

**BALLYMONEY BOROUGH COUNCIL  
LEISURE & AMENITIES COMMITTEE**

**Table of Contents**

**AMENITIES**

<b>388.1</b>	Minutes of Meeting No. 387 – 18 <sup>th</sup> October 2011	<i>Approved.</i>
<b>388.2</b>	Cloughmills Village Renewable Project (Phase1)	<i>Accede to request.</i>
<b>388.3</b>	Facilities at Glebeside	<i>Agree final scheme, progress planning, etc.</i>
<b>388.4</b>	Dervock 2012 Joint Working Group	<i>Approve Minutes – meeting no.5 (18<sup>th</sup> October) &amp; no.6 (7<sup>th</sup> November)</i>
<b>388.5</b>	Ballymoney Cemetery Memorials	<i>Grant permission.</i>
<b>388.6</b>	Riada House Cleaning Contract (2012-2014)	<i>Award contract to Initial Facilities Services in the amount of £67,230.14 for the 3 year contact. references.</i>
<b>388.7</b>	Stranocum Community Hall Project	<i>Approve Legal Agreements.</i>
<b>388.8</b>	Land at Rasharkin Cemetery	<i>(i) Agree that it would not be appropriate to permit access from the country road through the cemetery and (ii) offer the land surplus by public advertisement inviting sealed bids.</i>
<b>388.9</b>	Dervock Community Facilities	<i>Approve plans.</i>
<b>388.10</b>	Prospective Amenities Capital Projects 2012-2013	<i>Director to furnish his presentation to each member</i>
<b>388.11</b>	<b>For Information LAC 388.11-388.17</b> Route Avenue Update	<i>Information.</i>
<b>388.12</b>	Ballymoney Connect2 Project	<i>Information.</i>
<b>388.13</b>	KK McArthur Plaque at Ballymoney Town Hall	<i>Information.</i>
<b>388.14</b>	Disabled Angling Stands, Riverside Park, Ballymoney	<i>Information.</i>

<b>388.15</b>	Confirmation of Craigs Area of Special Scientific Interest	<i>Information.</i>
<b>388.16</b>	Ballybogey Community Hall	<i>Information.</i>
<b>388.17</b>	Ballymoney War Memorial	<i>Information.</i>

**BALLYMONEY BOROUGH COUNCIL****LEISURE & AMENITIES COMMITTEE**

**Minutes of Leisure & Amenities Committee Meeting No 388 held in the McKinley Room, Riada House on Tuesday 15<sup>th</sup> November 2011 at 7.00pm.**

**IN THE CHAIR:** Alderman F Campbell

**PRESENT:** **Aldermen**  
H Connolly  
B Kennedy

**Councillors**  
J Atkinson  
W Blair  
A Cavlan  
J Finlay  
R Halliday  
R McAfee  
C McLaughlin  
I Stevenson

**IN ATTENDANCE:** Director of Borough Services  
Committee Clerk

**APOLOGIES:** **Councillors**  
P McGuigan  
E Robinson  
M Storey, MLA

**388.1 MINUTES OF MEETING NO. 387 – 18<sup>TH</sup> OCTOBER 2011**

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

***to recommend that the Minutes of Meeting No LAC 387 – 18<sup>th</sup> October 2011, as circulated, be approved.***

**388.2 CLOUGHMILLS VILLAGE RENEWAL PROJECT (PHASE 1)**

A request has been received on behalf of the Cloughmills Community Action Team (C.A.T) seeking permission to erect a community notice board on Council land adjacent to the public toilets within the village. The work is to be funded under the Rural Development Programme – Village Renewal Strand.

**IT IS RECOMMENDED** that Council accede to the Cloughmills C.A.T. request regarding the provision of a community notice board on its land.

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

***to recommend that Council grant permission to Cloughmills C.A.T. to erect a community notice board on Council land adjacent to the public toilets within the village, the work to be funded under the Rural Development Programme – Village Renewal Strand.***

### **388.3 FACILITIES AT GLEBESIDE**

It is the case that since previously discussed by Committee plans have been progressed in respect of the provision of recreational facilities at Glebeside, Ballymoney. A plan of what is now proposed was circulated at the meeting.

**IT IS RECOMMENDED** that Committee agree the final scheme so that necessary approvals (including planning) may be progressed.

The Director answered members' queries, advising that it would be necessary to secure NIHE agreement for use of part of the land, a process which he advised had been initiated. He also advised that Glebeside CA had been consulted on the proposals now before Committee. Councillor Stevenson said that he understood the Community Association were content to proceed with the scheme, a view endorsed by Councillor McAfee.

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

***to recommend that Council agree the final scheme in respect of facilities to be provided at Glebeside and to progress the necessary planning approval, etc.***

\* **Councillor Stevenson left the meeting at 7.25pm.**

### **388.4 DERVOCK 2012 JOINT WORKING GROUP**

**IT IS RECOMMENDED** that the minutes of meeting no.5 of the Dervock 2012 Joint Working Group held on 18<sup>th</sup> October 2011 and meeting no.6 of the Dervock 2012 Joint Working Group held on 7<sup>th</sup> November (circulated, attached as Appendix A) be approved.

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

***to recommend that the minutes of the Dervock 2012 Joint Working Group meeting no. 5 [18<sup>th</sup> October] and meeting no. 6 [7<sup>th</sup> November] be approved.***

### **388.5 BALLYMONEY CEMETERY MEMORIALS**

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

Section I4 No.46  
Black Granite Headstone and Base

Section D No.1  
Black Granite Headstone, Base and Surround

Section I4 No. 75

Black Granite Headstone and Base

Section H4 No.14

Granite Headstone and Base

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

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

***to recommend that Council grant permission for the above memorials to be erected in Ballymoney Cemetery, subject to usual requirements.***

**388.6 RIADA HOUSE CLEANING CONTRACT (2012-2014)**

The Riada House Cleaning Contract (which expires on 31<sup>st</sup> December 2011) has been tendered on a fixed price basis for the three year period commencing 1<sup>st</sup> January 2012. Tenders were invited in accordance with the Council's procurement policy and 8 no. tenders (as detailed below) were received by the deadline set. The tenders were opened by the Committee Chair (Alderman Campbell) and the Head of Amenities on 8<sup>th</sup> November 2011.

	<b>Name/Company</b>	<b>Daily Cleaning</b>	<b>Window Cleaning</b>	<b>Total Tender Amount</b>
1.	Trackars Ltd	£30,000	£6,000	£36,000
2.	Initial Facilities Services	£64,273.80	£2,956.34	£67,230.14
3.	Robinson Services Ltd	£66,499.93	£3,270	£69,769.93
4.	Fresh Domestic & Commercial Cleaning Services	£68,217	£1,800	£70,017
5.	Precision Industrial Services	£69,225	£2,048	£71,273
6.	ISS Facility Services Ltd	£76,805.45	£2,400	£79,205.45
7.	JH Industrial Cleaning Services Ltd	£91,413.40	£2,530	£93,943.40
8.	McKeown Cleaning Services Ltd	£128,590.80	£2,250	£130,840.80

Subsequently the lowest tender received (that from Trackars Limited) has been withdrawn. References are awaited as regards the next (now the lowest) service provider.

**IT IS RECOMMENDED** that, on receipt of satisfactory references, Council award its Riada House Cleaning Contract to Initial Facilities Services in the amount of £67,230.14 for the 3 year contract period.

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

***to recommend that, upon receipt of satisfactory references, Council award its Riada House Cleaning Contract to Initial Facilities Services in the amount of £67,230.14 for the 3 year contract period.***

### **388.7 STRANOCUM COMMUNITY HALL PROJECT**

In the course of delivering the above project it has been necessary to resolve issues as to drainage rights both through and adjoining the site with the neighbouring landowner. The necessary legal agreements have now been drawn up and **IT IS RECOMMENDED** that Council approve same.

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

***to recommend that Council approve the Legal Agreements drawn up in respect of land at the site of the Stranocum Community Hall Project.***

### **388.8 LAND AT RASHARKIN CEMETERY**

This matter was previously considered by Committee at its meeting held on 21<sup>st</sup> September 2010. Since then, as resources have permitted, work has been ongoing. In order to address certain concerns which have arisen, **IT IS RECOMMENDED** that Committee again consider the matter with a view to changing the decision the Council made previously.

**IT IS FURTHER RECOMMENDED** that Council:-

- (1) determine that it would not be appropriate, solely on grounds of public decency, to permit access from the country road through the cemetery to the land to be let; and
- (2) offer the land surplus to its present and foreseeable requirements at Rasharkin Cemetery by public advertisement inviting sealed bids, the said bids to be subject to the proviso that bidders must clearly demonstrate that they can access the ground to be let without going through the cemetery.

The Director in response to Councillor Halliday advised that Council had not placed any ads in respect of this land. During the ensuing discussion members were agreed that it would be inappropriate to allow access to the ground which could be let via the cemetery.

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

***to recommend that Council (i) agree that it would not be appropriate, solely on grounds of public decency, to permit access from the country road through the cemetery to the land***

***to be let; and (ii) offer the land surplus to its present and foreseeable requirements at Rasharkin Cemetery by public advertisement inviting sealed bids, the said bids to be subject to the proviso that bidders must clearly demonstrate that they can access the ground to be let without going through the cemetery.***

### **399.9 DERVOCK COMMUNITY FACILITIES**

Further work has been undertaken in conjunction with the Council's consultants regarding the precise location of possible community facilities at Dervock Recreation Grounds. The plans presented to members take account of possible extension options to the core building which may be delivered via external funding to satisfy certain aspirations set out in the recent village plan.

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

***to recommend that Council approve in principle the plans for Dervock Community facilities.***

### **388.10 PROSPECTIVE AMENITIES CAPITAL PROJECTS 2012-2013**

The Director reported on prospective Amenities Capital Projects as part of the 2012-2013 budget round and rates setting process and responded to member questions.

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

***to recommend that the Director would furnish a copy of his presentation to each member.***

### **388.11 ROUTE AVENUE UPDATE**

Members will be aware that when Council last addressed this issue (July 2010) it made a number of decisions as to how matters would be progressed. Work, in particular, has been on-going as regards the "assertion" under the provisions of the Access to the Countryside (NI) Order 1983 of Route Avenue, Ballymoney, Council being content that the access constitutes a Public Right of Way. The necessary research and compilation of documentary evidence has been done and it is now appropriate to move to the next stage, that is, to invite all landowners to agree the assertion.

Committee will be apprised as to the outcome of this stage of the process in due course.

### **388.12 BALLYMONEY CONNECT2 PROJECT**

It is pleasing to report that since last mentioned at Committee (September) further substantial progress has been made in realising the Ballymoney Connect2 project. The scheme (that is, the provision of a bridge and associated work at Ballymoney railway station and the Council's Riverside Park) represents a major investment in improving the town's infrastructure. The work has been retendered, the tenders evaluated and a report will go to

the Translink Board in November recommending the appointment of a contractor to undertake the scheme.

#### **388.13 KK MCARTHUR PLAQUE AT BALLYMONEY TOWN HALL**

This matter was previously brought to the Committee's attention on 21<sup>st</sup> June 2011 it being agreed that the plaque be moved to a more prominent position. It is not possible however to move the plaque to a prominent position within the building foyer close to the entrance to the museum. The best position that can be made to work for both the plaque and the accompanying information boards, after the plaque is utilized in the museum exhibition in 2012, is as per the illustration.

#### **388.14 DISABLED ANGLING STANDS, RIVERSIDE PARK, BALLYMONEY**

It is pleasing to report that this project (undertaken in conjunction with DCAL Inland Fisheries) has been successfully completed.

#### **388.15 CONFIRMATION OF CRAIGS AREA OF SPECIAL SCIENTIFIC INTEREST**

NIEA has advised (on 14<sup>th</sup> October) that the DOE having not received any objections or representations regarding the Craigs ASSI has given notice that it has confirmed the declaration (Article 28(6) of the Environment (Northern Ireland) Order 2002 refers).

#### **388.16 BALLYBOGEY COMMUNITY HALL**

It is pleasing to report that the above facility which will be handed over on 16<sup>th</sup> November 2011 has been delivered on time and within the budget approved by Council.

#### **388.17 WAR MEMORIAL, BALLYMONEY**

Councillor McAfee stated that she had been approached regarding necessary work at the Ballymoney War Memorial. The Director advised that depending on the precise nature of the work required it may possible to address the concerns being raised via the revenue budget Council provided annually for maintenance of the three Borough War Memorials.

**This being all the business the meeting closed at 9.00pm.**

**Appendix A: Minutes of the Dervock 2012 Joint Working Group meeting no. 5 (18<sup>th</sup> October 2011) and meeting no. 6 (7<sup>th</sup> November).**



# **APPENDIX A**

**Minutes of Dervock 2012 Joint Working Group meeting no. 5, 18<sup>th</sup>  
October 2011 and meeting no. 6, 7<sup>th</sup> November.**

**Ballymoney Borough Council****Dervock 2012 Joint Working Group****held in the Dalriada Room, Riada House, Ballymoney****Meeting No. 5****18 October 2011, 2.34pm****Present:****Ballymoney Borough Council  
(BBC)**

Ald Frank Campbell  
 Cllr Anita Cavlan  
 Ald Harry Connolly  
 Cllr Ian Stevenson  
 Director of Borough Services  
 (DBS)  
 Director of Central & Leisure  
 Services (DCLS)  
 Museum Manager (MM)  
 Clerical Officer

**Dervock & District Community Association  
(D&DCA)**

Mr Frankie Cunningham  
 Mr David McKeown  
 Mr Frank McLernon

**Dervock & District Community Association Ltd**

Mr Ivan Patrick, Treasurer

**Supporting Communities NI**

Ms Deirdre McCloskey

Mr Peter Morgan Barnes

**Apologies:**

Cllr Evelyne Robinson  
 Ms Lorraine Conlon, DCAL

5.1	<b>Minutes Meeting No. 4 – 15<sup>th</sup> September 2011</b>	
	<p>Mr Frankie Cunningham assumed the Chair. It was proposed by Alderman Campbell, seconded by Mr David McKeown and <b>AGREED:</b></p> <p><i>that the minutes of the Group's last meeting, No. 4 on 15<sup>th</sup> September 2011, as circulated, be confirmed as a correct record.</i></p>	
5.2	<b>Matters Arising</b>	
	<p><b>5.2.1 Contact with Community Relations Council (CRC) update</b>          DCLS advised members she had been unable to contact Mr Paul Jordan regarding CRC grants. However, after speaking to Mr Jordan's colleague she had obtained a copy of the application form and guidelines. The deadline for financial year 2012/2013 is to be clarified.</p> <p>There is also an anniversary grant scheme to commemorate anniversaries of 100 years or less. The Council's Good Relations Officer will be attending a briefing session on this scheme. It was suggested that <b>D&amp;DCA meet with the GRO</b> as soon as possible after the briefing to progress this application. An expansion of Dervock's community festival could be considered. Caution was expressed on duplicate funding.</p> <p><b>5.2.2 Sub-Group Meeting</b>          Ms Deirdre McCloskey updated members on the sub-group meeting which looked at a detailed business plan for Dervock including leads and proposed costs (a copy of which was circulated). The Village Renewal Funding of the Rural Development Programme (RDG) is at the initial stage. Indications have been received regarding which proposals are eligible for funding. Other sources of funding will be required. DCLS highlighted the Community Festival Fund which D&amp;DCA may be able to avail of. DBS informed the working group that funding from Council as indicated on the</p>	<p><b>DCLS</b></p> <p><b>DCLS</b></p>

	plan has not been fully secured.	
	<p>The need to provide showering facilities for the 2012 marathon was discussed, with reference being made to what happened at other major events, such as the Great North Run. It was felt that this provision may be more of an aspiration and that having adequate toilet unit provision was more important. DBS pointed out that given the time of year it would be essential to book in advance necessary temporary facilities in order that such provision would be available. He advocated that further work needed to be done to draw together the various necessary strands of an event[s] and that plan assumptions such as numbers both participating and attending needed to be agreed by all parties as these factors were key to success.</p> <p>Mr David McKeown was advised that Council had agreed to put £10,000 towards the project and Ms Deirdre McCloskey added that this was match funding for the RDP application. Position to be confirmed to D&amp;DCA in writing.</p> <p><b>5.2.3 Race Arrangements Update</b></p> <p>Mr Frank McLernon advised that a new marathon course is being tested and that a lot of decisions have to be made with the limited time remaining. Firm details are to be forwarded to e.g. athletic associations and television companies. Clear direction is needed. There is still uncertainty on the facilities to be provided. The Chair advised that at present it was expected that 250 would participate in the three races – marathon, half marathon and 10K and that between 800-1000 individuals viewed this year's KK McArthur Half Marathon. With publicity Mr David McKeown added this could multiple by two or three times in 2012. Discussion followed on the involvement of Ballymoney Resource Centre, possible sponsorship and further proposals for Council consideration. DBS again emphasised that there was a need for a detailed event plan covering all aspects of the event[s]. Alderman Campbell concurred with the officers comments that a business / event plan should be completed as soon as possible which can be utilized by key personnel such as Council, funders, etc.</p> <p>Councillor Stevenson was informed that the event was to be kept within the Borough and that race organisers in order to ensure competitor safety, etc could not utilize main roads.</p>	HDCS
<b>5.3</b>	<b>Museum Manager Update</b>	
	<p>MM gave an update on the successful application to the Heritage Lottery Fund. It is hoped to bring KK McArthur artefacts from South Africa. He then introduced Peter Morgan Barnes, a writer who has been commissioned to write and produce a play on the life of KK McArthur which will be performed in Ballymoney and Dervock and also two re-enactments - a torch lit procession and a trap ride from Ballymoney train station depicting when KK McArthur arrived home after his victory. Mr Barnes gave details as to project outcomes, planned dates and how the pieces would be put together with community involvement/engagement. He emphasised that his work would generate publicity for other aspects of the overall project and that it was necessary to plan for success.</p> <p>The Chair raised the possibility of tying in with the Olympic torch procession. Mr Morgan Barnes advised that whilst the performances are flexible it would be important not to split the focus of events. The meeting</p>	

	noted that the exact route of the Olympic torch would be released in November.	
	MM advised that the press would be visiting Dervock on the centenary date – 14 <sup>th</sup> July 2012. DBS highlighted the need for Council and indeed others to be aware that given the known events both before and following the actual centenary date and on-going work; it would be necessary for the partnership and in particular the Council to make the necessary provision for the additional staff resource, etc., required so that the expected technical back-up to the various project strands would in fact be available. He also mentioned that building work would possibly be taking place at Ballymoney train station when the re-enactment was scheduled and this eventuality needed therefore to be taken into account.  Mention was made that consideration is being given to improving the appearance of derelict buildings in the village and it is hoped that through engagement with particular groups other agreements can be made as regards other sensitive issues.	<b>Council</b>
<b>5.4</b>	<b>Community Facilities</b>	
	Mr Frank McLernon sought clarification on the Council's plans for the proposed community facilities for Dervock. In response DBS advised that given that the project was still at the planning stage and that external funding had to be obtained in order to realize the complete scheme that it would be unlikely that the new buildings would be in place prior to July 2012.	
<b>5.5</b>	<b>Business / Event Plan</b>	
	Returning to early discussion the Chair suggested that a small working group be tasked to draw together the necessary business / event plan prior to the next Working Group meeting. The meeting agreed that appropriate detailed planning was important and the Chair's suggestion. Following further discussion it was agreed that a representative from the Resource Centre, Race Committee, Museum (HLF) and HDCS (RDP/Media) would meet on Thursday 27 <sup>th</sup> October 2011 at 9.30am in Riada House to draft the plan.	<b>F Cunningham Resource Centre MM HDCS D McCloskey F McLernon</b>
<b>5.6</b>	<b>Date of Next Meeting</b>	
	Monday 7 <sup>th</sup> November 2011, 2.30pm Dalriada Room, Riada House, 14 Charles Street, Ballymoney	

**Ballymoney Borough Council****Dervock 2012 Joint Working Group****held in the Dalriada Room, Riada House, Ballymoney****Meeting No. 6****7 November 2011, 2.32pm****Present:****Ballymoney Borough Council  
(BBC)**

Ald Frank Campbell  
 Ald Harry Connolly  
 Ald Bill Kennedy  
 Cllr Evelyne Robinson  
 Director of Borough Services  
 (DBS)  
 Director of Central & Leisure  
 Services (DCLS)  
 Head of Corporate & Development  
 Services (HCDS)  
 Museum Manager (MM)  
 Clerical Officer

**Dervock & District Community Association  
(D&DCA)**

Mr Frankie Cunningham  
 Mr David McKeown  
 Mr Frank McLernon

**Dervock & District Community Association Ltd**

Mr Ivan Patrick, Treasurer

**Supporting Communities NI**

Ms Deirdre McCloskey

**Apologies:**

Cllr Anita Cavlan  
 Cllr Ian Stevenson

<b>6.1</b>	<b>Minutes Meeting No. 5 – 18<sup>th</sup> October 2011</b>	
	<p>Alderman Frank Campbell assumed the Chair.</p> <p>It was proposed by Alderman Connolly, seconded by Mr McKeown and  <b>AGREED:</b>  <i>that the minutes of the Group's last meeting, No. 5 on 18<sup>th</sup> October 2011, as circulated, be confirmed as a correct record.</i></p>	
<b>6.2</b>	<b>Matters Arising</b>	
	<p><b>6.2.1 Contact with Community Relations Council (CRC) update</b>  DCLS advised that information received from CRC briefing states that its anniversary grant scheme commemorates anniversaries which are trouble related. As the JWG project is outside such parameters, it may be the case that the CRC scheme would need to be extended in order that the project qualify for funding. When the relevant information is available, <b>a meeting will be set up with CRC, D&amp;DCA representatives and the relevant Council officer to progress CRC grant funding.</b> The grant application deadline for the financial year 2011/2012 is November 2011.</p> <p>Ms McCloskey informed the group that the application for the Rural Development Programme (RDP) funding by D&amp;DCA Company Ltd and D&amp;DCA is at the preliminary stage. A decision on whether the application has been successful is expected early/mid December. Tender documents are being drafted to hasten the process should a letter of offer be received in February/March 2012.</p> <p>In response to Councillor Robinson, DCLS explained the reason for caution regarding duplicate funding.</p>	<b>DCLS</b>

<b>6.3</b>	<b>Business / Event Plan</b>	
	<p>Ms McCloskey updated members on the sub group meeting which took place on 27<sup>th</sup> October 2011. A draft version of the business/event plan had been produced. It was noted that funding for some elements in the plan have changed and some elements are not yet been costed.</p> <p>DBS explained the business/event plan would be used as a baseline framework for all the events planned in connection with the Dervock 2012 project. In that way he stated all necessary resources can be quantified with their respective funding streams clearly identified.</p> <p>Mr Cunningham concurred and personally apologised for not contacting the Resource Centre regarding the sub group meeting. He summarised the minutes of the last Race Committee meeting and placed on record the valued assistance of members of the Springwell Running Club in reshaping the marathon course and all the other work being done.</p> <p>HCDS added that funding bids had been submitted for financial year 2011/2012. Lead parties had been identified in the draft business/event plan. It was suggested that individuals be given responsibility for specific plan elements in order to clarify responsibilities.</p> <p>Mr McKeown asked whether a project manager should be appointed. Given the scope and importance of what was being planned <b>it was agreed</b> that a project manager would be needed on a full-time basis. It was also recognised that nearer the event dates a large team of people would be required to realise the various plan elements, e.g. to look after car parking/stewarding, refreshments and all the other aspects. Mr McKeown advised that a nucleus of such a team existed as 40-50 people help every year with the half marathon. <b>It was agreed</b> that successful events were essential as it would generate positive media coverage and create necessary momentum to build on in the future as far as the village was concerned.</p> <p><b>It was agreed</b>, given the expertise within the joint working group, the draft plan be circulated to all members for comment within 14 days; with the sub group meeting on Friday 25 November 2011, 9.30am, Riada House, Ballymoney to review the comments and revise the document for further consideration at the next joint working group meeting. The sub group was thanked for their work so far.</p> <p>The JWG acknowledged that there was a need to progress work within the village so that all had both knowledge of and ownership of what was to be delivered in 2012.</p> <p>In response to DCLS, HCDS advised the project officers linked to the Resource Centre are funded to deliver specific projects. Mr Cunningham advised he would <b>contact the Ballymoney Resource Centre</b></p> <p>Ms McCloskey updated members on other funding grants being considered i.e. Awards for All and Lloyds TSB.</p> <p>Alderman Kennedy gave advice on what should be taken into account for the events such as a dedicated project officer/contact person, estimated</p>	<p><b>All members</b></p> <p><b>F Cunningham, Ballymoney Resource Centre, F McLernon, D McCloskey, HCDS, MM</b></p> <p><b>F Cunningham</b></p>

	<p>numbers participating in and attending the event days, other events in the area, liaison with Roads Service, PSNI (in particular Traffic Branch and Superintendent), NIFRS, Ambulance Service and local hospitals. The need to prepare for emergency situations and car parking (including alternatives if local fields are too wet) was highlighted. Mr Cunningham advised that the Race Committee had considered some of these issues but realised that much more work was necessary.</p> <p>There was discussion on possible formulae to estimate numbers likely to attend and also participate in events. Mr Patrick questioned what would be the maximum number of runners that could be managed safely on race day given both the extent of the event and that it was to take place on public roads; suggesting that there was a need to set an upper limit on the number of participants. Mr Cunningham suggested inviting Roads Service and PSNI to a working group meeting for their input but Mr McKeown felt this should be the responsibility of the Race Committee and the necessary feedback to the working group being via that group's minutes. Mr McLernon advised that all runners will be chipped in 2012 and therefore automatically timed, which would aid better group / race management.</p> <p>DBS reiterated that the working group's main focus at present ought to be the business/event plan.</p>	<b>All members</b>
<b>6.4</b>	<b>Museum Manager Update</b>	
	<p>MM circulated two examples of logos for the McArthur Centenary designed by an artist for the Council. Members expressed their opinion on the logos presented and stated their preferred option. <b>It was agreed</b> that option B was the preferred logo. MM will provide <b>guidance notes</b> for using the logo at the next joint working group. He stated that there would be an opportunity for merchandise, street art and banners etc incorporating the chosen logo. MM was thanked for his work to date on the KK McArthur event. MM advised the branding could be adapted for future years/legacy purposes and <b>it was agreed</b> that the logo could also be used on village signs.</p> <p>Mr McLernon advised that as the preferred marathon route will pass local business that this would also encourage the whole community to get involved.</p> <p>In response to MM, HDCS advised a bill board advertisement for a two week period would cost approximately £700. The price varies depending on location. MM felt this expenditure ought to be incorporated into the project budget. Other suggestions were put forward for advertising including banners and paintings in business windows.</p>	<b>MM</b>
<b>6.5</b>	<b>Olympic Torch</b>	
	The very good news that the Olympic Torch will be passing through Dervock on 3 <sup>rd</sup> June 2012 was welcomed.	
<b>6.6</b>	<b>Media Interest</b>	
	MM updated members on an informal meeting held earlier today with a BBC correspondent regarding a television programme telling the story of KK McArthur.	

	<p><b>It was agreed</b> that in order to ensure that a co-ordinated message was given that one contact point [HCDS] be appointed to deal with interest from the media and be a common source of reports.</p> <p>It was agreed that the final race route ought to be highlighted on the Council website and local people informed of developments. Mr McKeown advised that a village mailshot of 300-400 leaflets/newsletters is planned and that an individual resident had volunteered to edit this. He advised that the draft newsletter would be available in time for the next joint working group meeting.</p>	<b>DMcK</b>
<b>6.6</b>	<b>Community Facilities</b>	
	<p>Mr Cunningham sought an update on the plans for the community facilities in Dervock. DBS advised as to the budget currently available, the total cost of the project and the progress of the proposal which was at the planning stage. He confirmed that it would be unlikely that the community facilities would be in place by July 2012. Other aspirations for the village were discussed.</p>	
<b>6.7</b>	<b>Royal Mail</b>	
	<p>HCDS advised that liaison was ongoing with Royal Mail regarding that organization contributing towards marking the occasion of the KK McArthur Centenary. Royal Mail has advised they will not be producing a stamp as there was a series of sporting stamps some years ago. It is hoped to have further information at the next joint working group meeting. In response to MM, HCDS advised that the Council's franking machine could be used to mark the centenary.</p>	<b>HCDS</b>
<b>6.8</b>	<b>Date of Next Meeting</b>	
	<p>Thursday 8<sup>th</sup> December 2011, 2.30pm Dalriada Room, Riada House, 14 Charles Street, Ballymoney</p>	