

**Ballymoney Borough Council  
Leisure & Amenities Committee**

**Table of Contents**

<b>414.1</b>	Declarations of Interest	<i>Nil</i>
<b>414.2</b>	Minutes of Meeting No 413 – 21 <sup>st</sup> January 2014	<i>Approved</i>
<b>Amenities</b>		
<b>414.3</b>	Provision of Waste Receptacles at Community Halls	<i>Suitable receptacles to be provided</i>
<b>414.4</b>	Amenities Schemes in the Delivery Phase	<i>For information</i>
<b>414.5</b>	Riverside Park, Ballymoney	<i>Note ongoing work and approve any applications as necessary</i>
<b>414.6</b>	NI Boys FA Cup Finals	<i>Welcome &amp; fully facilitate event</i>
<b>414.7</b>	Cleaning Contract 2014-15	<i>Accept tender from Robinson Services in the sum of £20,209.20</i>
<b>414.8</b>	Prioritising of Play Areas etc in need of Upgrade/Refurbishment	<i>Deferred to March meeting</i>
<b>Leisure Services</b>		
<b>414.9</b>	Ballymaconnelly Renewal Group – World War I Centenary Events	<i>Request for financial assistance passed to Development Committee</i>
<b>414.10</b>	Good Relations Sub-Committee Meeting 4th February 2014	<i>Minutes approved</i>
<b>414.11</b>	Good Relations Strategy 2014-2017 And Action Plan 2014/15	<i>Strategy and Action Plan approved</i>
<b>414.12</b>	Good Relations Grant Scheme 2014/15	<i>Grant scheme to remain unchanged</i>
<b>414.13</b>	Community Support Grant Scheme	<i>3 x grants of £200 approved</i>
<b>414.14</b>	Community Support Grant Scheme 2014/15	<i>Grant scheme to remain unchanged</i>
<b>414.15</b>	Community Festivals Fund 2014/15	<i>Open call for applications in accordance with timetable agreed</i>
<b>414.16</b>	Provision of Voluntary Generalist Advice Services For 2014/15	<i>For information</i>
<b>414.17</b>	Riada Pre 1950 Car Club – Request for Financial Assistance	<i>Grant request for £600.00</i>

**BALLYMONEY BOROUGH COUNCIL**

Minutes of Leisure & Amenities Committee Meeting No 414, held in the Council Chamber, Riada House Ballymoney on Tuesday 18<sup>th</sup> February 2014 at 7.00pm.

**IN THE CHAIR** Alderman F Campbell

**PRESENT**

**Aldermen**  
C Cousley, MBE  
B Kennedy

**Councillors**  
J Atkinson  
W Blair  
J Finlay, Mayor  
R Halliday  
R McAfee  
C McLaughlin  
A McLean

**APOLOGIES:**

**Aldermen**  
H Connolly

**Councillors**  
E Robinson, MBE

**IN ATTENDANCE:** Director of Borough Services [Items 1-8]  
Director of Central and Leisure Services [Item 9–17]  
Business Support Officer

**414.1 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**414.2 MINUTES OF MEETING NO 413 – 21<sup>ST</sup> JANUARY 2014**

It was proposed by Alderman Kennedy, seconded by Councillor McLean and  
**AGREED:**

*to recommend that the Minutes of Meeting No 413 – 21<sup>st</sup> January 2014,  
as circulated, be approved.*

## AMENITIES

### 414.3 COMMUNITY HALLS PROVISION OF CIGARETTE DISPOSAL RECEPTACLES

Councillor Finlay requested that Council provide receptacles for smoking material waste at each of the Community Centres to be serviced by those having the day to day responsibility for the buildings. The Director of Borough Services advised that the cost for both provision of suitable receptacles would be approximately £1,000 and indicated why such provision had not been made previously.

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

*that the receptacles sought be provided.*

### 414.4 AMENITIES SCHEMES IN THE DELIVERY PHASE

The Director of Borough Services gave an update on the various Amenities Schemes now in their delivery phase -

- **Drumaheglis Tourism Development Project** – project on schedule regarding its timeline.
- **Dervock Community Facilities Project** – the changing facilities are approximately one week away from completion and it is anticipated that car park and access will be completed by second week in March. The final phase which is weather dependent entails the sowing out of the pitches which will then require time to establish prior to use.
- **Rasharkin Wellbeing Project** – anticipated that this scheme will be delivered by 31<sup>st</sup> March.
- **Glebeside Outdoor Recreational Facilities Project** – progressing, albeit that issues remain regarding the proposed lease with NIHE.
- **Drumaheglis Pontoon / Canoe Access Scheme** – anticipated that the funder's deadline will be met and that the project will be delivered on time.
- **Megaw Park, Ballymoney Improvement Scheme** – recently commenced and on schedule.
- **Dervock Riverside Park RDP Scheme** – scheme commenced, Monday 17<sup>th</sup> February.
- **Drumaheglis Play Area Scheme** - this scheme is now being delivered in accordance with the Council's recent decision.
- **Replacement of Bus Shelter at Main Street, Cloughmills** – an appropriate polycarbonate shelter has been sourced. In the near future the old shelter will be removed and replaced as agreed.

### 414.5 RIVERSIDE PARK, BALLYMONEY

A draft of the the proposed layout for the re-design option at Riverside Park, Ballymoney was circulated for members' consideration.

**IT IS RECOMMENDED** that Council note the on-going work with statutory agencies and approve any applications as may be necessary in order to ensure that the delivery window outlined for this project as indicated previously may be met.

The Director of Borough Services responded to members questions regarding both options which remained under consideration. Members also welcomed the progress being made.

It was proposed by Alderman Kennedy, seconded by Councillor McAfee and **AGREED:**

*to recommend that Council note the on-going work with statutory agencies and approve any applications as may be necessary in order to ensure that the delivery window outlined for this project as indicated previously may be met.*

\* Councillor Finlay left the meeting at 7.20 during consideration of the above.

#### **414.6 NI BOYS FA CUP FINALS**

The Director of Borough Services advised that the Irish FA have requested the use of Riada Stadium and two other pitches at Riada Playing Fields, together with associated facilities in order to hold the Northern Ireland Boys FA Cup Finals there on Mayday – Monday, 5<sup>th</sup> May 2014. The following finals will take place from 10.30am on the day – U11 [plate final], U11 [cup final], U12, U13, U14, U15, U16 and U17 finals.

**IT IS RECOMMENDED** that Council welcomes this prestigious event and fully facilitates the Irish FA.

Alderman Kennedy welcomed the event, stating that the investment made by Council at Riada Stadium was worthwhile.

It was proposed by Alderman Kennedy, seconded by Councillor McLean and **AGREED:**

*to recommend that Council welcomes this prestigious event and fully facilitates the Irish FA.*

#### **414.7 CLEANING CONTRACT, RIADA HOUSE 2014-15**

Tenders were invited, by public advertisement, for the cleaning of Riada House. The closing date for tenders was 12.00 noon, Thursday 13<sup>th</sup> February 2014. The nine tenders received were opened by the Head Amenities, together with the Chair of the Leisure & Amenities Committee, on Friday 14<sup>th</sup> February 2014 at 9.30am.

The tender prices submitted are detailed in the table below.

**Compliant Tenders (9)**

<b>Tenderer</b>	<b>Tender Price for Office Cleaning (£)</b>	<b>Tender Price for Window Cleaning (x2 per year) (£)</b>	<b>Total Tender Price (£)</b>
OCS Group	47,374.61	2,400.00	49,774.61
Mount Charles Group	21,707.10	400.00	22,107.00
Grosvenor Cleaning Services	24,180.00	393.75	24,573.75
Robinson Services	19,897.20	312.00	20,209.20
Classique Cleaning Services	36,400.00	480.00	36,880.00
Initial Facilities	20,434.20	850.00	21,284.20
Precision Industrial Services	23,036.00	1120.00	24,156.00
Service Master CSNI*	14,788.80*	192.00*	14,980.80*
Able Environmental Contracts	31,200.00	1150.00	32,350.00

*\*This tender was subsequently withdrawn.*

Robinson Services have previously held this contract and have demonstrated that they have the resources to carry out the work satisfactorily.

**IT IS RECOMMENDED** that Ballymoney Borough Council accept the tender from Robinson Services in the sum of £20,209.20 for cleaning of offices at Riada House and cleaning of windows twice per year, in accordance with the Council's specification.

It was proposed by Alderman Kennedy, seconded by Councillor Atkinson and **AGREED:**

***to recommend that Ballymoney Borough Council accept the tender from Robinson Services in the sum of £20,209.20 for cleaning of offices at Riada House and cleaning of windows twice per year, in accordance with the Council's specification.***

**414.8 PRIORITISATION OF PLAY AREAS IN NEED OF UPGRADE/REFURBISHMENT**

The Director of Borough Services advised that as a budget had been allocated to carry out play area improvements and landscaping work in areas that are no longer going to be used as play areas in the next financial year – 2014-15; members were asked to make recommendation to Council as to what facilities are to be prioritized, given the budget allocated for 2014-15, so that necessary preliminary work might be undertaken. He agreed to again re-issue the list so that the matter might be settled at the Committee's meeting in March. Alderman Kennedy welcomed the Director's advice.

- \* **Councillor Atkinson left the meeting at 8.05 pm during discussion of the above**
- \* **Councillor Kennedy left the meeting at 8.15 pm.**
- \* **The Director of Borough Services left the meeting at 8.15 pm.**
- \* **The Director of Central & Leisure Services joined the meeting at 8.15 pm.**

**LEISURE SERVICES****414.9 BALLYMACONNELLY RENEWAL GROUP – WORLD WAR I CENTENARY EVENTS**

This request for financial support was deferred to this committee meeting for consideration. The Director of Central Services advised that a budget for World War 1 events has been established within the 'Tourism Marketing Events' budget. **IT IS RECOMMENDED** that this request be referred to the Development Committee.

It was proposed by Councillor McAfee, seconded by Councillor McLean and **AGREED:**

*to recommend that the request from Ballymacconnelly Renewal Group for financial assistance towards WW1 event be progressed by the Development Committee.*

**414.10 GOOD RELATIONS SUB-COMMITTEE MEETING 4TH FEBRUARY 2014**

The minutes of the Good Relations Sub-committee meeting held on 4th February 2014 were circulated (attached as appendix A).

**IT IS RECOMMENDED** that the minutes and the recommendations contained therein are approved.

The Director advised that the two main matters within the minutes were with regard to an update on the Rasharkin Forum and a new Good Relations three year strategy which has been developed on a cluster basis. She advised that the Good

Relations programme for this year will be delivered in full, the budget used and that Council will draw down and claim all of the grant from OFMDFM.

It was proposed by Councillor McLaughlin, seconded by Councillor Blair and **AGREED:**

***to recommend that Council approve the minutes and recommendations therein of the Good Relations Sub-Committee Meeting held 4<sup>th</sup> February 2014, attached as Appendix A.***

#### **414.11 GOOD RELATIONS STRATEGY 2014-2017 AND ACTION PLAN 2014/15**

The draft Good Relations Strategy 2014-2017 and Action Plan 2014/15 produced for the Causeway Cluster was circulated. Also circulated was a draft Good Relations Programme for 2014/15 which identifies the various projects under the five themes of the OFMDFM's Good Relations Strategic Document – Together Building a United Community.

**IT IS RECOMMENDED** that the Good Relation Strategy 2014-2017 and 2014/15 Action Plan are approved.

The Director of Central & Leisure Services advised that the action plan is only for one year and each of the four Councils within the Cluster will carry out their own action plans. At the request of Alderman Campbell, the Director advised that the current strategy, which was also done on a cluster basis expires on 31<sup>st</sup> March 2014. Under the new Strategy, each council will carry out their own 2014/15 Action Plan. A programme of events was circulated that have been identified to fit in with the five themes. Programmes would be 75% grant aided by OFMDFM with projects identified for incoming year finishing in last year of Council. There may be a possibility to draw down 100% funding for children and young people's programmes.

It was proposed by Councillor Blair, seconded by Councillor McLaughlin and **AGREED:**

***to recommend that Council approve the Good Relations Strategy 2014-2017 and 2014/15 Action Plan.***

#### **414.12 GOOD RELATIONS GRANT SCHEME 2014/15**

Under the 2014/15 Good Relations Programme a budget of £12,000 has been set for small grants.

The current conditions of the Grant Scheme are:

- Applications must satisfy 2 out of 4 Good Relations criteria
- Maximum of £350.00 grant per application
- Groups receive a maximum of 2 grants per year.

Committee is requested to review and recommend conditions for the 2014/15 grant scheme.

It was proposed by Councillor McLean, seconded by Councillor Blair and **AGREED:**

***to recommend that the conditions and criteria detailed above remain unchanged for the 2014/15 Good Relations Grant Scheme.***

#### **414.13 COMMUNITY SUPPORT GRANT SCHEME**

The following applications for grants were considered:

- (i) North Antrim Branch Ulster Special Constabulary for assistance towards new equipment.
- (ii) Bann Valley Community Association for assistance towards new equipment.
- (iii) Benvardin Community Association for assistance towards a Famous Five – Great Ulstermen Event.

The 3 applications meet the criteria of the Community Support Grant Scheme.

**IT IS RECOMMENDED** that the above 3 groups are awarded £200.00 each.

It was proposed by Councillor Halliday, seconded by Councillor McAfee and **AGREED:**

***to recommend that Council grant £200.00 each to (i) North Antrim Branch Ulster Special Constabulary for assistance towards new equipment, (ii) Bann Valley Community Association for assistance towards new equipment, (iii) Benvardin Community Association for assistance towards a Famous Five – Great Ulstermen Event.***

#### **414.14 COMMUNITY SUPPORT GRANT SCHEME 2014/15**

The Council has set a budget of £5000 for a Community Support Grant Scheme in 2014/15.

The current conditions of the grant scheme are

- Maximum of £200.00 grant per application
- Groups receive only 1 grant per year

Committee is requested to review and recommend conditions for the 2014/15 grant scheme.

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



***to recommend that the conditions and criteria detailed above remain unchanged for the 2014/15 Community Support Grant Scheme.***

#### **414.15 COMMUNITY FESTIVALS FUND 2014/15**

Council has set a budget of £15,600 for the Community Festival Fund for 2014/15, 50% of which is grant aided by the Department of Culture Arts & Leisure.

**IT IS RECOMMENDED** that an open call is made for applications in accordance with the following timetable –

Week Commencing 10th March 2014 - Call for applications publicly advertised

4th April 2014	Deadline for receipt of applications
7-11th April 2014	Applications assessed
15th April 2014	LAC considers grant awards
6th May 2014	Council approve grants
1st June 2014 – 31st March 2015	Festivals to take place

It was proposed by Councillor McAfee, seconded by Councillor Blair and **AGREED**

***to recommend that an open call is made for applications to the Community Festivals Fund 2014/15 in accordance with the above timetable.***

#### **414.16 PROVISION OF VOLUNTARY GENERALIST ADVICE SERVICES FOR 2014/15**

The procurement of Advice Services for 2014/15 was done jointly by the Causeway Cluster Councils. Tenders have been invited by public advert; the closing date for receipt of tenders is 17th February 2014. One tender has been received which will be opened by the Chair of Committee and the Director of Central & Leisure Services and a report brought back to Committee's meeting in March.

#### **414.17 RIADA PRE 1950 CAR CLUB – REQUEST FOR FINANCIAL ASSISTANCE**

The Riada Pre 1950 Car Club has written to the Council advising that they are having their annual display of vintage cars at the Joey Dunlop Leisure Centre on 5th April 2014 and have requested financial support with the cost of hiring the Leisure Centre facilities.

**IT IS RECOMMENDED** that a contribution of £600 is made to the Car Club towards the cost of hiring the Leisure Centre facilities for their annual display.

It was proposed by Councillor McLaughlin, seconded by Councillor McLean and **AGREED:**

***to recommend that Council contribute £600 to the Riada Pre 1950 Car Club towards the cost of hiring the Leisure Centre facilities for their annual display.***

Appendices listed:

**Appendix A:** Good Relations Sub-Committee Meeting Minutes held 4<sup>th</sup> February 2014.

**The meeting closed at 8.30 pm.**

**APPENDIX A****Minutes of Good Relations Sub-Committee Meeting held on Tuesday 4<sup>th</sup> February 2014 at 4.00pm in Riada House, Ballymoney**

**Present:** Cllr Finlay– Mayor, Cllr Stevenson – Deputy Mayor, Ald Connolly, Cllr Blair and Cllr McLaughlin.  
Sheila Mitchell – Facilitator of Rasharkin Forum  
Joanne Kinnear – Consultant for Causeway Good Relations Strategy  
Director of Central & Leisure Services (DCLS)  
Good Relations Officer (GRO)

**Apologies:** Ald Campbell, Cllr McGuigan & Ballymoney Cohesion Officer (BCO)

**1. Welcome and Introduction**

Cllr Finlay was elected as chair, thanked everyone for attending and welcomed them to the meeting.

**2. Minutes of Last Meeting**

It was proposed by Ald Connolly, seconded by Cllr Blair and agreed that the minutes of the last meeting were a correct record.

**3. Rasharkin Forum – Sheila Mitchell**

Sheila Mitchell gave a brief presentation on the important work of the Forum to date. Cllr McLaughlin concurred with the report that Sheila gave stressing the importance of the Forum. Members thanked Sheila for the work that she had been doing in the area.

**4. Causeway Cluster Draft Good Relations Strategy 2014-17 (Appendix 1) – Joanne Kinnear**

Joanne presented the draft Good Relations Strategy 2014 - 17 and draft action plan for 2014/15 to the members. The action plan also included the proposed projects that would be included under each of the new GR headings. After a discussion members agreed to refer the draft Strategy and Action Plan to the next Leisure & Amenities committee (LAC) meeting for further consideration. The LAC also to review the current grant scheme criteria.

**5. Update on 13/14 action plan and Cohesion Project**

DCLS explained that the GR budget funding for this year had been allocated in full. A number of projects totaling around £5000 were still taking place but that the budget would be spent by end of March 2014.

DCLS also provided a brief update on the current status of the Cohesion Project. It was explained that Ballymoney Community Cohesion Project submitted a proposal to NE PEACE III to extend the project from February 2014 to the end of September 2014. The

extension would build directly on work completed during the initial contract period, in order to enhance the impact of the Cohesion Project.

£50,000 budget has been requested for extension. However no reaction fund will be available within the extension, this was previously used to fund the Rasharkin Forum project.

#### **6. Any Other Business**

There was no other business

#### **7. Date of next meeting**

It was agreed to set the date for the next meeting at a future Leisure & Amenities Committee Meeting.

**There being no other business, the meeting closed at 5.45pm**

