Northern Ireland) Order 1997, following due process, vehicle access via Whiterocks Road will be restricted. Approval is sought from Members to use of the Whiterocks Car park for the forward location of emergency service vehicles and other resources for the purposes of The 148th Open Golf Championship.

Proposed by Councillor Baird

Seconded by Councillor Callan

- In accordance with Article 7 (1) (b) of the Road Traffic Regulation (Northern Ireland) Order 1997, following due process, vehicle access via Whiterocks Road will be restricted, it is recommended that Council approve use of the Whiterocks Car park for the forward location of emergency service vehicles and other resources for the purposes of The 148th Open Golf Championship.

The Chair put the motion to the Committee to vote.

9 Members voted For, 0 Members voted Against, 0 Members Abstained.

The motion was carried.

16. LEISURE CENTRES SERVICE SPECIFICATION

Confidential report, previously circulated presented by the Head of Wellbeing and Sport, to seek approval for the next steps in relation to the evaluation of Leisure Management Options for Council's tier 1 and tier 2 leisure facilities.

It is recommended that Members:

- Approve the draft Leisure Services Specification to allow Stage 2 - Shadow Bid process to formally commence in April 2019 with the final version to be brought back to Council at Stage 3 – Evaluation Process;
- Note the key activities to be progressed by the In-house Team and timeline for evaluation of management options later in the year; and
- Note that management continues to engage with unions and staff on the In-house transformation process. Further updates on the progress of the Leisure Management options appraisal will be timetabled following Members approval of this report

The Head of Wellbeing and Sport responded to questions.

Proposed by Councillor Nicholl

Seconded by Councillor Deighan

- To recommend that Council approve the draft Leisure Services Specification to allow Stage 2 - Shadow Bid process to formally commence in April 2019 with the final version to be brought back to Council at Stage 3 – Evaluation Process;

- Note the key activities to be progressed by the In-house Team and timeline for evaluation of management options later in the year; and

- Note that management continues to engage with unions and staff on the In-house transformation process. Further updates on the progress of the Leisure Management options appraisal will be timetabled following Members approval of this report

The Chair put the motion to the Committee to vote.
10 Members voted For, 0 Members voted Against, 0 Members Abstained.
The motion was carried.

17. GYM OPERATOR CONTRACT

Confidential report, previously circulated.

The purpose of this report is to seek Members approval to conclude the Pulse Fitness Gym Contracts at Joey Dunlop Leisure Centre and Sheskburn Leisure Centre including purchase of fitness equipment.

It is recommended that Members:

- Conclude the Pulse Fitness operations contracts at JDLC and Sheskburn Leisure Centre and purchase the JDLC equipment, put in place maintenance contracts, TUPE transfer the remaining part-time membership advisor and replace the Pulse Fitness CRM.

The Head of Wellbeing and Sport responded to questions and advised the role of the Commercial Manager had meant the value of the contracts had come to an end.

Proposed by Councillor Callan
Seconded by Councillor Deighan

- to recommend that Council Conclude the Pulse Fitness operations contracts at JDLC and Sheskburn Leisure Centre and purchase the JDLC equipment, put in place maintenance contracts, TUPE transfer the remaining part-time membership advisor and replace the Pulse Fitness CRM.

The Chair put the motion to the Committee to vote.
8 Members voted For, 0 Members voted Against, 2 Members Abstained.
The motion was carried.

18. PUBLIC RIGHT OF WAY INVESTIGATION – CAUSEWAY

Confidential report previously circulated.

The Chair advised the Item was withdrawn from the Agenda.

19. PUBLIC RIGHT OF WAY INVESTIGATION – GLENVALE

Confidential report previously circulated.

The purpose of this report is to present to Members the findings contained within a Route Status Investigation Report to establish the current status, and to determine the need for an assertion, of an alleged public right of way over open ground connecting Glenvale Avenue and Glen Crescent, Portrush.

Based on the evidence outlined in the Route Status Investigation Report, supported by Council's legal advice, **it is recommended** that Council asserts the route over and along the open ground connecting Glenvale Avenue and Glen Crescent, Portrush as a public right of way with the status of footpath.

It is also recommended that Council communicates with the responsible person to secure the voluntary removal of the obstructions blocking the public right of way, including, if necessary, instigating legal proceedings against the responsible person to achieve this purpose.

Proposed by Councillor Baird
Seconded by Councillor Callan

- to recommend that Council asserts the route over and along the open ground connecting Glenvale Avenue and Glen Crescent, Portrush as a public right of way with the status of footpath.
- to recommend that Council communicates with the responsible person to secure the voluntary removal of the obstructions blocking the public right of way, including, if necessary, instigating legal proceedings against the responsible person to achieve this purpose.

The Chair put the motion to the Committee to vote.

9 Members voted For, 0 members voted Against, 0 Members Abstained.

The motion was carried.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor Knight-McQuillan
Seconded by Callan and

AGREED – that committee move, 'In Public'.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 9.30pm.

Chair

Unconfirmed