

BALLYMONEY BOROUGH COUNCIL

Leisure & Amenities Committee Meeting No 352 – 18th November 2008

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BALLYMONEY BOROUGH COUNCIL

Minutes of Leisure & Amenities Committee Meeting No 352 held in the Council Chamber, Riada House, Ballymoney on Tuesday 18th November 2008 at 7.00pm.

IN THE CHAIR: F Campbell

PRESENT: **Alderman**
H Connolly
J Simpson

Councillors
A Cavlan
J Finlay, Mayor
M McCamphill
T McKeown
A Patterson (Vice Chair)
E Robinson
I Stevenson

IN ATTENDANCE Director of Borough Services
Committee Clerk

The business of the meeting commenced at 7.05pm.

AMENITIES**352.1 MINUTES**

Minutes of Meeting No 349 – 21st October 2008, Meeting No 350 – 24th October 2008 and Meeting No 351 – 3rd November 2008 were circulated.

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

that the minutes of Meeting No 349 – 21st October 2008, Meeting No 350 – 24th October 2008 and Meeting No 351 – 3rd November 2008, be confirmed as a correct record.

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Councillor McKeown arrived at 7.06pm

352.2 TENDERS FOR THE CLEANING OF COUNCIL OFFICES (2009-2011)

Tenders were received as undernoted, following public advertisement for the Cleaning of Council Offices and opened by the Chair of Committee and Head of Amenities on 6th November 2008 –

<u>Tenderer</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
United Cleaning Services				
Office Cleaning	£27,625.00	£29,006.00	£30,456.00	£87,087.00
Window Cleaning	£900.00	£945.00	£993.00	£2,838.00
JH Industrial Cleaning				
Office Cleaning	£24,369.83	£25,382.61	£26,405.80	£76,158.24
Window Cleaning	£700.00	£700.00	£700.00	£2,100.00
Service Master				
Office Cleaning	£28,132.00	£28,694.64	£29,268.28	£86,094.92
Window Cleaning	£350.00	£367.50	£385.87	£1,103.37
Red Sky Group Ltd				
Office Cleaning	£27,020.33	£27,830.94	£28,665.87	£83,517.14
Window Cleaning	£217.50	£224.00	£230.55	£672.25
Contract Services NI Ltd				
Office Cleaning	£27,415.00	£27,950.00	£28,496.00	£83,861.00
Window Cleaning	£150.00	£155.00	£160.00	£465.00
Resource				
Office Cleaning	£24,579.85	£25,316.83	£26,076.34	£75,973.02
Window Cleaning	£428.00	£440.84	£454.07	£1,322.91
Robinson Services				
Office Cleaning	£20,852.00	£21,478.00	£22,122.00	£64,452.00
Window Cleaning	£585.00	£585.00	£585.00	£1,755.00
Classique Cleaning Services				
Office Cleaning	£39,843.75	£41,636.72	£43,510.37	£124,990.84
Window Cleaning	£125.00	£130.65	£136.51	£392.16

One tender was received late and remains unopened in accordance with Council Procurement Procedures.

The tenders have been checked and evaluated and **IT IS RECOMMENDED** that Council accept the lowest tender received for the Cleaning of Council Offices in the sum of £64,452.00 from Robinson Services for the three-year period, 1st January 2009 – 31st December 2011.

The window cleaning and daily cleaning of Council Offices are inter-related with regard to internal glazing and it is desirable that the same company undertakes both operations.

IT IS FURTHER RECOMMENDED that Council accept the tender received for the Window Cleaning of Council Offices in the sum of £1,755.00 from Robinson Services for the three year period 1st January 2009 – 31st December 2011.

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

to recommend that Council accept the lowest tender received for the Cleaning of Council Offices in the sum of £64,452.00 from Robinson Services for the three-year period, 1st January 2009 – 31st December 2011 and that Council also accept the tender received for the Window Cleaning at the Council Offices in the sum of £1,755.00 from Robinson Services for the same three year period.

352.3 SPRINGWELL CUP CROSS COUNTRY

Representations have been made on behalf of Springwell Running Club seeking Council assistance in the holding of a primary school cross-country event in Ballymoney at Riada Playing Fields.

The race will be the final race in the Springwell Cup Series. One race has already been held at the University of Ulster, Coleraine, on 22nd October and the other is to be held at Roe Valley Leisure Centre, Limavady on 3rd December.

It is proposed that the Ballymoney event will take place on 14th January 2009 at 2.00pm, utilizing a 1000m (2x500m) course.

IT IS RECOMMENDED that Council facilitate the Springwell Running Club, permitting it to stage the final race in the Springwell Cup Cross Country series for primary school participants at Riada Playing Fields on 14th January 2009.

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

to recommend that Council facilitate the Springwell Running Club, permitting it to stage the final race in the Springwell Cup Cross Country series for primary school participants at Riada Playing Fields on 14th January 2009.

352.4 DRUMAHEGLIS CARAVAN PARK – BOOKING SYSTEM

As members are aware Drumaheglis Caravan Park, is an accredited 5* facility. Consideration has been given for some time now to the introduction of a computerised booking system which will both benefit site users and enhance site administration. It is hoped to introduce SITEBOOK, which costs £1,300 per annum, an online booking system from 1st January 2009. The system is provided by a local company – JSR Technology Limited and is currently in use with a number of private operators.

IT IS RECOMMENDED that Council note this further enhancement as regards the facilities offered at Drumaheglis Caravan Park.

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

to recommend that Council note the purchase of the SITEBOOK online reservation system which would further enhance the facilities offered at Drumaheglis Caravan Park.

Raising an unrelated issue, Councillor Finlay asked the Director if he was aware of issues concerning Marina and river users being unable to launch due to river conditions in July and August this year. The Director advised that the serious flooding which occurred during August did present difficulties certainly and as a result the question of what might be done to lessen the vulnerability of the three phase electric supply to the Marina was presently under consideration. Other members commented on this year's unprecedented flooding (at levels not seen for some 49 years) and pointed to the fact that it was the responsibility of other agencies, such as Waterways Ireland, to control the level of water in the Lower Bann system.

352.5 INVITATION TO ATTEND LOWER BANN PARTNERSHIP PROJECT SITE VISIT TOUR

Councillor Robinson informed Committee that as the Council's representative on the Lower Bann Partnership Company she had received an invitation for 10th December 2008 to visit (via a coach tour) all the Partnership Company projects which had received funding. Councillor Robinson indicated that due to a prior commitment she was unable to attend and therefore she was extending her invitation to any other member who wished act as substitute (subject to the agreement of the LBPC).

It was **AGREED** to extend this invitation to members at the next Council meeting and in the meantime Councillor Robinson would clarify with the Lower Bann Partnership Company if indeed alternative member representation is possible.

* **Councillor Finlay left the meeting at 7.25pm.**

352.6 RASHARKIN CEMETERY MEMORIAL

Applications have been received as undernoted for the erection of a memorial in Rasharkin Cemetery.

Section A Nos. 18 & 19

Mrs Margaret Marks, 15 Bamford Park, Rasharkin
All Polished Black Granite Headstone and Base

IT IS RECOMMENDED that Council grant permission to the above applicant to erect a memorial in Rasharkin Cemetery, subject to usual requirements.

It was proposed by Councillor Patterson, seconded by Councillor Cavlan and
AGREED:

to recommend that Council grant permission to the above applicant to erect a memorial in Rasharkin Cemetery, subject to usual requirements.

352.7 RIVERSIDE PARK – PATH LIGHTING SCHEME

At the Committee's April meeting (Minute LAC342.5 refers) it was agreed that an estimate of the cost of providing lighting to the shared use cycle/footpath which traverses Riverside Park, Ballymoney be obtained.

As members are aware an option to install lighting was included within the tender recently accepted by Council for the upgrade of the shared use cycle/footpath at phase one, Riverside Park, Ballymoney. It is that cost information, which has been used to derive the estimate sought. It is estimated that the scheme would cost £163,420 plus fees.

There are a number of other issues to be taken into consideration such as the principle of lighting footways (a clear policy) ongoing commitment where paths are lit (routine inspection for outages and other defects, timely repair etc).

IT IS RECOMMENDED that Committee consider the proposal made and make recommendation to Council.

A discussion ensued surrounding the proposed Riverside Park Path Lighting Scheme. Councillor Robinson stated that she assumed that the cost for the scheme was not in the current year's budget and also advised that she had some concern regarding vandalism were paths at Riverside Park to be lighted. She asked the Director to explain his reasons as to why such a scheme was being proposed. The Director advised that following an approach by a member (Councillor Storey) the matter had been brought before Committee and it had agreed that a scheme be costed. He presumed that this proposed project would be considered along with all the others in the present Rates Estimates round. The Director also commented on other resource implications for Council were it to decide to light a path running the entire length of the park. Alderman Simpson commented that the scheme involved considerable expenditure, both in the initial capital cost and also in the maintenance and electricity to be used, and opined that perhaps there was minimal user demand for the proposal.

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

to recommend to Council that the proposed Riverside Park Path Lighting Scheme be considered at the 2009-2010 Rates Estimates meetings.

352.8 INTERMEDIATE FOOTBALL GROUND IMPROVEMENT PROJECT

Working in tandem with Rasharkin United FC and Dunloy FC an offer of grant aid has been secured from the IFA to undertake ground perimeter fencing works at Drumbolcan Park and McCamphill Park.

The project costs are as follows:

	<u>Drumbolcan</u> <u>Park</u>	<u>McCamphill</u> <u>Park</u>	<u>Total</u>
Total Project Cost	£8,672	£10,600	£19,272
Ineligible Project Costs	£1,642	£ 2,700	£ 4,342
Total Eligible Project Costs	£7,030	£ 6,320	£14,930
Award	£5,624	£ 6,320	£11,944
Match Funding required	£3,048	£ 4,280	£ 7,328

In order that the clubs can continue to compete at this level, the grounds must be fully compliant with all intermediate ground requirements for season 2009/10 as a result of the project.

No budgetary provision was made in the current year for match funding.

IT IS RECOMMENDED that Council consider providing match funding of £7,328 to enable the project to proceed. The grant aid offer is based on 80% of eligible costs £14,930.

Members discussed the proposed improvements project.

Motion One

It was proposed by Councillor McCamphill and seconded by Councillor Cavlan to recommend that Council provide match funding of £7,328 to enable the intermediate football ground improvement project to proceed, based on the grant aid offer of 80% of eligible costs of £14,930.

Chair of Committee put the proposal to a vote.

3 Member's voted for the proposal, 4 Member's voted against while 1 abstained. Chair declared that the motion had fallen.

Councillor Robinson felt that this project, as a matter of principle should be considered at the 2009-2010 Rates Estimates Meetings. Alderman Simpson queried the time limit for the grant awarded by IFA and asked if a decision could be delayed until the Rates Estimates cycle discussions. The Director advised that he could not answer Alderman Simpson's question but would ascertain the timeframe relating to the IFA grant award and present this information to members at the Council's meeting on 1st December.

* **Alderman Cousley left the meeting at 8.05pm.**

352.9 PLANNED PREVENTATIVE MAINTENANCE PROGRAMME

It is the case that presently it is normal for Council only to undertake reactive maintenance work. Something goes wrong and only then money is spent to remedy the problem which has arisen. Whilst this is not an uncommon practice, consideration has been given as to how more effective practices might be brought in, in order to better manage the considerable Council built estate which lies with the Amenities remit.

A planned preventative maintenance programme (PPMP), were same to be documented and established would in time demonstrate a number of tangible benefits to Council it is believed.

It is anticipated that when the current Building Control work backlog is substantially dealt with the existing in house expertise will be used to devise a PPMP.

Initial work relating to a PPMP has already been done in respect of the establishment of essential 'building maintenance' budgets for next year: 2009-2010.

Work is also in hand to look at how building maintenance may best be delivered.

352.10 RIADA STADIUM UPGRADE

Further to Council Minute CM886.8 (4th August 2008) the Council's consultants R Robinson & Sons have furnished a drawing, which delineates necessary upgrades at Riada Stadium in order that the facility would comply with both –

- 1) the IFA Premier League ground criteria and
- 2) the UEFA Stadium Infrastructure Regulations Edition 2006 (Category One Stadium).

Members will be asked to consider the work involved in the possible upgrade of the Council's Riada Stadium.

It is hoped that cost estimate information will also be available shortly.

At the meeting the Director advised members that the cost estimate to upgrade Riada Stadium to the IFA Premier League ground criteria was £920,000 plus fees and that a further spend of £410,000 plus fees would be necessary to meet the UEFA Category One Stadium criteria. He advised that it would be prudent for Council to, at the very least, agree its aspirations for Riada Stadium – a blueprint for possible future development. With such a blueprint in place, he indicated that it would be feasible for Council to adopt an incremental approach to achieving the present facility shortfall in terms of satisfying IFA Premier League ground criteria, prioritising spend on a year-by-year basis, for improvements relating to ground segregation, stand capacity and public toilet facilities, for example. Members viewed plans relating to the proposed upgrade of Riada Stadium. The Director advised that the plan received could be displayed in the Members' Room and this was **AGREED**. It was also noted that the project would be considered as part of the current Rates Estimates round.

- * **Councillor Cavlan left the meeting at 8.20pm.**
- * **Councillor Cavlan rejoined the meeting at 8.27pm.**

352.11 BUS SHELTER REQUESTS

Committee is advised that investigatory work has been initiated regarding two further requests as undernoted for the provision by Council of bus shelters:-

- 1) Kilraughts Road, Ballymoney (near its junction with Ballymena Road) – request received 15/10/08.
- 2) Drones Road, Ballymoney (between the Kilmandil Road and Culcrum Road ends) – request received 07/11/08.

Outcome of this work shall be brought back to Committee upon completion.

352.12 BUS SHELTER PROVISION at CLINTYFINNAN

Correspondence has recently been received from Roads Service which indicated that as regards the footway links to the two bus shelters to be provided by Council at Clintyfinnan, that whilst Roads Service will provide these the work will not be done in the present financial year but will be included for the next year.

352.13 RIVERSIDE PARK, BALLYMONEY

Further to a previous Committee report (Minute LAC348.10, 16th September 2008 refers). Members are asked to note that the work at Armour Avenue relating to the Council's Riverside Park, Ballymoney has been completed (photograph of works circulated).

Members commended the work which had been undertaken and noted that presently anti-social behaviour was much reduced in its vicinity, which was very much appreciated by Armour Avenue residents.

352.14 TRANSLINK ULSTER IN BLOOM – 2008 COMPETITION

As Committee/Council have been advised (Minute LAC348.15 refers) Ballymoney was placed 2nd in the Ulster in Bloom Town Category – the best result ever achieved by Council in the prestigious competition.

The Co-ordinator for the Translink Ulster in Bloom furnished on 3rd November a copy of the Judges' comments in respect of the Council's entries – Ballymoney and Stranocum (circulated).

Councillor Robinson highlighted that there was need for Council to consider what it might do to assist, particularly the rural entrant, due to the lack of Community Association resources.

352.15 COMMUNITY HALL PROJECT

A report and presentation were considered at the meeting of the Leisure & Amenities Committee held on 24th October 2008. The powerpoint presentation slides were circulated.

As stated previously, it is envisaged that Committee/Council will determine what it is minded might be provided at Ballybogey, Balnamore and Stranocum, given other spend priorities, so that any necessary further work might be undertaken.

The Director reviewed the information which had been presented at the previous Committee meeting and advised members concerning the feedback received in the interim from each of the three Community Associations. He stressed the need to define precisely what Council wished to do in each instance so that any necessary plans could be drawn up and cost estimates obtained. He also stated that perhaps due to the size and complexity that it would be sensible to split the project into its three distinctive components. These measures would, he thought, better facilitate decision making by Council. Councillor Robinson felt that in order to be fair to all constituents, she would be in favour of Council advancing projects for each of the three villages so that schemes were ready to be implemented as this would assist in the drawing down of funding by both Council and Community Associations from whatever sources could be tapped into.

- * **Councillor Stevenson arrived during consideration of this matter at 8.50pm.**

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

to recommend that the Council's consultants, R Robinson and Sons, undertake further work to assist in the definition of each of the three Community Hall projects and that the projects be considered at the 2009-2010 Rates Estimates meetings.

- * **Alderman Connolly left the meeting at 9.39pm**

352.16 PROPOSED CAR PARK IMPROVEMENTS at RASHARKIN COMMUNITY CENTRE

As mentioned at the Committee's last meeting on 24th October (Minute LAC350.1 refers) it is hoped to have cost information regarding proposed car park improvements at Rasharkin Community Centre, Drumbolcan Park, Rasharkin, available at the November Committee meeting.

The Director advised that the Council's consultants (R. Robinson & Sons) had priced three possible options, the first two having been before Committee previously. The first option entailed minor work and re-lining, whereas options two and three extended car parking at the site.

Option 1 – this scheme would achieve 33 car-parking spaces including 4 disabled spaces at a cost of £2,250.00.

Option 2 – this scheme would achieve 51 car-parking spaces including 4 spaces for disabled parking at a cost of £21,285.

Option 3 – this scheme would achieve 57 car-parking spaces including 4 spaces for disabled parking at a cost of £26,950.

The Director then **RECOMMENDED** that the proposals outlined to Committee be considered in the current Rates Estimates round.

Councillor Robinson queried how many cars actually park on the access road due to the lack of car-parking space at Rasharkin Community Centre. The Director stated that he was unable to answer this but that he would write to the Rasharkin Management Committee in order to ascertain the information sought. Councillor Robinson further commented that if the existing car parking on the access roads was causing a hazard, serious consideration should be given to improving the car parking provision at the site.

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

to recommend to Council that it note the three options for a proposed car park improvement scheme at Rasharkin Community Centre and that the request be further considered at the 2009-2010 Rates Estimates meetings.

352.17 PROPOSED MULTI-PURPOSE BUILDING at DRUMAHEGLIS MARINA & CARAVAN PARK

The Council's consultants: R. Robinson & Sons have been asked to have outline drawings of the proposed new facility at Drumaheglis Marina & Caravan Park available for Member scrutiny at either the November or December 2008 Leisure & Amenities Committee meeting. Further revision has been occasioned by the need to improve the access to the Council's 5 star facility.

At the meeting the Director advised that the latest plans for the proposed multi-purpose building at Drumaheglis had only been received at noon on the day of the meeting and so these proposals, which were examined by members, were to be regarded as 'work in progress'. He intimated that the cost estimate for the proposed building was £425,000 plus fees. He also stated that it had not, in the time available since the consultants had been informed of the commission, been possible to fully address the site access issue. The Director stressed that it was important that Council would progress this project to the point that its proposals were fully defined, so that this essential tourist infrastructure project might be in a position to compete for funding streams which may be available in the future.

IT WAS AGREED:

that the matter be further considered at the Committee's December meeting.

352.18 RASHARKIN CEMETERY

Further to Committee Meeting LAC342.7 in the above regard, it is anticipated that the report and costings commissioned from the Council's consultants: R. Robinson & Sons, will be available for consideration at the meeting on 18th November 2008.

The Director reminded Members as to the work envisaged and stated that the cost estimate was £91,5000 plus fees.

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

to recommend to Council that the Rasharkin Cemetery Improvements Scheme be considered in conjunction with the other proposed capital works projects at the 2009-2010 Rates Estimates meetings.

352.19 MEGAW PARK

The Director reminded members that at the previous Committee meeting the recommendation of the Megaw Park Amenities Sub-Committee had been agreed that two options to improve Megaw Park be costed.

Option 1: Improve entrance and access, provide car parking on the land adjoining the present changing rooms, upgrade park office and changing accommodation and drinking fountain, remove all other park structures, provide a 7-a side grass pitch on the land opposite the existing full-size pitch.

The cost estimate for this work was £279,000 plus fees, and

Option 2: Improve entrance and access, provide car parking on land opposite present changing accommodation, upgrade tennis courts, upgrade park office, changing accommodation and drinking fountain, remove all other park structures, provide 7-a side grass pitch on the land opposite the existing full-size pitch.

The cost estimate for this work was £449,000 plus fees. The cost of providing new polymeric surfaced tennis courts which were floodlit was £170,000 (the cost of flood lighting being £37,000).

Following discussion it was proposed by Councillor Robinson, seconded by Councillor Stevenson and **AGREED:**

to recommend to Council that the various options for the improvement of Megaw Park facilities be further considered at the 2009-2010 Rates Estimates meetings.

352.20 RASHARKIN CHRISTMAS TREE

The Director advised that the electricity mini pillar provided at Main Street, Rasharkin, in order that the village Christmas tree might be safely lit was missing and would have to be replaced at an estimated cost of £1,500. The Director **RECOMMENDED** that

the necessary mini pillar be replaced and the necessary cost, which had not been budgeted for, be incurred.

It was proposed by Councillor Robinson, seconded by Councillor Cavlan and
AGREED:

to recommend to Council that the mini pillar required in order that the village Christmas tree might be safely lit is reinstated at Main Street, Rasharkin, at an estimated cost of £1,500.

352.21 LOWER BANN CYCLEWAY, NCN ROUTE 96

The Director advised that recently an invoice, in the sum of £6,331, had been received from Sustrans seeking payment from Council of the match funding Council had pledged to the Lower Bann Cycleway NCN Route 96. He reminded members that as had previously been reported to Committee the route had been launched at Drumaheglis Marina & Caravan Park on Thursday, 21st August 2008 and all directional and interpretative signage was now in place. The cycleway route runs from Toome to Coleraine, some 40 miles in distance. Due to the significant shared use path development within Ballymoney town, Sustrans included a Ballymoney Loop into the NCN 96 network and interpretative signs were placed at Drumaheglis and Riverside Park to this effect. The cycleway also has its own information leaflet which is available free of charge through all Tourist Information Centres.

He advised that at the Leisure & Amenities Committee meeting of 15 August 2006 (Minute LAC 320.5 refers) Committee recommended 'that Council commit in the principle to provide £6,331 match funding to the provision of National Cycle Network 96, with the money to be allowed for in next year's budget and paid out in 2007-2008 or thereafter.' Council adopted this recommendation on 4 September 2006 (Minute CM847.4.4 refers).

The Director **RECOMMENDED** that Council pay the £6,331 match funding now sought by Sustrans in respect of the Lower Bann Cycleway NCN 96.

[*Postscript:* At the meeting the Director, whilst able to confirm that due to an oversight no provision had been made in the current budget (2008-2009) he was unable to state whether or not the sum sought had been allowed for in the 2007-2008 estimate. Having now researched this – it is the case that a budget of £6,331 was allowed for in the 2007-2008 Rates Estimates.]

It was proposed by Councillor Cavlan, seconded by Councillor Stevenson and
AGREED:

to recommend that the Sustrans invoice in the amount of £6,331.00 is paid.

This being all the business, the meeting closed at 10.47pm.