

**BALLYMONEY BOROUGH COUNCIL**

**Leisure & Amenities Committee Meeting No 348 – 16<sup>th</sup> September 2008**

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**Reconvened Meeting 348, 22<sup>nd</sup> September 2008**

<b>348.25</b>	Joey Dunlop Leisure Centre Changing Rooms Tiling	<i>Proceed with a complete refurbishment scheme as detailed in Option 3 and to delegate authority to the Leisure and Amenities Committee to approve the select list and the tender</i>
<b>348.26</b>	Museum Fit-Out – AV and IT Equipment	<i>Grant authority to the Leisure and Amenities October Committee to approve a</i>

*select list of a minimum of  
four companies to be invited  
to tender*

**BALLYMONEY BOROUGH COUNCIL**

Minutes of Leisure & Amenities Committee Meeting No 348 held in the Joey Dunlop Leisure Centre, Ballymoney on Tuesday 16<sup>th</sup> September 2008 at 7.00 pm.

**IN THE CHAIR:** F Campbell

**PRESENT:** **Alderman**  
H Connolly  
C Cousley, Deputy Mayor

**Councillors**  
J Finlay, Mayor  
M McCamphill  
E Robinson

**APOLOGIES** A Patterson

**IN ATTENDANCE** Director of Central & Leisure Services (Items 1-15)  
Director of Borough Services (Items 16-25)  
Committee Clerk

**348.1 MINUTES MEETING NO 347 – 19<sup>TH</sup> AUGUST 2008**

It was proposed by Alderman Connolly, seconded by Alderman Cousley and  
**AGREED:-**

*to recommend that the minutes of Meeting No 347 – 19<sup>th</sup> August 2008 be confirmed as a correct record.*

**AMENITIES****348.2 DRUMAHEGLIS MARINA & CARAVAN PARK**

During the course of the recent August Holiday weekend two related family caravanners forced entry onto land at Drumaheglis and remained for some days until persuaded to depart.

An investigation has been undertaken into site security procedures and certain immediate steps have been taken in an attempt to prevent a recurrence.

**IT IS RECOMMENDED** that the Council's consultants be engaged to draw up a scheme to upgrade the site entrance and so enhance site security at the Council's 5\* facility, it being envisaged that such a scheme, following Council approval, would be undertaken during the time the facility is closed to caravaners and campers.

The Director responded to Members questions.

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

***to recommend that the Council's consultants be engaged to draw up a scheme to upgrade the site entrance at Drumaheglis Marina & Caravan Park.***

The Director then referred to a letter received on 8<sup>th</sup> September from the British Graded Holiday Parks Scheme thanking Council for its participation in the NI Tourist Board accredited scheme and confirming that Drumaheglis Caravan Park has been awarded five stars for the 2009 season.

Members expressed their satisfaction at this achievement, the park's continued popularity and its important contribution to Borough tourism.

\* **Councillor Robinson arrived at 7.20 pm.**

### **348.3 BUS SHELTER PROVISION [2008-2009] - Update**

Council currently has 4 bus shelters in stock. As Members are aware a number of sites have been under investigation recently and details on each are set out below: -

#### **Balnamore**

Following discussions with Translink on usage figures it was confirmed that a bus shelter would be advantageous in Balnamore. Some 30 school children are currently uplifted from the front of Balnamore Primary School and this was judged the most suitable location for a shelter. Agreement was obtained from Roads Service that it would construct a bus boarder in order to accommodate a shelter on the current footpath. However, Balnamore PS Board of Governors were not happy with the proposal on the grounds of loss of parking, anti-social behaviour, graffiti and litter issues. A shelter opposite the Primary School was considered and rejected by Roads Service on the grounds of a decrease in road safety. Given the level of opposition from the Primary School it is felt that the decision to erect a bus shelter in Balnamore should not proceed at present. Roads Service have confirmed they may still carry out the bus boarder works at the school to improve the current road safety situation and the provision of a bus shelter could be re-considered post such work.

### **Finvoy Road at Drumlee Road Junction**

The Council's planning application D/2008/0122/F received full planning approval on 6<sup>th</sup> June 2008. A letter to the Divisional Roads Office is required informing of the intention to commence works, should this be Council's decision.

### **Kirk Road at Topp Road Junction**

The provision of a shelter at this location to accommodate some 8 schoolchildren travelling to Ballymoney in the morning would involve same being located either on the Kirk Road within part of the existing garden area of the home at 1 Topp Road, or directly outside that property. Following discussions with the residents concerned, a letter from them submitted on 19<sup>th</sup> August 2008 confirmed their opposition to the erection of a shelter on the following grounds –

1. The teenagers are brought to the junction by car and do not wait outside on even the most pleasant of weather conditions
2. Obstruction of views to the front (Topp Road)
3. Loss of garden area to accommodate visibility splays (Kirk Road).

It is considered that given the owner's opposition and the low usage levels a shelter at this location is not viable.

### **Ballyknock, Loughguile**

Following site visits and discussions a suitable location for a bus shelter has been identified close to the entrance to the existing Ballyknock Waste Water Treatment Works on the Coolkeeran Road (opposite Knockard Park). Negotiations have taken place with NI Water the owners of the site and there is an agreement in principle for the shelter. NI Water still has to ratify the decision and details of the plot are with the District Valuer, Land and Property Services to assess its value. It is the case that in order to secure the proposed site Council would have to purchase same from NI Water. NI Water has also requested that the construction also would entail the facing/lowering of the adjacent roadside hedges to benefit sightlines. While this site does not present locational issues, it is not a priority bus shelter location in terms of Translink user numbers (currently 4-6 children at peak time). Provided the land value is minimal a shelter could be provided at this location, subject to planning permission.

### **Clintyfinnan**

Following the receipt of a recent residents' petition requesting a bus shelter on both sides of the Gracehill Road, a meeting / site visit took place 19<sup>th</sup> August between all interested parties. It was concluded there were suitable locations for a bus shelter on either side of the Gracehill Road. The proposed Ballycastle bound location would be a replacement for a shelter previously in existence over twenty years ago and Roads Service confirmed they would be in a position to re-instate a footpath link to the site. The site for the Ballymoney bound shelter could easily be located within the existing roadside verge and a footpath currently is in place to the location. Neither shelter

would be located immediately outside any local residents homes. Translink's user numbers would favour the Ballycastle bound shelter at peak school times in the morning. However they confirm that there would be 2/3 persons being collected at any time in either direction during the course of the day. Roads Service would be concerned that the provision of only one shelter Ballycastle bound could lead to road safety problems if elderly people were forced to shelter then cross the busy road (60mph speed limit) to board Ballymoney bound services. Given the concerns of the local residents about the busy road and lack of any shelter and the general bus usage, mainly by senior citizens, it would appear prudent to provide two shelters at this location as they can be readily accommodated at minimum cost.

#### **Charles Street [Clear Channel Limited – Adshel Bus Shelter]**

DRD Roads Service and Clear Channel are working together to provide two bus boarders, one on either side of Charles Street to enable the erection of two single Adshel bus shelters (one outside the School of Music and one at the existing bus stop). Roads Service are currently waiting on plans from NIE through Clear Channel on where they propose to obtain the supply for the shelters. Roads Service will then be able to supply the ducting for them in order to minimise disturbing the new surface on the footway. Roads Service has confirmed that they hope to have the bus boarders completed this year.

#### **Ballybogey [Clear Channel Limited – Adshel Bus Shelter]**

It is hoped that a bus shelter can be provided to service Ballybogey, despite the fact that Planning Service is recommending refusal of the present Clear Channel application [D/2008/0317/F] – a recommendation which came before the Council's Consultation Committee on 15<sup>th</sup> September. Further negotiations will take place with Planning Service for provision at an alternative location.

In the light of the investigations undertaken, **IT IS RECOMMENDED** that -

1. A bus shelter be provided by Council at Finvoy Road at the junction with Drumlee Road;
2. Planning applications are submitted for the provision of two bus shelters at Clintyfinnan and when approval is gained that two bus shelters are then provided there on this busy arterial road.
3. Negotiations are concluded with NI Water in respect of necessary land for the provision of a shelter opposite Knockard Park, Ballyknock.

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

***to recommend bus shelter provision, planning and land negotiations as set out in points 1, 2 & 3 above.***

#### 348.4 TOURIST SIGNAGE - VOW GRAVEYARD

Members will recall that Council facilitated the United Sessions of Ballylaggan and Ballymoney Reformed Presbyterian Churches regarding the placement at the entrance to Vow Graveyard of a memorial stone relating to the Rev William Martin, the first Reformed Presbyterian Minister in Ireland, who was ordained at the Vow. Ballymoney, on 2<sup>nd</sup> July 1757.

Agreement, in principle, has been obtained from both the NI Tourist Board and Roads Service for the erection of 'brown' tourist information signs to aid folk finding the Vow Graveyard, which is unsigned at present. It is proposed that Vow Graveyard would be signed from the B66 Bann Road and then again at the site entrance. This work, to be paid for by Council, would involve the erection of 2 poles and 4 sign plates at a cost of £300.00.

**IT IS RECOMMENDED** that Council signpost the Vow Graveyard as detailed above.

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

*to recommend that Council signpost the Vow Graveyard.*

#### 348.5 CANOE ACCESS SIGNAGE STRATEGY: PARTNERSHIP FUNDING REQUEST

The Lower Bann Canoe Trail was officially launched on 21<sup>st</sup> February 2008 (Minute LAC340.11 refers). Correspondence has been received from CAAN (the Countryside Access & Activities Network) as follows –

*“Due to the successful delivery of 5 island canoe trails and good public access to further lakes, coast and rivers, local people and visiting tourists to Northern Ireland enjoy a unique water-based activity tourism product. To take this product to the next level a need for road signage showing public access to those sites, which are suitable for paddlers, has been identified. Phase II of CAAN’s canoe development programme (set out in it’s 2009-2012 Operational Plan) includes a commitment to implement such a signage strategy with relevant partners including Roads Service and local authorities.*

*I am writing to invite Ballymoney Borough Council to become a partner in this important strategic project. The total project cost is estimated at £119,600 and will include:*

- 1. The design, production and erection of canoe access signs on public roads (brown tourist signage)*
- 2. The development of a printed guide to canoe access locations across Northern Ireland*



3. *The development of an interactive canoe access map to be included on [www.canoeni.com](http://www.canoeni.com)*

4. *A launch event.*

*The amount required from Ballymoney Borough Council is £1,025.82, with match funding being sought from other local authorities, the Department of Agriculture & Rural Development, and the Department for Culture, Arts & Leisure.*

*I would be grateful if you could confirm your interest in partnering with CAAN for the delivery of this project and advise whether funding will be made available for the 2009-2010 financial year.”*

Given the strategic importance of the Council's Drumaheglis Marina & Caravan Park as regards 'river' tourism **IT IS RECOMMENDED** that Council note –

1. that a funding request in the sum of £1,025.82 has been received from CAAN for the 2009-2010 financial year; and
2. that discussions are underway with CAAN to determine the benefits of its present signage proposals as regards the Borough.

In response to Councillor Finlay, the Director of Borough Services advised that it was his understanding that private laneways would not be signposted as access routes to the river.

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

***that Council agree, in principle, to CAAN's funding request subject to Council budget setting exercise for 2009/10.***

Councillor Robinson advised members that the National Association of Councillors, of which she is a member, are orchestrating an event in spring 2009 whereby the NAC are requesting Councils, at no cost to themselves, to forward nominations on local centres of excellent. Having received numerous complimentary comments relating to Drumagheglis Marina and Carvan Park, Councillor Robinson expressed the view that Council should nominate this facility at the event.

### **348.6 AMENITIES SUB-COMMITTEES**

**IT IS RECOMMENDED** that at the Leisure & Amenities Committee meeting in September the next meeting dates for the undernoted Amenities Sub-Committee be arranged –

- 1) Cloughmills Recreational Facility Sub-Committee; and
- 2) Megaw Park Sub-Committee

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

***to recommend that the date for both meetings be set at the next meeting of Council on 6<sup>th</sup> October 2008.***

### **348.7 BALLYMONEY CEMETERY MEMORIALS**

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

#### Section I2 No. 101 & 102

Mrs. Torrens, 81 Ballybogey Road, Ballymoney  
Black Granite Headstone and Base

#### Section I3 No. 39

Mr. William Dunlop, 6 Railway View, Macfin, Ballymoney  
All Polished 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 Finlay and **AGREED:**

***to recommend that Council grant permission to the above applicants to erect memorials as detailed.***

### **348.8 RECENT FLOODING**

As members are aware Committee was asked to note at its August meeting that recent flooding had occasioned damage at both the Council's Drumaheglis Marina & Caravan Park and Riverside Park, Ballymoney. It is estimated that the cost of repairs/reinstatement, etc is £8,700, excluding any work as regards the 'old jetty' at Drumaheglis.

Councillor Robinson extended thanks to Environmental Health Officer Mr Damian Gavin for his assistance during the flooding and requested that council's appreciation of his efforts be passed on to him.

### 348.9 COUNTRYSIDE WALKS PROGRAMME 2008

Members are informed that the 2008 Countryside Walks Programme has concluded successfully for another season with some 283 walkers attending the 8 walking events (average 35 walkers per event). The Bank of Ireland continues to sponsor the Programme annually to the sum of £100. This year the Leslie Hill Walk had to be postponed at short notice due to unforeseen circumstances on the part of the Leslie Family. However, the re-scheduled walk on August 13 was well attended by 50 participants. The Benvarden Estate and River Bush Walk on July 24 proved the most popular walk with over 70 participants attending. As with the 2007 Walks Programme, rain attempted to stop play when both the Riverside Ramble on August 6 and the Livery Hill/Metal Bridge Walk on August 18 were a washout. Despite this some 14 people turned up to each event regardless of the weather, a reflection on how much the walks are appreciated. Tea and biscuits were made available at 5 of the events and this continues to be a very popular element of the programme. Total revenue from all 8 events came to £276.

### 348.10 RIVERSIDE PARK, BALLYMONEY

At Committee's request, the cost of replacing the extant chestnut pale fencing at Armour Avenue/Raceview Drive with the Ibox premier fencing system used along the majority of that park boundary was sought. The present cost is approximately £4,750. It should be noted that presently, prices are only being held for 30 days due to the volatility in world steel prices.

Members are also asked to note that there are presently ongoing, anti-social and vandalism issues at Riverside Park. Concern has been expressed as to a particular exit etc at Armour Avenue and the view expressed that such is unnecessary. In order to undertake the work, which might assist in resolving anti-social behaviour at the particular location mentioned, an expenditure of £2,600 would be incurred.

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

***to recommend that Council undertake work to the exit at Armour Avenue at a cost of £2,600 and that the issue of replacement fencing be dealt with when Council deals with its 2009-10 budget.***

### 348.11 CARNANY PLAY AREA PROPOSAL

An approach has recently been made by NITAP on behalf of Community Association to the effect that Council consider using part of its land, namely the recreational area/park at Carnany, for the provision of all-weather tennis courts. It has been stated that the Community Association may be in a position to offer some financial support towards the proposed project.

The Director of Borough Services explained that the programme has to be completed by the end of March 2009 and that budget provision has not been made for such a programme in 2008/09 period.

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

*to recommend that the request be noted.*

### **348.12 COUNCIL PLAY AREA REFURBISHMENT PROGRAMME**

Work has been undertaken to reassess the remaining 13 Council Play Areas, which have not as yet been upgraded and cost estimates have been prepared. This information is to be found as Appendix 1 to this report. It should be noted that Scally park has been excluded and that a proposal in respect of the Jubilee Play facility at Riverside Park, Ballymoney has been included.

A discussion ensued. Councillor Finlay suggested that the matter be deferred until the rates estimate exercise. Director of Borough Services advised that the costing information now supplied, together with the survey and useage work previously reported gave Members as full a picture as possible. Councillor Robinson mentioned that Council might be able to benefit from funding offered under the auspices of the new Rural Development money.

### **348.13 LOWER BANN CYCLEWAY ROUTE LAUNCH**

Members were asked to note that the Lower Bann Cycleway Route (N96) was launched on 21<sup>st</sup> August. Sustrans, the event organisers, chose to undertake the launch at Drumaheglis Marina & Caravan Park and at Ballymoney Town Hall.

### **348.14 DRUMBOLCAN PARK, RASHARKIN**

The Director of Borough Services reported that a letter of thanks had been received from Rasharkin District LOL for the use of Drumbolcan Park playing fields in July.

### **348.15 TRANSLINK – ULSTER IN BLOOM AWARD**

Members were informed by the Director advised that Ballymoney has been placed 2<sup>nd</sup> in the Ulster in Bloom Town Category, with 1<sup>st</sup> place going to Coleraine and 3<sup>rd</sup> place to Banbridge. He intimated that this was the best result ever achieved by Council in Ulster in Bloom. Councillor Robinson extended thanks to staff in the Directorate for their contribution to the Council's achievement, a sentiment endorsed by other Members, including the Committee Chair. The Mayor in congratulating the staff concerned extended an invitation to them to the parlour in order that he might thank them personally for their efforts.

- \* **The Director of Central & Leisure Services joined the meeting at 8.35 pm.**

## **LEISURE SERVICES**

### **348.16 MIDNIGHT SOCCER PROGRAMME**

Alderman Connolly referred to an incident at the Joey Dunlop Leisure Centre on Friday night during the Midnight Soccer Tournament. He advised that he was contacted by one of the Community Groups involved in the tournament and expressed concern and regret at what was reported to him.

The Director advised that the programme has been suspended for two weeks and that a meeting would be organised involving all relevant groups and organisations to consider what further action is necessary.

### **348.17 JOEY DUNLOP LEISURE CENTRE – ENERGY COSTS**

In this year 2008/09 the Council agreed the following energy budgets for the Leisure Centre –

Electricity	£60,000
Heating Oil/Gas	£75,000

In the first 4 month period this year – 1 April – 31 July 2008 the actual energy costs are as follows

Electricity	£28716 ie 48% of budget
Heating Oil/Gas	£24562 ie 33% of budget

Taking account of predicted price increases the estimated cost of the electricity for the year is around £120,000.

While the Council has a fixed price contract for gas for 2 years it is difficult to predict oil prices to the end of the year, however it is unlikely that the existing budget will be adequate to cover the cost.

In 2007/08 the annual throughput of the Leisure Centre was 453,924 and a gross income of £752,568 was generated.

Approval is sought to incur the additional expenditure on electricity, gas and heating oil for the Joey Dunlop Leisure Centre in 2008/09.

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

***to recommend that approval be granted to incur additional expenditure on electricity and heating oil in 2008/09 at the Joey Dunlop Leisure Centre.***

\* Alderman Connolly left the meeting at 10.50 pm.

### **348.18 COMMUNITY SUPPORT GRANT SCHEME – GUIDANCE NOTES**

Guidance Notes for the Community Support Grant Scheme and a schedule of all the grants awarded this year to end August 2008 were circulated.

Committee previously agreed that the criteria of the Community Support Grant Scheme would be reviewed and revised if necessary, in advance of the new financial year.

A discussion ensued with members considering:

- Increase in grant
- Reduction from two biannual applications to one annual application
- Applications from schools
- Constitution of Bodies
- Number and regularity of applications
- Criteria for Festival Fund
- Success of Festival Fund

The Director of Central & Leisure Services agreed to provide members with a list of 2007/08 grants awarded.

It was **AGREED:**

***to recommend that the criteria for awarding grants under the Community Support Grant Scheme remains unchanged.***

### **348.19 GOOD RELATIONS GRANTS**

The following application for grant was considered:

(i) The Mill Youth Club for assistance towards a cross community outing.

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

***to recommend that Council award £300.00 to the Mill Youth Club***

**348.20 VINTAGE JAPANESE MOTORCYCLE CLUB**

The secretary of the Vintage Japanese Motorcycle Club has written to Council requesting financial support towards their 'Roon the Toon' motorcycle parade in August 2009. The Club also is requesting the opportunity to make a presentation to Council.

The Club advises that it has successfully organised the Roon the Toon event for the past 3 years which has attracted thousands of visitors to Ballymoney.

Committee is asked to consider receiving a presentation by the Vintage Japanese Motorcycle Club at the October meeting.

It was proposed by Councillor Finlay, seconded by Councillor Robinson and

**AGREED:**

***to recommend that Council extend an invitation to the Vintage Japanese Motorcycle Club to give a presentation to the Leisure & Amenities Committee in advance of consideration of the Club's request for financial support.***

**348.21 APPOINTMENT OF MUSEUM WORKING GROUP**

A Museum Working Group was established during the previous 2 years to deal with the Museum project. The Museum Fit Out project is expected to commence in November 2008 with the expected date of opening the Museum of May 2009.

It was proposed by Councillor Finlay, seconded by Councillor Robinson and

**AGREED:**

***to recommend that the Museum Working Group be re-appointed, the members being:***

***Alderman Campbell  
Alderman Simpson  
Councillor Cavlan  
Councillor Patterson***

***Alderman Connolly  
Councillor Finlay  
Councillor Robinson***

**348.22 LEISURE SERVICES BUSINESS PLANS FOR 2008/09**

Business Plans for Leisure Services, Cultural Services, Tourism and Events and Good Relations, Community Support and Community Festivals, have been delivered for the year 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009.

The plans detail the work, which will be undertaken within the budget limits, approved by Council for the year 2008/09. The plans are attached as Appendix 2.

**IT IS RECOMMENDED THAT** Council endorse the plans for 2008/09.

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

*to recommend that Council endorse the plans for 2008/09*

### **348.23 LETTERS OF THANKS – ARMOY MOTORCYCLE ROAD RACING CLUB**

The Director of Central & Leisure Services advised members that the Chairman of Armoiy Motorcycle Road Racing Club has written thanking Council for its financial support and advising that plans are progressing for a national road race in August or September 2009.

### **348.24 HEALTH SUITE CHARGES – JOEY DUNLOP LEISURE CENTRE**

At the request of the Mayor, the Director of Central & Leisure Services agreed to look into setting a separate charge for Health Suite use only at the Joey Dunlop Leisure Centre.

### **348.25 JOEY DUNLOP LEISURE CENTRE TILING**

As council members will be aware officers have been in discussion with the Councils Solicitor and Architects with regard to resolving the on going problem with tiles falling of the changing rooms walls.

Such has been the concern for health and safety with regard to large areas of wall being left un- tiled that Council agreed to undertake temporary remedial tiling work and this was carried out at end of June/beginning of July by a local tiling contractor.

Officers have consulted the Council's Architects who have drawn up possible schemes to resolve the present tiling problem and has priced same.

- Option 1 is to retile both male and female changing rooms
- Option 2 is to re-tile and refurbish ie replace showers, basins, sanitary wear in both changing facilities.
- Option 3 is to re-tile and refurbish changing rooms and re-tile floor and walls of corridor between changing rooms and swimming pool.

The Director advised the Committee of the estimated costs of the three options and advised that no budget had been set for this work in 2008/09.

It has been suggested by the Architect that since the retiling of the changing room means the closure for 4 weeks to allow the removal of all tiles and adhesive that council should consider a complete refurbishment package as being most cost effective and would leave the area in keeping with the high standard expected by



Leisure Centre users. The finish would be similar to the tiling in the health suite changing facility.

From an operational point of view to close the changing rooms would result in the closure of the pool and since there is already a maintenance contract planned for December 2008 to do with water controls this may be the most cost effective time to carry out the work as well as keep customer disruption to a minimum.

Council's solicitor has been asked to prepare a report on possible redress for the additional costs associated with the need to retile the changing rooms.

Issues discussed included:

- The area of the remedial tiling
- Cost funding for a re-tiling scheme
- Health and safety issues
- Timescale for work to be undertaken

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

***that the meeting be adjourned until Monday 22<sup>nd</sup> September at 6.15 pm in the Council chamber to enable members to view the changing rooms at the Joey Dunlop Leisure Centre.***

**The meeting closed at 10.47 pm.**

**The meeting reconvened on Monday 22nd September 2008 in the Council Chamber, Riada House, Ballymoney at 6.15pm.**

**IN THE CHAIR:** Alderman F Campbell

**PRESENT:** **Alderman**  
H Connolly  
J Simpson

**Councillors**  
A Cavlan  
M McCamphill  
T McKeown  
E Robinson

**APOLOGIES** Aldermen  
C Cousley  
  
Councillors  
A Patterson

**IN ATTENDANCE** Director of Central & Leisure Services  
Committee Clerk

**348.25 JOEY DUNLOP LEISURE CENTRE CHANGING ROOMS TILING**

- \* **Alderman J Simpson arrived at 6.25pm**
- \* **Councillor M McCamphill arrived at 6.25pm**
- \* **Councillor T McKeown arrived at 6.25pm**

Members, having viewed the Joey Dunlop Leisure Centre Changing rooms discussed their condition. A number of members commented on the very poor state of the changing rooms and felt that they should be completely refurbished. Members also commented on the excellent facilities at the Leisure Centre and how widely used they are.

The Director advised that in the financial year 2007/08 the throughput of the Leisure Centre was 453,924 and the gross income was £752,568.

The Director further advised that the estimated cost of the full refurbishment of the changing rooms ie: Option 3 is £225,000.

In response to a query relating to the remedial tiling works the Director advised that this tiling work was done as a temporary measure to address Health and Safety

issues and that as no preparation work was done to the walls the tiler was not in a position to offer any guarantee for the work.

The Director detailed the timescale of the tendering process and suggested that authority could be delegated to the Leisure and Amenities Committee to approve the select list and the tender to enable the works to be done in December 2008, with least disruption to the Leisure Centre users.

It was proposed by Councillor Cavlan, seconded by Councillor McKeown and  
**AGREED:**

***to recommend to (i) proceed with a complete refurbishment scheme as detailed in Option 3 and to (ii) delegate authority to the Leisure and Amenities Committee to approve the select list and the tender at its meetings in October and November respectively.***

### **348.27 MUSEUM FIT OUT – AV & IT EQUIPMENT**

The Director advised that a separate tendering process was required for the Audio Visual and IT Software and Hardware within the Museum fit-out project.

She advised that expressions of interest were currently being invited by public advert, from suitable companies and recommended that Council delegate authority to the Leisure and Amenities Committee in October to approve a select list of a minimum of 4 companies to be invited to tender, so that this project can progress at the same time as the main fit-out contract.

It was proposed by Alderman Connolly, seconded by Councillor Cavlan and  
**AGREED:**

***to recommend to Council to grant authority to the Leisure and Amenities October Committee to approve a select list of a minimum of four companies to be invited to tender for Audio-Visual equipment, IT Software and Hardware for the Ballymoney Museum.***

The meeting closed at 7pm.

### **Appendix 1 - Council Play Area Refurbishment Programme**

**Appendix 2 – Leisure Services Business Plan 2008/09  
Cultural Services Business Plan 2008/09  
Tourism Services Business Plan 2008/09  
Good Relations, Community Support Service Plan 2008/09**

## APPENDIX 1

Play Area Upgrades

At the remaining 13 Play Areas to be upgraded I have grouped these into 3 area categories:

1. Large (up to 441 m<sup>2</sup>)
2. Medium (up to 315 m<sup>2</sup>)
3. Small (up to 225 m<sup>2</sup>)

**Large**

1. This takes into consideration the locality ie large established village, big population and high demand etc.

Size of the area is governed by the equipment and safety surfacing.

Examples of large sites currently in use would be Balnamore (360m<sup>2</sup>) and Magherahoney (394m<sup>2</sup>). Items of equipment to include swings, large climbing centre, see-saw and 3 springers.

**Medium**

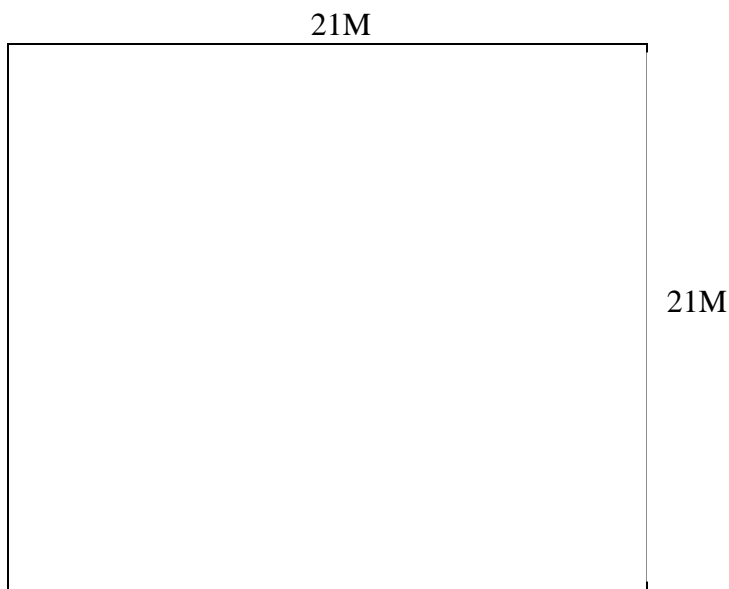
2. To suit medium housing development/hamlet area. Examples of medium sites currently in use would be Dunaghy (282.7m<sup>2</sup>) and Rockend (258.7m<sup>2</sup>). Items of equipment to include swings, smaller sized climbing centre, see-saw and 2 springers.

**Small**

3. To accommodate small rural housing developments with lower usage. Example of a site currently in use would be Killyrammer (183.5m<sup>2</sup>). Items of equipment to include swings, small climbing centre, see-saw and 1 springer.

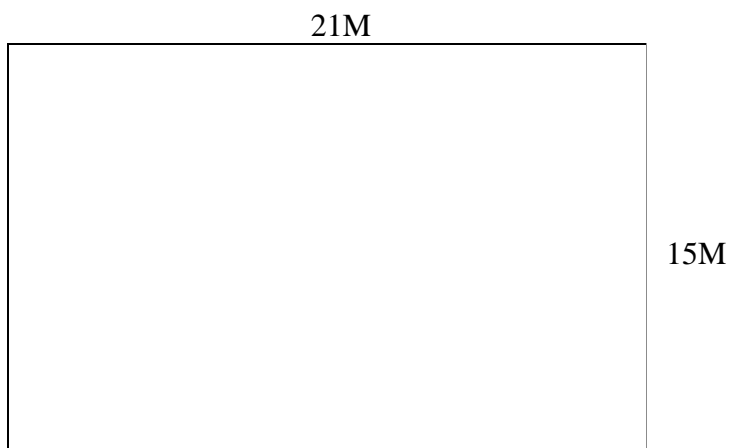
APPENDIX 1

**Play Area Sizes and Equipment**



- 2 Flat Swings
- 2 Cradle Swings
- 1 Bravo (051) Climbing Unit
- 1 See-saw
- 3 Springers

Wet Pour 122m<sup>2</sup>  
Tarmac 319m<sup>2</sup>

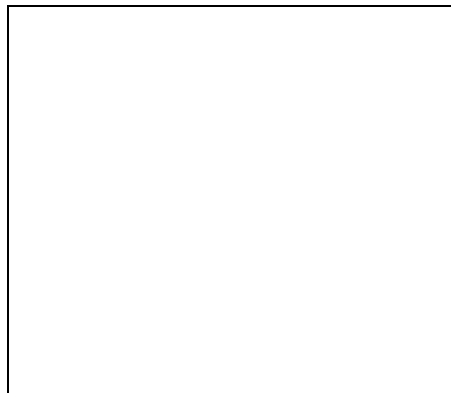


- 2 Flat Swings
- 2 Cradle Swings
- 1 Bravo (032) Climbing Unit
- 1 See-saw
- 2 Springers

Wet Pour 106m<sup>2</sup>  
Tarmac 209m<sup>2</sup>

15M

## APPENDIX 1



15M

2 Flat Swings  
 2 Cradle Swings  
 1 Bravo (032) Climbing Unit  
 1 See-saw  
 1 Springer

Wet Pour 100m<sup>2</sup>  
 Tarmac 225m<sup>2</sup>

**Not to scale****Play Area Upgrade Estimate**

Play Areas: Large – L  
 Medium – M  
 Small – S

**Play Area Location****Estimated****Cost**

Fernbank	S		£50,000
Ballyknock	M		£60,000
Ben Vista	S		£50,000
Cloughmills	L	(at current site)	£100,000
Glebeside	L		£75,000
Carnany	L		£75,000
Greymount Park	M		£60,000
Lislagan	S		£50,000
Balnagarvey	M		£60,000

## APPENDIX 1

Drumaheglis	M	£60,000
Seacon	M	£60,000
Megaw Park	L	£75,000
Westgate	M	£60,000

Note: Jubilee Play Park.

Estimate to replace tiled safety  
surfacing (due to wear) with  
wet pour surfacing.

£20,000

**Total: £855,000**

## APPENDIX 2

**Leisure Services Business Plan for 2008/2009****Leisure Management incorporating Joey Dunlop Leisure Centre and Sports Development Unit**

Vision for 2008-09	<ul style="list-style-type: none"> <li>• To increase the participation in leisure facilities and programmes thus ensuring the improvement in health and wellbeing of all those who work, play or reside within the Borough.</li> <li>• Leisure centre and catering income to achieve projected budget £620k (net).</li> <li>• Leisure centre participation to increase from 453k to 455k.</li> <li>• To achieve a trading surplus from the catering operation</li> <li>• Implement the Sports Development Units plans</li> <li>• Further develop the community sport programme including disability provision and physical literacy</li> <li>• To improve energy efficiency and reduce the carbon foot print of JDLC</li> <li>• The Refurbishment of Sports hall floors at JDLC, bleacher seating and rebound walls</li> <li>• Upgrade of PA System and Anti scalding Valves at JDLC</li> <li>• Replacement of fencing and Gates at JDLC</li> <li>• Official opening of Health suite and Treasure Island projects and effectively market the business to new customers</li> <li>• Establish a Causeway wide coach education programme</li> </ul>
Business Development	<p><b>The delivery of the following;</b></p> <ol style="list-style-type: none"> <li>1. Purchase new Cardiovascular equipment for Health and Fitness Club 4<sup>th</sup> August 2008</li> <li>2. Re-negotiate the existing Fitness Provider service contract 1<sup>st</sup> August 2008</li> <li>3. Re introduce a beauty/alternative therapy clinics</li> <li>4. Replace Swimming pool blankets July 2008</li> <li>5. Re-introduce the GP referral Programme to JDLC</li> <li>6. Improve and further develop an Active aging programme</li> <li>7. Sports Development to run Cheetahs, Pumas, Leopards and Tigers sections of Wildcats club</li> <li>8. Review NOP for Health Suite and Treasure Island</li> <li>9. Review JDLC Risk Assessments</li> <li>10. Promotion and Development of Tennis through partnership of JDLC and Sports Development</li> <li>11. Development of a SDU coach delivery programme for all activities</li> </ol> <p>All work to be completed/delivered by March 2009</p>
Staff / Staff Development	<ul style="list-style-type: none"> <li>• Implement where appropriate the ISRM Integrated</li> </ul>



## APPENDIX 2

	<p>Management system</p> <ul style="list-style-type: none"> <li>• Review and were appropriate provide training to newly recruited staff for the restaurant</li> <li>• Additional ongoing training and guidance for lead attendants in leadership and operational procedures.</li> <li>• On going training for <b>all</b> lifeguard staff in life saving and First Aid to meet H&amp;S standards (lifeguarding 7<sup>th</sup> edition and St John Ambulance first aid qualification renewed ever two years).</li> <li>• Insure Health and Fitness Club staff Continue their C.P.D with REP'S</li> <li>• Fire appliance training for <b>all</b> staff.</li> <li>• Training for Staff in ECDL where appropriate</li> <li>• Ongoing CPD for Sports Development Staff</li> <li>• SDO to undertake Advanced Dip Management Practice</li> <li>• Leisure watch train for 80% of all Leisure services staff</li> </ul>
External Liaison	<ul style="list-style-type: none"> <li>• CLOA</li> <li>• Northern Partnership for Physical Activity.</li> <li>• Sport North East</li> <li>• Ballymoney Sport Advisory Committee.</li> <li>• Pulse fitness.</li> <li>• Coleraine, Limavady and Moyle Borough Council Sports Development Unit</li> <li>• Sport Northern Ireland</li> <li>• N.E.E.L.B and School PE Departments</li> <li>• Northern Health Trust, Health Promotion Service.</li> <li>• Good Relations- Summer activity Schemes.</li> <li>• Community Associations and Sports Clubs</li> <li>• SkillsActive</li> <li>• Northern Investing For Health Partnership</li> <li>• Ballymoney Sports Advisory Committee</li> <li>• Brochures, posters, flyers produced four times a year. Press releases and printed material to be produced in advance of activity programme enrolments to maximise sales.</li> </ul>
Resource Management	<ul style="list-style-type: none"> <li>• To review with the assistance of an external consultant all Health and safety risk assessments with regard to the Joey Dunlop Leisure Centre and Sports Development.</li> <li>• To review the Manpower plan for leisure services</li> <li>• To implement energy efficiency by converting to natural gas for JDLC and a fixed price two year contract</li> <li>• Monitor and valuation of SDO Initiatives</li> </ul>

## APPENDIX 2

External Standards	<ul style="list-style-type: none"> <li>• Improve on performance by being listed inside the top 5 councils in the national customer satisfaction survey for delivery in indoor leisure. Presently listed 7<sup>th</sup> equal.</li> </ul>
Results	<ul style="list-style-type: none"> <li>• Deliver on Agreed Budgets with regard to expenditure and income</li> <li>• Maximise income from fees, charges and grants between 5-10%</li> <li>• Control absenteeism for indoor leisure</li> <li>• Continue to compete against the performance of other leisure centres as required by Performance Indicators produced by the DOE.</li> <li>• To remain an approved IQL lifeguard training centre (reviewed annually).</li> <li>• To Deliver 80% of all proposed SDU and CSPO programmes</li> </ul>

## APPENDIX 2

**Cultural Services Business Plan 2008-09**

Vision for 2008-09	<ul style="list-style-type: none"> <li>• Provide quality arts programme and increase participation in arts activities</li> <li>• To provide a quality museum service for both residents and visitors to the Ballymoney Borough</li> </ul>
Business Development	<ul style="list-style-type: none"> <li>• Continue to offer a high quality of arts events and activities for both residents and visitors to the Borough</li> <li>• Continue to offer a diverse and high quality programme of temporary exhibitions in Ballymoney Museum. This will however be a reduced programme as the museum will be closed temporarily to facilitate the fit out.</li> <li>• Develop and implement a marketing plan for Ballymoney Town Hall and Museum and the services provided within it</li> <li>• Develop an Exhibition's Policy</li> <li>• Identify opportunities to increase budgets</li> <li>• Completion of Museum Fit-out by March 09</li> <li>• Implement the Ballymoney Museum Documentation Plan</li> <li>• Completion of Art of Regeneration project with delivery of 6 pieces of public artwork in 6 community play areas.</li> </ul>
Staff / Staff Development	<ul style="list-style-type: none"> <li>• Identify opportunities for staff development to include the following areas; <ul style="list-style-type: none"> <li><i>Customer Care</i></li> <li>Health &amp; Safety &amp; Risk Assessments</li> <li>Marketing</li> <li>Events Management</li> <li>Retailing</li> <li>Computerised stock control</li> <li>Child Protection</li> </ul> </li> <li>• Specialised Museum Training</li> <li>• Good Relations Training</li> </ul>
External Liaison	<ul style="list-style-type: none"> <li>• Maintain public awareness of the Museum Fit-out project through the local media and public meetings</li> <li>• Media</li> <li>• Ballymoney Borough Arts Committee</li> <li>• Causeway Coast Arts</li> <li>• Coleraine Borough Council</li> <li>• Arts Council of Northern Ireland</li> <li>• Arts Managers Group</li> <li>• Causeway Museums Service</li> <li>• Northern Ireland Museums Council</li> </ul>

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	<ul style="list-style-type: none"> <li>• Irish Museums Association</li> <li>• Museums Association</li> <li>• University of Ulster</li> <li>• Queen's University Belfast</li> <li>• Museums, Libraries and Archives Council</li> <li>• Department of Culture &amp; Leisure</li> <li>• Causeway Institute of Further &amp; Higher Education</li> <li>• Forum for Local Government &amp; the Arts</li> <li>• Causeway Coast &amp; Glens</li> </ul>
Resource Management	<ul style="list-style-type: none"> <li>• Manage effectively budgets for 2008-09</li> <li>• Set budgets for 2009-10</li> <li>• Review and update current publicity material</li> </ul>
External Standards	<ul style="list-style-type: none"> <li>• Maintain accreditation under the Museums, Libraries &amp; Archives Council Accreditation Scheme</li> </ul>
Results	<ul style="list-style-type: none"> <li>• Museum Fit-out is on schedule for completion by March 2009</li> <li>• Maintain museum visitor figures during the period in which the museum is able to remain open before the fit out process begins</li> <li>• Meet the targets for collection management set in the Documentation Plan</li> <li>• Increase number of attendances / participants at / in arts events and activities 10%</li> </ul>

## APPENDIX 2

**Tourism & Events Business Plan 2008-09**

<b>Vision for 2008/9</b>	<ul style="list-style-type: none"> <li>• Continue to maintain an *excellent TIC service for locals and visitors to the borough</li> <li>• Provide an accommodation booking service in the TIC</li> <li>• Increase visitor numbers to the TIC and Borough</li> <li>• Organise 2 events per year i.e. Mayor's Show and Christmas Light Switch-on</li> </ul>
<b>Business Development</b>	<ul style="list-style-type: none"> <li>• Develop the retail outlet within the TIC i.e. <ul style="list-style-type: none"> <li>○ on-line sales</li> <li>○ computerised stock-taking &amp; till</li> <li>○ possibility of accepting the euro and credit card sales</li> </ul> </li> <li>• Develop genealogy in partnership with local accommodation providers, Museum Manager and CCAG RTP</li> <li>• Explore the opportunities to develop a Town Hall website</li> <li>• Work in partnership with CCAG RTP to develop an Interpretative Strategy of the region</li> <li>• TIC Official Opening</li> <li>• Maximise the sponsorship opportunities associated with sponsoring the 600cc race at the North West 200</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• Avail of any training relevant to the post for example MRM training, marketing, customer care and familiarisation tours.</li> </ul>
<b>External Liaison</b>	<ul style="list-style-type: none"> <li>• NITB</li> <li>• CCAG RTP</li> <li>• CCGHT</li> <li>• Accommodation and Attraction providers</li> <li>• Event Organisers</li> <li>• PR media organisations</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• Review and update literature</li> <li>• Review website</li> <li>• Manage budgets</li> </ul>
<b>External Standards</b>	<ul style="list-style-type: none"> <li>• Maintain NITB's minimum network standards in relation to the TIC</li> </ul>
<b>Results</b>	<ul style="list-style-type: none"> <li>• Increase accommodation bookings revenue by 10%</li> <li>• Increase visitors numbers to TIC by 10%</li> <li>• Achieve income target of £20,000.00</li> </ul>

\* Rating received from Mystery Shoppers

## APPENDIX 2

**Good Relations**  
**Community Support**  
**Community Festivals Fund**  
**Business Plan 2008-09**

- Action plan to CRU still to be submitted along with costings.
- Letters of Offer will not be issued by CRU until June 08.

<b>Vision for 2008-09</b>	<ul style="list-style-type: none"> <li>❑ Deliver an effective Good Relations programme, which enables the people of Ballymoney to develop a positive shared future. (As set out in Good Relations Strategy 07-09)</li> <li>❑ Help deliver the Community Support Plan 08-09</li> <li>❑ Devise and implement the Community Festivals Fund 08-09.</li> </ul>
<b>Business Development</b>	<ul style="list-style-type: none"> <li>❑ Implement the Good Relations Action Plan 08-09.</li> <li>❑ Implement Community Support Plan 08-09 in partnership with other departments within Council.</li> <li>❑ Implement and raise awareness of the Community Festivals Fund</li> <li>❑ Monitor and evaluate effectiveness of 3 programmes.</li> <li>❑ Raise awareness of programmes and there objectives.</li> <li>❑ Agree responsibility with relevant departments regarding Community Support Plan and then implement.</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>❑ Continue to keep reception staff up to date on forthcoming events and current grant programmes.</li> <li>❑ Avail of any relevant training to enhance delivery of good relations programme.</li> <li>❑ Arrange Good Relations Training for all Council staff, heads of service and elected members.</li> </ul>
<b>External Liaison</b>	<ul style="list-style-type: none"> <li>❑ Community Relations Unit</li> <li>❑ Community Relations Council</li> <li>❑ Department of Culture, Arts &amp; Leisure</li> <li>❑ Department of Social Development</li> <li>❑ Community Relations Officers Regional Forum</li> <li>❑ Ballymoney Community Resource Centre</li> <li>❑ Ethnic Minority Committee</li> <li>❑ Community Groups – Interagency meetings</li> <li>❑ Safer Bonfire Committee</li> <li>❑ Community Safety Partnership</li> <li>❑ CRISP Meetings – Kilcranny House</li> <li>❑ Causeway Community Cohesion Project</li> </ul>

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	<ul style="list-style-type: none"> <li>❑ Rasharkin Management Committee</li> <li>❑ PSNI</li> <li>❑ Northern Ireland Tenants Action Group</li> <li>❑ Northern Ireland Housing Exec</li> <li>❑ Northern Ireland Council Ethnic Minorities</li> <li>❑ Peace &amp; Reconciliation Group – L/Derry</li> <li>❑ Corrymeela</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>❑ Set budget for Good Relations Programme 08/09 and allocate specific amounts under each heading/event.</li> <li>❑ Launch and circulate Welcome Brochure for BME Communities</li> <li>❑ Develop PR material on GR programme to raise awareness.</li> </ul>
<b>External Standards</b>	<ul style="list-style-type: none"> <li>❑ The securement of funding from CRU and DSD to deliver both programmes.</li> <li>❑ Securement of funding from DCAL to administer Community Festivals Fund.</li> <li>❑ External monitoring and evaluation of 3 programmes</li> </ul>
<b>Results</b>	<ul style="list-style-type: none"> <li>❑ Performance Indicators achieved on all 3 programmes.</li> <li>❑ Continuation of current level of funding from CRU and DSD.</li> </ul>