

**BALLYMONEY BOROUGH COUNCIL****Table of Contents**

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**BALLYMONEY BOROUGH COUNCIL**

Minutes of Leisure & Amenities Committee Meeting No 338 held in the Joey Dunlop Leisure Centre, Ballymoney on Tuesday 18<sup>th</sup> December 2007 at 6.30pm.

**IN THE CHAIR:** F Campbell

**PRESENT** **Aldermen**  
C Cousley  
J Simpson

**Councillors**  
J Finlay  
M McCamphill  
E Robinson  
I Stevenson  
T McKeown  
A Patterson

**APOLOGIES** H Connolly

**IN ATTENDANCE** Director of Borough Services (Items 1 - 12)  
Head of Leisure Services (Items 13 - 25)  
Chief Executive (Items 1 – 25)  
Corporate Project Officer  
  
Milk Cup Organising Committee (Item 1)

**AMENITIES****338.1 MILK CUP PRESENTATION**

The Chairman welcomed Mr Victor Leonard, Mr Jim Weir and Mr Jim Sandford, representatives of the Milk Cup Organising Committee, to the meeting.

Mr Leonard complimented members on the new facilities available in Ballymoney, at Riada Stadium, for Milk Cup fixtures and thanked members for their long standing support and financial contribution to the Milk Cup.

He outlined, for committee, the financial pressures facing the organising committee due, in part, to the loss of financial support from the NI Events Company as it is wound up and from uncertainty of financial support from corporate sponsors.

The Milk Cup representatives advised members that, if the Milk Cup tournament wants to attract famous and quality teams, it needs to be able to compete in a world market and offer these teams the incentive to participate in the Milk Cup.

**The Chief Executive joined the meeting at 7.00pm.**

In support of their request for committee to consider recommending an increase in Council's financial support the representatives gave members information on their financial accounts and the extensive and positive media coverage the Milk Cup attracts during the event. This coverage is beneficial to the local area, including Ballymoney.

The Chair thanked the Milk Cup representatives for their presentation and advised that Committee would consider their request.

**Councillor Stevenson left the meeting at 7.15pm**

**The Milk Cup representatives left the meeting at 7.20pm.**

The Director reported that the presentation by Representatives of the NI Milk Cup Organising Committee had arisen from a letter on behalf of the Organising Committee which indicated that as that body looks to the future it asks Council to consider the following –

- increase its annual funding from the present £10,000 to £15,000; and
- make a three year agreement covering the 2008, 2009 and 2010 Northern Ireland Milk Cups.

**IT IS RECOMMENDED** that after hearing from the NI Milk Cup Organising Committee delegation, the Committee consider the funding request and make recommendation to Council.

The Director advised that Council has made a financial contribution to the Milk Cup since 1989. Provision is made for this contribution in the rates estimate.

It was proposed by Councillor Finlay, seconded by Councillor Robinson and  
**AGREED:**

*to recommend that Council -*

- (1) *increase its annual funding from the present £10,000 to £15,000;  
and*
- (2) *make a three year agreement covering the 2008, 2009 and 2010  
Northern Ireland Milk Cups.*

**338.2 MINUTES MEETING NO 337 – 20<sup>TH</sup> NOVEMBER 2007**

It was proposed by Councillor Finlay, seconded by Councillor McCamphill and  
**AGREED:**

*to recommend that the minutes of Meeting No 337 – 20<sup>th</sup> November 2007  
be confirmed as a correct record.*

### 338.3 TOWN HALL WORKING GROUP

**IT IS RECOMMENDED** that the above Amenities Working Group be re-appointed and that the Town Hall Working Group meet in January 2008.

[The previous membership was Alderman Campbell (Chair), Alderman Connolly, Alderman Cousley, Alderman Simpson, Councillor Finlay and Councillor Patterson].

#### **Alderman Simpson joined the meeting at 7.30pm**

The Director advised that the purpose of re-appointing the Town Hall Working Group was to address contractual, disability and security issues.

It was proposed by Councillor McCamphill, seconded by Alderman Simpson and **AGREED:**

*to recommend that the -*

- (1) Town Hall Working Group be re-appointed with the same membership as before, namely, Alderman Campbell (Chair), Alderman Connolly, Alderman Cousley, Alderman Simpson, Councillor Finlay and Councillor Patterson; and*
- (2) next meeting of the Working Group be held on Friday, 4<sup>th</sup> January 2008 at 3.30pm in Riada House.*

It was further proposed by Councillor Finlay, seconded by Councillor Robinson and **AGREED:**

*to recommend that the report of the Working Group's meeting on 4<sup>th</sup> January 2008 be taken to the Council meeting, for approval, on Monday 7<sup>th</sup> January 2008.*

### 338.4 TRANSLINK ULSTER IN BLOOM 2008

Correspondence has been received concerning the 2008 Translink Ulster In Bloom competition. Whilst the anticipated programme and timetable is similar to that in the past a change is to be made regarding the 'Village' category.

For the 2008 competition (which will be judged July/mid August) it has been decided to increase the 'village' category from two to three sections namely: 'large village' (pop. band 1,201 – 2,500), 'village' (pop. band 501-1,200) and 'small village' (pop. band under 500).

The organisers are anxious to encourage pride in place via a local "improvement committee" or "in bloom group". For many years Council did actively and positively encourage Borough Community Associations by the award of local environmental improvement grants.

**IT IS RECOMMENDED** that Council note the information received relating to the Translink Ulster in Bloom competition in 2008 and consider whether, in order to encourage pride in place, it ought to sponsor a local environmental improvement grant scheme directed towards Borough Community Associations.

In the ensuing discussion the Mayor and other members agreed that the Director's suggestion had merit and that an incentive for Community Associations would be welcomed.

It was proposed by Councillor Finlay, seconded by Councillor McCamphill and **AGREED:**

***to recommend deferral of a decision on whether, in order to encourage pride in place, Council sponsors a local environmental improvement grant scheme directed towards Borough Community Associations, until consideration of the rates estimate.***

**Councillor McKeown joined the meeting at 7.45pm.**

### **338.5 MULTI-PURPOSE BUILDING AT DRUMAHEGLIS**

Earlier this year Council received a belated call from the NI Tourist Board under its TDS Capital Project Grant Scheme 2006-2008 inviting Council to proceed from the reserve list to make a Stage 2 Application and commit to deliver its project by 31<sup>st</sup> March 2008. With the scheme then proposed, the rigours of the necessary economic appraisal, the lack of planning approval and the impractical timescale given both as regards the Stage 2 application submission and the scheme delivery period, Council was unable to proceed under the NITB TDS Scheme for 2006-2008.

Work is progressing however with the Council's consultants on obtaining planning permission for a reduced scheme comprising an indoor hall/space, wardens office and river use changing/shower block. It is the intention that this scheme would be held and would be available when NITB would announce its next round of capital grants.

**IT IS RECOMMENDED** that Council endorse the strategy outlined.

It was proposed by Councillor McCamphill, seconded by Alderman Campbell and **AGREED:**

***to recommend that Council endorse the strategy outlined.***

The Director agreed to bring the scheme plans to a future meeting.

### **338.6 DRUMAHEGLIS MARINA & CARAVAN PARK - DEPOSITS 2008**

To date deposits for advanced bookings in respect of casual usage of the caravan park at Drumaheglis have been a nominal sum and as a result a leakage of custom has been experienced close to the date of proposed use. Following a review which has taken into account the practice of other local authority and private sector operators, it is proposed that the following financial arrangements for advanced bookings would apply from the commencement of the 2008 caravan season, the monies paid being non-refundable -

Bank Holidays : full fee  
All other bookings : 50% fee deposit

In respect of seasonal sites the present practice that at £100 deposit will secure the site for the next season will continue, provided the deposit is received by the due date and the balance paid when the site is first again re-occupied.

**IT IS RECOMMENDED** that the above administrative and financial arrangements be implemented with immediate effect.

It was proposed by Councillor Finlay, seconded by Councillor McCamphill and **AGREED:**

***to recommend that the above administrative and financial arrangements be implemented with immediate effect.***

In response to a query regarding the possibility of creating further sites at Drumaheglis, the Director advised that whilst in his view the potential was limited he would review the position. He also indicated that following a visit from the Royal Forestry Society in the summer, consideration was being given to a programme of tree management at the facility and that both these matters would be brought back to Committee at a future meeting.

### **338.7 BALLYMONEY CEMETERY MEMORIALS**

Applications have been received as undernoted for the erection of memorials in Ballymoney Cemetery.

#### **Section HI No. 14**

Mrs McIlreavey, 36 Belford Park, Ballymoney  
Black Granite Headstone and Base

#### **Section E2 No. 10**

Mr Armour Murray, 10 Bann Road, Ballymoney  
Black Granite Black Headstone and Base

#### **Section 9 No.11**

Mrs S Kinnaird, 6 Westfield Park, Ballymoney  
Black Granite Headstone and Base

**IT IS RECOMMENDED** that Council grant permission to the above applicants to erect memorials in Ballymoney Cemetery, subject to usual requirements.

It was proposed by Councillor Robinson, seconded by Councillor Patterson and **AGREED:**

***to recommend that Council grant permission to the above applicants to erect memorials in Ballymoney Cemetery, subject to usual requirements.***

### **338.8 CONNECT2 – PROMOTIONAL MARKETING**

The Sustrans Connect2 Project won the Big Lottery £50million and the Ballymoney share of this prize is a guaranteed £350,000. The Connect2 projects (79 throughout the UK) obtained 42% of the votes cast.

Members will recall that, at the Leisure and Amenities Committee meeting on 21 August 2007 (adopted CM866), it was recommended that Council set aside £6,000 from its reserves to assist with the promotional marketing of the Ballymoney Connect2 Project. £5,450 was spent on promoting and marketing the Council's Sustrans Connect2 Project.

Publicity and marketing of the project involved several key areas. Firstly, a concept image of what the proposed railway bridge could look like was acquired from "Big Lolly," a UK mainland company, for use with publicity display materials and in the press. This gave the people of Ballymoney something to relate to in terms of voting for the project.

Publicity materials for the campaign comprised 7,000 full colour A5 double-sided card leaflets and 10,000 2008 business card calendars, all carrying the voting details, supplied by Johnston's of Kilrea. Added to this were 3,000 recycled stick pens made from tyres, denim and money also carrying the voting message. North West Distributors were given 10,000 publicity items to distribute throughout the town centre and door-to-door within the project area. Every pupil attending the town centre schools, namely, Ballymoney High School, Leaney PS, Our Lady of Lourdes High School and St. Brigid's PS, Dalriada (including Preparatory Dept) and the Model PS received a pen and a flyer and all pupils between Primary 5 and Year 8 were invited to enter an Art Competition to design their own Ballymoney railway bridge. The winner as chosen by Mayor, Councillor John Finlay, on Thursday 13<sup>th</sup> December 2007, a ten-year-old from Leaney PS will receive a mountain bike for his efforts. Further publicity materials, including 3 static displays for the Town Hall, Joey Dunlop Leisure Centre and TESCO supermarket, 3 large signs for Riada House, the railway station and Trinity Church corner, 4 large banners for Castlecroft and Town Hall upper gallery and 6 re-used magnetic signs for Council vehicles were produced by Riada Signs, Ballybrakes including additional signs carrying the telephone voting number released on the Friday morning of 7<sup>th</sup> December. On the voting weekend 7-10<sup>th</sup> December staff and volunteer Sustrans rangers manned both TESCO and Trolan's supermarkets encouraging shoppers to vote.

£5,450 was spent on promoting and marketing the Council's Sustrans Connect2 Project.

It is pleasing to report that the Sustrans Connect2 Project won the Big Lottery £50 million and the Ballymoney share of this prize is a guaranteed £350,000. Indeed the Connect2 projects (79 throughout the UK) obtained 42% of the votes cast.

The Director drew members' attention to the outstanding contribution made by Sonya Crawford, Countryside Access Officer and Joanne McLaughlin, Town Centre Project Officer and Declan Donnelly, Recycling and Education Officer particularly during the voting period.

Members expressed their delight that Sustrans had won the Big Lottery £50 million and that as a consequence Ballymoney would share in that success.

It was proposed by Councillor Finlay, seconded by Councillor Robinson and  
**AGREED:**

***to recommend that letters of thanks be sent to the Countryside Access Officer, Town Centre Project Officer and Recycling Education Officer for their work in the promotion of Ballymoney Connect2 bid.***

The Director advised that it was hoped that a meeting of the project partners would take place in January and that further updates would be brought to Committee as progress is made.

### **338.9 NCN ROUTE 96 UNDERWAY ALONG A26 BY-PASS**

A combined cycle path/footpath is currently under construction along the A26 Process Road by DRD Roads Service. The path, which is being built on the town side between Kirk Road and Semicock Road, is an extension of the facility already in place from Bravallen Road, through Riverside Park, to the A26 at Kirk Road via Greengage Lane. The £60,000 scheme has received funding support from DARD of some £20,000 via the Lower Bann Sustainable Development Initiative Fund and a further £10,000 from Ballymoney Borough Council (£5,000 per year 2006/7 and 2007/8). Roads Service has agreed to fund the remainder. It was hoped that the works would be completed this financial year, however, a small portion of land between Knock Road and Semicock Road has had to be acquired by Roads Service and the cost of this may result in this section being deferred until next year.

The route will form an integral section of the proposed NCN Route 96, The Lower Bann Cycleway from Toome to Coleraine. Due to progress made in cycling infrastructure in Ballymoney town in recent years, both by Ballymoney Council and Roads Service, Sustrans, the National Cycling Charity, have decided to include Ballymoney town within the National Cycle Network. As a result Ballymoney Borough will have two cycle routes. The first, via the Glenstall Road passing Drumaheglis Marina will be signed as a local route "Lower Bann Cycleway" and carry the Lower Bann brand logo. Whereas the route inland to Ballymoney Town via Bravallen Road, Riverside Park and beyond to the By-pass will be signed NCN Route 96, with any distinctive Lower Bann logo omitted from the signage. Sustrans hope to have the entire NCN Route 96 in place by the end of 2008.

### **338.10 PLAY AREA SURVEYS**

Since the beginning of November surveys have been undertaken at the following play areas –

- |                |                   |
|----------------|-------------------|
| 1) Balnagarvey | 5) Greymount Park |
| 2) Ballyknock  | 6) Lislagan       |
| 3) Ben Vista   | 7) Scally Park    |
| 4) Fernbank    | 8) Seacon         |

From the results obtained, the majority of sites have low numbers of children actually living within the vicinity, the exception being Scally Park.

Sites such as Ben Vista, Fernbank, Lislagan and Seacon have large numbers of elderly people or families with grown up children.

Greymount Park, Lislagan and Scally Park have 'large' numbers of visiting grandchildren using the play areas.

1) Balnagarvey

26 households surveyed, of which 6 have children – 13 children (6 under 3 years and 7 aged 3 to 12 years)

Play area requires to be fenced to exclude dogs and gravel surfacing requires attention.

2) Ballyknock

27 households surveyed, of which 5 have children – 11 children (4 under 3 years, 7 aged 3 to 12 years plus 4 grandchildren)

The equipment provided is not suitable for younger children and work required to repair/improve surfacing, football area and fencing.

3) Ben Vista

29 households surveyed, of which 9 have children – 16 children (3 under 3 years, 13 aged 3 to 12 years plus 3 grandchildren).

Site is poorly equipped with only swings available. Not suitable for young children and fencing requires attention.

4) Fernbank

24 households surveyed, of which 3 have children - 7 children (0 under 3 years, 7 aged 3 to 12 years plus 4 grandchildren).

Site equipment and play value limited.

5) Greymount Park

36 households surveyed, of which 7 have children – 9 children (2 under 3 years, 7 aged 3 to 12 years plus 5 grandchildren).

The site is somewhat hidden and problems have arisen because of this.

6) Lislagan

39 households surveyed, of which 5 have children – 7 children (1 under 3 years, 6 aged 3 to 12 years plus 9 grandchildren).

Need to consider upgrade to gravel surface.

7) Scally Park

51 households surveyed, of which 16 have children – 22 children ( 8 under 3 years, 14 aged 3 to 12 plus 14 grandchildren).

Site and surfacing in poor condition with little equipment/ play value. The Millennium Play Area, which is to the latest standards is close by.

8) Seacon

37 households surveyed, of which 7 have children – 12 children (4 under 3 years, 8 aged 3 to 12 years plus 2 grandchildren).

Bark surfacing disliked and work is required to both access laneway and grass area.

The Director advised that the survey had been undertaken primarily to provide necessary background information which he hoped would be a assistance to

members when consideration is given to the rates estimates. He reminded Committee that the play areas at both Glebeside and Carnany had featured previously.

### **338.11 LOWER BANN PARTNERSHIP**

Correspondence dated 12<sup>th</sup> December 2007) has been received from the Lower Bann Partnership seeking a contribution from Council of £5,000 towards administration for 2008-2009. The letter was tabled for members' information.

The Director advised that the Lower Bann Partnership letter had been tabled so that it would receive consideration in the next budgetary round. He also advised that he had recently met with the LBP Manager and had confirmed Councillor Robinson's appointment by Council to the Lower Bann Partnership Company and that in the interests of informing members it had been agreed that both the LBP reports and Board minutes would when made available be tabled at Committee.

### **338.12 CHRISTMAS LIGHTS**

The Director read a letter from a resident of Killyrammer congratulating Council on the Christmas lights in Ballymoney.

**The Director of Borough Services left the meeting at 8.15pm.**

**The Head of Leisure Services joined the meeting at 8.15pm.**

## **LEISURE**

### **338.13 ST MARY'S GAC RASHARKIN**

As requested by the Leisure and Amenities Committee the Head of Leisure Services has received additional information with regard to how other Council's deal with requests for contributions to other bodies for capital purposes.

A copy of a neighbouring Council's policy on contributions to other bodies for capital purposes is attached as Appendix 1.

**IT IS RECOMMENDED** that committee considers, if it wishes, a policy developed for Ballymoney and make a recommendation to Council.

It was proposed by Councillor Finlay, seconded by Councillor Robinson and **AGREED:**

***to defer the matter for one month to allow members the opportunity for further consideration.***

### **338.14 GOOD RELATIONS GRANTS**

Annual Budget £7,000.  
Grants awarded at 1<sup>st</sup> December £6875.

The following application for a Good Relations Grant was considered:

- (i) The Mill Youth Club for assistance towards a Local History Project on Balnamore Mill.

Head of Leisure Services indicated to members that due to underspend in another area of the Good Relations Programme grant, £350 could be made available as requested.

It was proposed by Councillor Finlay, seconded by Councillor Patterson and  
**AGREED:**

***to recommend that a grant of £350 be made to Mill Youth Club for assistance towards a Local History Project on Balnamore Mill.***

### **338.15 COMMUNITY SUPPORT GRANTS**

Annual Budget £5,500

Grants awarded at 1<sup>st</sup> December £5,000.

The following applications for grants were considered:

- (i) Rasharkin Playgroup for assistance with the purchase of photographic equipment.
- (ii) Castle Community Association for assistance towards a social night for residents.
- (iii) Castle Youth Club for assistance towards children's Christmas party.
- (iv) FHB Patients Support Group for assistance towards the publications and distribution of a Patient news letter (deferred from last meeting pending further information form HLS)

It was proposed by Alderman Cousley, seconded by Councillor McCamphill and  
**AGREED:**

***to recommend that grants of £100 be made to***

- (i) Rasharkin Playgroup for assistance with the purchase of photographic equipment.***
- (ii) Castle Community Association for assistance towards a social night for residents.***

It was proposed by Councillor McCamphill, seconded by Councillor Finlay and  
**AGREED:**

***to recommend that the applications from***

- (i) **Castle Youth Club for assistance towards children's Christmas party.**
- (ii) **FHB Patients Support Group for assistance towards the publications and distribution of a Patient news letter (deferred from last meeting pending further information form HLS)**

**be noted as the two applications failed to meet the criteria outlined in the grant scheme.**

### **338.16 CONVERSION OF THE JOEY DUNLOP LEISURE CENTRE TO NATURAL GAS**

After careful examination and research by the Directorate and on the advice of the Council's Consultants, Cogan and Shackleton, consideration had been given to switching from its present oil fired burners to a dual fuel burner system. The approx cost to Council in the first year would be £5 – 6,000. The pay back period would be approximately 4 months based on the cost of oil in relation to usage in 2006/07 and the current net gas price of 2.5p/kwh.

It was further noted that the Leisure Centre will still require oil to run its CHP unit at present during the winter peak times 4-7pm November – February.

**IT IS RECOMMENDED** that Council connect the Joey Dunlop Leisure Centre to natural gas on a dual burner basis.

The Head of Leisure Services outlined the terms of the proposed agreement between Council and Firmus Energy to members.

During the supply period, which would be two years commencing on 1<sup>st</sup> February 2008, the price of gas would be 2.5 pence per kilowatt/hour, with the minimum payment for each contract year being £52,500.

Based on current oil prices and useage in 2006/07 the Leisure Centre could spend up to £112,000 per annum. Members discussed the potential savings giving consideration to the possibility of a reduction in oil prices.

**Councillor McCamphill left the meeting at 8.45pm.**

It was proposed by Councillor Robinson, seconded by Councillor Patterson and **AGREED:**

***to recommend that Council connect the Joey Dunlop Leisure Centre to natural gas on a dual burner basis.***

### **338.17 CAUSEWAY COAST & GLENS TOURISM**

Committee considered request from Mrs Diane Poole, Chairman Causeway Coast and Glens Tourism for Council support for additional resources for regional delivery by way of a letter of support to Mr Stephen Quinn, Permanent Secretary, DETI.

It was proposed by Councillor Finlay, seconded by Councillor Robinson and **AGREED:**

***to recommend that the Chief Executive write to Mr Stephen Quinn, Permanent Secretary, DETI, on behalf of Council, to support the request for additional resources for regional delivery.***

### **338.18 PROPOSED TRANSFER OF COMMUNITY FUNDS TO LOCAL AUTHORITIES**

The Minister of Culture, Arts and Leisure is planning to reallocate funds to the 26 Local Authorities to support Community Festivals.

The distribution of the £450K to the 26 Local Authorities will be on the basis of population distribution, with a 10% weighting applied for deprivation as measured by the Noble Multiple Deprivation Measure. The allocation to Ballymoney is likely to be £6,800. The Minister has made it a condition of grant awards that each Council should provide match funding to support Community Festivals.

The Minister confirms that there is still further work to be done on the detailed arrangements. However, he wishes to notify Councils so they can take into account this offer when they are striking their district rates for next year.

### **338.19 CORE FUNDING FOR CAUSEWAY COAST & GLENS HERITAGE TRUST 2008/09**

Helen Noble, Trust Director has written to the Director requesting additional Core Funding for 2008/09 or approx 3% on top of last years funding of £5,945. Helen Noble has also offered to give a short presentation to the Leisure and Amenities Committee and to further discuss funding arrangements as well as formally introducing herself as the new Director of the Trust.

It was **AGREED:**

***to recommend that***

***(1)Helen Noble, Trust Director, be invited to give a short presentation to Committee on Tuesday 15<sup>th</sup> January 2008 and:***

***(2) the meeting of Leisure and Amenities Committee on Tuesday 15<sup>th</sup> January commence at 6.30pm to accommodate this presentation.***

### **338.20 BALLYMONEY DRAMA FESTIVAL 2008**

The Ballymoney Drama Festival will be held in the Town Hall from 28<sup>th</sup> February to 8<sup>th</sup> March 2008. The Secretary has written to Council requesting support.

The Festival Committee expressed thanks for Council's support over the years, which has enabled them to maintain this event in the Borough's Cultural Calendar.

The Head of Leisure Services advised members that Council has contributed £1000 to the Drama Festival each year since 2001. This money is used to cover the costs of the hire of the Town Hall for the duration of the festival.

It was proposed by Councillor Finlay, seconded by Councillor Robinson and **AGREED:**

***to recommend that Council support the Drama Festival in 2008 and agree the final contribution at the Council meeting on 7<sup>th</sup> January 2008, to allow the Head of Leisure Services to ascertain if a contribution of £1000 covers the entire cost of the hire of the Town Hall facilities.***

### **338.21 MUSEUM PROJECT MANAGEMENT TEAM**

A meeting of the Museum Project Management Team was held on Monday 10<sup>th</sup> December 2007. The minutes of the meeting are attached as Appendix 2.

#### **MATTERS ARISING**

##### **21.1 Study Tours**

The invitation to visit museums in Down and Newry and to visit the new "Story of Derry Exhibition" in the Tower Museum is open to all members.

After discussion it was **AGREED:**

***to recommend that the study tour take place on 10<sup>th</sup> or 11<sup>th</sup> January 2008, the Head of Leisure Services to inform members of the arrangements.***

##### **21.2 Adoption of Minutes**

It was proposed by Councillor Robinson, seconded by Alderman Campbell and **AGREED:**

***to recommend that the minutes of the Museum Project Management Team, held on Monday 10<sup>th</sup> December, be confirmed as a correct record.***

### **338.22 CAUSEWAY COAST AND GLENS TOURISM MARKET RESEARCH**

The matter was deferred from the November Leisure and Amenities Committee meeting.

Causeway Coast & Glens Tourism Consortium (CCAG) has invited tenders for the provision of market research services for the partnership area comprising Ballymoney, Ballymena, Coleraine, Carrickfergus, Larne, Limavady, Moyle and Newtownabbey, for the period January 2008 – December 2008, with the option of extension annually at the sole discretion of CCAG until a date not later than 2010. The option to extend will be dependent upon satisfactory performance of the Contractor. Ballymoney's share of the cost of the assignment is £2875.00

The annual report will provide tourism performance at regional and each district council level and will allow assessment of volume, value and profile of visitors to the region. This information will be of benefit in relation to identification of new tourism projects/products for development in the next round of EU funding. It will also be of benefit to leisure services in the development and improvement of existing product.

It is **RECOMMENDED** that a contribution of £1437 be made from the leisure services budget, a similar amount being recommended by economic development, Council's contribution being on the basis that all Councils will contribute.

It was proposed by Alderman Simpson, seconded by Councillor Finlay and  
**AGREED:**

*to recommend that a contribution of £1437 be made from the leisure services budget, a similar amount being recommended by economic development, Council's contribution being on the basis that all Councils will contribute.*

### **338.23 CAUSEWAY COASTAL ROUTE INTERPRETATION**

The matter was deferred from the November Leisure & Amenities Committee.

CCAG has funding which NITB has agreed could not just be used for interpretation but also to develop the tourism product and infrastructure along the Causeway Coastal Route. The Head of Leisure Services gave an outline of the proposed technical study. A list of Tier 1 sites, previously compiled by the local authorities and the Heritage Trust and agreed by NITB, includes Drumaheglis Marina. NITB has suggested that the study would be used as a basis to co-ordinate the future development of the infrastructure and interpretation on the route. NITB are also considering an additional piece of work to examine how best to stimulate the private sector and promote entrepreneurship in the development of additional business opportunities along the route.

A contribution of £850 towards the cost of the technical study is sought from Council.

**Councillor Patterson left the meeting at 9.45pm.**

After discussion it was proposed by Councillor Robinson, seconded by Councillor Finlay and **AGREED:**

*to recommend that Council contribute £850 to the Causeway Coastal Route Interpretation technical study.*

### **338.24 RIDING FOR THE DISABLED ASSOCIATION – DEVELOPMENT OF A NEW ARENA AT CASTLEROE ROAD, COLERAINE**

The Riding for the Disabled Association has written to Council to request a grant to assist them in putting the full funding package in place for the development of a new arena at Castleroe Road, Coleraine.

The association has purchased a 13.5 acre site, received outline planning permission and submitted an application to the Building Sport Programme of Sport NI, as a result of which £700,000 has been set aside for the project. Sport NI has accepted their design proposals in principle and has issued permission to proceed with a full planning application.

The Association also point out that:

- they attended a meeting of the Leisure & Amenities Committee where it was agreed in principle to offer support to Coleraine RDA.
- A significant proportion of riders originate from the Ballymoney area including pupils from Ballymoney High School, Our Lady of Lourdes

High School and clients of Millbrook Adult centre, in excess of 20 persons weekly.

The Chief Executive advised members that this request again highlights the need for members to give consideration to whether or not to develop a policy to consider requests for capital or revenue funding from organisations.

It was proposed by Councillor Finlay, seconded by Councillor Robinson and  
**AGREED:**

***to recommend that the matter be deferred for one month.***

### **338.25 BELFAST TELEGRAPH SPORTS AWARDS**

Council has purchased a table of 10 at the Sports Awards in January 2008.

It was proposed by Councillor Finlay, seconded by Councillor Robinson and  
**AGREED:**

***to recommend that the Chair of the Leisure & Amenities Committee nominates those to attend the awards.***

**The meeting concluded at 10.05pm.**

#### Appendices

1. Neighbouring Council's contribution to other bodies for capital purposes.
2. Minutes of Museum Project Management Team held Monday 10<sup>th</sup> December 2007.

## **Policy Issues**

### **1. Who can apply for funding**

The policy applies to not-for-profit organisations within the Borough. Examples of such bodies which would be eligible to apply for funding would therefore include sports clubs and community groups.

For-profit organisations would be ineligible for this type of funding.

### **2. What type of expenditure can be funded**

Expenditure on the proposed project should be consistent with, or complimentary to, Council's statutory responsibilities. There must be a clear benefit to the community, not just to the organisation itself, and the project should contribute to the infrastructure or social fabric of the Borough. Council may consider land purchase or other "in-kind" support where appropriate.

### **3. Nature of Proposed Project**

It is important that various details of all such projects are outlined fully to Council, in order to ensure that decisions can be made with knowledge of all relevant matters. Such details would include the following:

- A description of the project
- Justification for the project (how it meets local needs/demands)
- Estimated Costs
- Economic Appraisal
- Other sources of funding
- Benefits to the Community

### **4. How much finding may be made available**

It needs to be recognised that the requesting body would be the prime beneficiary of the contribution. There will need to be benefit to the wider community to justify consideration by Council, but a proportion of up to 10-20% of the overall project costs being provided by Council would normally be appropriate.

### **5. Phasing of Council Funding**

Major contributions to other bodies have a significant impact on Council Rates and budgets. Therefore, any aid provided in future will be spread over a number of years (up to 5) to ensure that the impact on Rates in any one year is not too dramatic. The precise phasing would depend on the amount of funding required and the competing demands at the time.

Projects will be considered in Autumn of each year, alongside Council's own Capital Expenditure Programme.

## 6. Evaluation of Projects for possible Funding

Given that the amount of money available for funding such projects is limited, Council will use certain criteria in assessing the extent of assistance, if any, to be given to particular projects. Such criteria include:

- Does the project provide infrastructure in the area currently under-represented within the Borough
- The proposed utilisation of the facility by the group and the wider community
- The benefits to the Borough of having a facility in our area
- Impact on tourism and employment
- Social needs addressed by the project
- Equality Issues
- Amount of funding requested relative to the total amount available and total cost of the project

## 7. Funding Agreement

Should Council agree to award some funding to a project, the organisation concerned will have to enter into a legal agreement with Council, covering the following matters:

- The project must not commence, or be contractually committed, before a written offer of funding from Council has been received.
- When eligible work is completed, receipts, invoices etc must be made available to officers of the Council.
- Where necessary, planning permission must be obtained.
- Completed work must be inspected by appropriate officers of the Council and certified by them as being complete and up to the required standard.
- Where appropriate, officers for the Council must be satisfied that appropriate arrangements have been made for the ongoing management and maintenance of the facility, including insurance, and such arrangements for wider community use as are required.
- Security of tenure exists, where appropriate, for any land and buildings concerned.
- If the facility receiving funding is disposed of or ceases to be used for the intended purpose within 10 years of funding being provided by Council, the Council will be repaid in full.
- Council's contribution must be secured on the asset itself for an appropriate period of time.

**APPENDIX 2**

**Meeting 1**  
**Minutes of Museum Project Management Team Meeting**  
**Monday 10 December 2007, 10.30am, Ballymoney Town Hall**

Present                   Ald F Campbell  
                              Ald H Connolly  
                              Cllr E Robinson

In Attendance:        Head of Leisure Services (HLS)  
                              Cultural Services Officer (CSO)  
                              Museum Manager (MM)  
                              Causeway Museum Service Officer (CMSO)

**1. Apologies**

Apologies were received from Alderman J Simpson, Cllr J Finlay, Cllr A Patterson & Cllr A Cavlan.

**2. Appointment of Chair**

It was proposed by Ald H Connolly, seconded by Cllr E Robinson and agreed that Ald F Campbell be appointed as Chair.

**3. Appointment of Vice Chair**

It was proposed by Ald F Campbell, seconded by Cllr E Robinson and agreed that Ald H Connolly be appointed as Vice Chair.

**4. Project Update**

The CSO reported that Heritage Lottery Fund (HLF) had notified Council on 12 September that its Stage 2 application for funding the fit out of Ballymoney Museum had been successful, awarding up to £288,500. This is approximately 75% of the total eligible cost of the project.

The CSO advised that the award is subject to a number of standard and special conditions being met and that work cannot commence on the project until HLF are satisfied that these conditions have been met and have granted permission to start.

The special conditions are that Council must confirm in writing that it will improve security at the Museum as recommended by the external institutions providing objects on loan and that before it claims any part of the Grant it must carry out the necessary security arrangements.

Once a letter has been sent to HLF confirming that the security issues highlighted in the report prepared by Museums, Libraries & Archives Council have been addressed, a meeting will be arranged of the Museum Project Management Team (MPMT) and the project consultants, Haley Sharpe Design (HSD).

The CSO advised members that in the meantime, preparation is continuing. The MM has been investigating potential loans from national and regional institutions. Conservation assessments have been made and work have been carried out on parts of the collection with grant aid from the Northern Ireland Museum Council.

A number of purchases have also been made to enhance the collection, some of which have been grant aided.

The project is however now 3 months behind schedule. In the original programme it was hoped to have a soft opening in Nov 08 with the official opening and the first major temporary exhibition in May 2008 to coincide with the 80<sup>th</sup> anniversary of the North West 200. While it is now more realistic that the soft opening will take place in March 2008, it is still the hope that the official opening will take place in May 2008. However any further delays will make this deadline impossible to meet.

The programme of exhibitions in the temporary gallery has now been extended until October 2008.

Members expressed concern that it has taken so long to address the security issues highlighted in the report prepared by the Museums, Libraries and Archives Council in October 2006. The HLS advised that he had asked the Chief Executive (CE) to pursue this matter with the Director of Borough Services and had been assured by the CE that these issues would be addressed within this financial year. It was agreed that the CSO write to the CE expressing the Project Management Team's concern. The Chair also undertook to meet with the CE to discuss this further.

## **5. Budgets**

The CSO reminded members that there were a number of exclusions in HSD 's original costings for the project which need to be included in the budget for this incoming financial year.

These are as follows:

### *1. First Major Temporary Exhibition*

A tool kit has been included for the temporary gallery which will include display cases and a hanging system. However this doesn't include the cost of the first major temporary exhibition which will coincide with the official opening. It is very important that the presentation of this special exhibition is of a similar standard to that of the permanent gallery. It will take a great deal of time in terms of planning, production and installation. The budget for this will include interpretative panels, mounts, photographs and marketing. It also includes a special memento catalogue for visitors. The estimated cost is £10,000.

### *2. Loans from other institutions*

Budget to include curatorial visits for assessment and installation, transport and accommodation. Estimated cost £2000

### *3. Conservation work*

Some items in the collection need to have some conservation work carried out on them before they can be put on display. Estimated cost £2000.

### *4. Design and print of a new Museum Brochure*

Estimated cost £2000

### *5. Mounts to display the objects*

Unfortunately as it is not clear at this stage which objects HSD will use, it is difficult to cost this area. The CSO and CMSO will therefore seek advice from HSD and report back to the next meeting.

The CSO informed members that the HLS will be including these costings in the 2008-09 estimates.

## **6. Study Tours**

The CSO informed members that a number of museums had recently been refurbished and that they may find it useful to visit them. Visits had been arranged two years ago to Sentry Hill, The Tower Museum and Carrickfergus Museum and members and officers had found this an interesting and worthwhile experience.

It was proposed to visit museums in Down and Newry and to visit the new “Story of Derry Exhibition” in the Tower Museum. Both this and Newry are HSD’s projects.

It was agreed that the HLS would raise this at the next Leisure Meeting and explore possible dates for these visits January.

## **7. Any Other Business**

There was no other business.

## **8. Date of Next Meeting**

The next meeting will take place on **Monday 14 January at 10.30am in Ballymoney Town Hall.**